

Bylaws of Wellspring Community Church

Revised January 2006

PREAMBLE

These Bylaws have three objectives:

1. Set out in general an outline of organization and administration for this church.
2. Define the relationship of this church to the district of which it is an integral part.
3. Relate this church to the denominational framework through which the worldwide work of The Christian and Missionary Alliance is carried out.

ARTICLE I NAME AND MISSION

The name of this church is Wellspring Community Church of the Christian and Missionary Alliance, although the official name under which this church is incorporated is Schantz Road Community Church of The Christian and Missionary Alliance. The mission of this church is to make fully functioning followers of Jesus by ministering the Word of God as empowered by the Holy Spirit in the context of community.

ARTICLE II RELATIONSHIPS

This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado nonprofit corporation.

A. LAY DELEGATE(S) TO GENERAL COUNCIL. Pursuant to Article VI, Section 6.2, paragraph A, Bylaws of The Christian and Missionary Alliance, lay delegates to General Council shall be appointed annually by the Board of Elders. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.

B. LAY DELEGATES (S) TO DISTRICT CONFERENCE. Pursuant to Article II, Section 1, paragraph a, Uniform Constitution for Districts of The Christian and Missionary Alliance, lay delegates to District Conference shall be appointed annually by the Board of Elders. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.

ARTICLE III MEMBERSHIP

Qualifications for membership shall consist of:

1. Confession of faith in Jesus Christ and evidence of regeneration.

2. Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and eternal punishment of all who reject Him.
3. Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King.
4. Full sympathy with the principles and objectives of The Christian and Missionary Alliance and cooperation by systematic support of its work.
5. Having been baptized or the willingness to be baptized.

A. APPLICATION FOR MEMBERSHIP.

Applicants for membership and membership transfers from other churches shall fill out the membership application form and then meet with a pastor or an elder to give their personal testimony of conversion, evidence of regeneration, doctrinal beliefs, and commitment to this church. Applicants shall be required to attend sessions for membership instruction provided by the church. The senior pastor and the other elders shall then act upon the applications.

Children may be accepted into membership of the church upon approval by the senior pastor and the other elders with the consent of their parents or guardian, provided they meet all qualifications stated herein.

All applicants for membership will be provided with access to these Bylaws. Further, they must affirm their willingness to subscribe to the UNIFORM POLICY ON DISCIPLINE, RESTORATION, AND APPEAL, as found in the current edition of The Manual of The Christian and Missionary Alliance. Such consent and affirmation exists when applicants place their signature on the application for membership.

B. TYPES OF MEMBERSHIP.

Active Membership. Active members shall consist of those members who adhere to the conditions stated in these Bylaws, and are regularly attending this church.

Inactive Membership.

- a. Those who have permanently moved from the community, but have not transferred their membership to another church shall be placed on the inactive membership list. A letter shall be sent informing them of this action.
- b. Those, who for any cause, except physical disability or who are temporarily absent from the community, have absented themselves from the regular services of this church

for one year or more, shall be placed on the inactive membership list. A letter shall be sent informing them of this action.

c. An inactive member may be placed on the active membership list again by request to and approval of the senior pastor and the other elders.

d. Inactive members shall not be eligible to vote on any Question.

C. MEMBERSHIP LIST. The membership list shall be examined each year by the senior pastor and the other elders one month prior to the annual congregational meeting so that the church will have an updated membership list. After efforts have been made to contact inactive members as to their relationship to the church, the senior pastor and the other elders shall have the power to remove inactive members from the rolls who have exceeded the one-year mark or to extend the inactive status for another year. A letter shall be sent to the member concerned informing him/her of this action.

D. TRANSFER OF MEMBERSHIP. Upon request, members in good standing may be granted a letter of transfer to other evangelical bodies upon approval of the senior pastor and the other elders.

ARTICLE IV ORDINANCES AND DEDICATION OF CHILDREN

Baptism and the Lord's Supper are recognized as the two ordinances of the church.

A. BAPTISM

Believer's Baptism by immersion is taught and practiced as the scriptural mode. A pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer Baptisms themselves or choose other spiritually respected people to do these ministries.

B. THE LORD'S SUPPER

The Lord's Supper is administered regularly. A pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

C. DEDICATION OF CHILDREN

Dedication of children will also be practiced by this church. Parents who desire to have their children dedicated shall observe the following:

1. One or both parents must be Christian(s).
2. Parents shall express to the pastor their desire for the dedication of their children to the Lord. He will instruct the parents about the biblical and practical implications of dedicating their children to the Lord. Under normal circumstances the dedication will take place during the Sunday morning worship service.

ARTICLE V GOVERNMENT

Section 1. General

The governing authority of the Wellspring Community Church shall be known as the Board of Elders. The members of the Board of Elders shall satisfy the scriptural standards for church leadership and shall be members of this church. No important official action shall be taken by any department or organization of the church without the approval of the Board of Elders. The Board of Elders shall have a right to fill any vacancy in any department or organization between annual meetings.

The senior pastor shall be chairman of the Board of Elders or, at his request, the Board of Elders shall elect an elder as chairman. An elder shall also be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the church as the church may decide. Special meetings may be called by the chairman or shall be called upon written request of one-half of the Board of Elders membership. All officers, committees, and organizations, except the Nominating Committee, are amenable to the collective oversight of the Board of Elders.

The work of the Board of Elders shall be supplemented by the Board of Ministries. The Board of Elders shall determine the responsibilities to be delegated, necessary levels of authority, and matters of accountability for the Board of Ministries. The senior pastor shall be chairman of the Board of Ministries or, at his request, the Board of Ministries shall elect an officer on the Board of Ministries as chairman.

Section 2. Removal

In consultation with the district superintendent and the senior pastor, any officer or auxiliary official, except licensed pastoral staff, of this church, whether elected at the church annual meeting or appointed by the Board of Elders, or any individual member of the Board of Elders or Board of Ministries, may be removed by a two-thirds majority vote of the Board of Elders and the approval of the district superintendent if, in the judgment of the Board of Elders, the best interests of this church will be served thereby.

A. NUMBER AND COMPOSITION

1. Board of Elders--The number serving as the Board of Elders shall be a minimum of three and a maximum of four, including the senior pastor.
2. Board of Ministries--The number serving as the Board of Ministries shall be a minimum of six and a maximum of twelve, including the senior pastor. The Board of Ministries shall consist of the following: Financial Secretary, Recording Secretary, Treasurer, Director of Christian Education, Elders, Deacons, and Deaconesses. Officers may hold more than one office (e.g. an elder may be elected to hold the office of Treasurer or a Deacon may be appointed as a Trustee, see Article IX, Paragraph C).

B. QUALIFICATIONS. The qualifications for elders are set out in 1 Timothy 3:1-13 and Titus 1:6-9. Members of the Board of Ministries are expected to maintain a life style in keeping with the spirit and intent of these same references. Further, each must be an active member of this church.

C. DUTIES. The duties of leaders are set forth in these Bylaws and in position descriptions which may be adopted by the Board of Elders.

D. QUORUM. A quorum for the legal conduct of business for both the Board of Elders and the Board of Ministries shall be a majority of the board membership.

E. FREQUENCY OF MEETINGS. The Board of Ministries and the Board of Elders shall meet as needed.

ARTICLE VI ANNUAL CONGREGATIONAL MEETINGS

The Board of Elders and Board of Ministries shall conduct the affairs of the church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. The fiscal year of the church shall be from January 1 to December 31.

A. ANNUAL CONGREGATIONAL MEETING.

The annual congregational meeting shall be held in January of each year. The Board of Ministries shall determine the actual time and location. The annual congregational meeting shall be announced three weeks in advance in the Sunday morning service and in the bulletin.

At this meeting the members shall receive reports of departments including audited reports of the treasurer. Annual reports are to be submitted by the Pastor(s), Treasurer, Director of Christian Education, Chairman of the Deacon/Deaconess Board and others deemed necessary by the Board of Ministries. The Board of Ministries shall also determine the method of reporting.

Those to be elected at the Annual Meeting shall be the elders and other members of the Board of Ministries. All other ministry positions shall be determined and appointed by the Board of Ministries at their first meeting following the annual congregational meeting. This authorization does not apply to other positions that may become necessary and require election by constitutional authority. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of sixteen [16] years are entitled to vote, but in matters involving titles of property or legal procedure the laws of the state determine the age at which members are eligible to vote.

The order of the annual meeting shall be as follows: devotional service, reading of the membership lists, reading of the minutes, annual reports of officers and organizations, old

business, new business, adjournment. The Board of Ministries may modify this order as needed.

B. SPECIAL CONGREGATIONAL MEETINGS. When determined appropriate by the Board of Ministries, special congregational meetings may be called. Notice of it shall be placed in the bulletin for two consecutive weeks prior to the date of the meeting.

C. AUTHORITY. Roberts Rules of Order shall govern all matters of church business.

D. QUORUM. A quorum for the transacting of business shall consist of one third of the membership.

ARTICLE VII PASTORAL STAFF

The Board of Elders shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the Board of Elders and appointed by the district superintendent after conference with the Board of Elders. The district superintendent shall suggest to the Board of Elders the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse become members of this church. Pastoral staff include all those whose position calls for licensing as an "official worker," as defined in the General Regulations in the Manual of The Christian and Missionary Alliance.

Any member of the pastoral staff may resign from this church by giving due notice of this intention to the district superintendent and the Board of Elders. The Board of Elders may in conjunction with the district superintendent ask for the resignation of any member of the pastoral staff. Before such action is taken, the Board of Elders and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent with the approval of the District Executive Committee shall have the authority to remove or transfer a member of the pastoral staff when the Board of Elders is in disagreement or whenever circumstances make such removal or transfer advisable.

A. STAFF SALARIES AND BENEFITS.

Staff salaries and benefits shall be presented to the congregation for approval at the annual congregational meeting through the report of the treasurer. The Board of Elders may consult with the District Superintendent as may be deemed necessary in making the appropriate recommendations.

Vacations, pulpit supply, etc. of the pastor(s) shall be determined by the Board of Elders.

ARTICLE VIII OFFICERS

Section 1. Senior Pastor. The senior pastor shall have oversight of this church. He shall be chairman of the Board of Elders and the chairman of the Board of Ministries except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the Board of Elders shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law.

Section 2. Elders. The elders shall be male members of this church and shall be elected. With authority from Christ the Chief Shepherd and confirmed by the church membership, the pastor and the other elders are the highest level of servant leadership in the local church. As undershepherds, elders shall serve with the senior pastor to oversee the local church and its ministries to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance. They shall do the following:

- Devote themselves to prayer and the study and ministry of the Word.
- Oversee and provide spiritual direction for the activities and growth of the church.
- Guard, protect, warn, and discipline the flock as needed.
- Provide guidance to the deacons, deaconesses, and other officers of the church as needed.

- Pray for and anoint the sick and seek to be an encouragement to those suffering adversity.
- Work with the senior pastor in developing and implementing God's vision for the church.
- Aid the pastor in the visitation of the congregation when able.

Section 3. Deacons and Deaconesses. The deacons and deaconesses shall be members of this church and shall be elected. There shall be a maximum of two deacons and two deaconesses elected by the congregation. The deacons and deaconesses shall have charge of mercy ministries and charities of the church, receive offerings for such purposes and dispense the same and make monthly reports as directed. They shall make monthly reports to the Board of Ministries. No offerings shall be solicited for relief purposes except by order of the Board of Ministries. Where there are no deacons or deaconesses the Board of Ministries shall assume responsibility for their ministries until such are elected. The chairman of the deacon/deaconess board shall be appointed by the Board of Ministries. Deacons and Deaconesses shall do the following:

- Appoint, train, and schedule ushers.

- Assist in the visitation program of the church such as shut-ins and the sick.
- Help the elders to minister to the needs of the church, especially the physical needs.

- Prepare the communion table and elements
- Coordinate meals for church families who are ill, have lost loved ones, and new mothers.
- Pray and counsel with people as the pastor and elders deem necessary.

Section 4. Trustees. The trustees shall be members of this church. There shall be a maximum of five trustees appointed by the Board of Ministries. Trustees shall have charge of maintenance and improvement of the grounds and property. Their work will be under the direction of the Board of Ministries. Minor purchases or repairs of less than \$250 may be made without consent of the Board of Ministries as long as monies are available. The trustees shall have oversight of the church custodians. Where there are no trustees, the Board of Ministries shall assume responsibility for their ministries and duties until such are appointed.

Section 5. Recording Secretary. The Recording Secretary shall attend and keep the minutes of all congregational meetings, Board of Ministry meetings, and membership meetings. The secretary shall also conduct the correspondence of this church as directed by the Board of Ministries. The secretary shall attend and keep minutes of other meetings as requested by the Board of Ministries. The secretary shall keep the membership roll. All of the secretary's records are the property of the church.

Section 6. Financial Secretary. The financial secretary shall, with another person or persons appointed by Board of Ministries, be responsible to count all monies except freewill offerings given toward the support of a pastor, and keep a separate record of all receipts. The financial secretary may be empowered by the Board of Ministries to issue receipts to the donors. All of the financial secretary's records are the property of the church.

Section 7. Treasurer. The treasurer shall receive all monies of this church except monies given in freewill offerings toward the pastor's support and those offerings referred to in Article VIII - Section 3, and missionary monies. The treasurer shall be responsible for the payment of all bills on the order of the Board of Ministries, keeping proper book records of all transactions and filing canceled vouchers and receipts for payments made. His records are the property of the church. The treasurer shall account for all missionary monies and oversee the forwarding of the same to the treasurer of The Christian and Missionary Alliance on or before the 10th of the following month. The Board of Ministries shall determine where funds of the church shall be kept. No offerings shall be solicited from the membership except upon approval of the Board of Ministries.

Section 8. Director of Christian Education. The director of Christian education will oversee the Sunday School and disciplemaking ministries of the church. He will oversee the operation of the nursery during worship services and is an ex-officio member of all Sunday School committees.

POSITION DESCRIPTIONS: The Board of Elders may issue individual position descriptions for the above positions and any other appointed or elected position in the

church. Such position descriptions shall define responsibilities, delegate authority, and specify accountability and are considered directive in nature.

ARTICLE IX NOMINATING COMMITTEE AND ELECTIONS

A Nominating Committee shall consist of the senior pastor, two elected by but not necessarily from the Board of Ministries, and two elected by the membership at least one month prior to the annual meeting. Members of the Nominating Committee shall be members of this church and shall be elected by ballot at a regular or special meeting of the Board of Ministries or membership meeting, respectively. The Board of Ministries and the congregation shall elect by ballot from among at least four nominees respectively. The Nominating Committee shall prepare a written report of its work, and publish it at least seven days prior to the annual meeting.

In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled. Other nominations may be made from the membership. The officers shall be elected by ballot at the annual meeting. Where only one name is presented the ballot may be waived by unanimous vote.

A. **THOSE TO BE ELECTED:** Those to be elected at the annual congregational meeting shall be the officers of the church who shall be active members of this church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the church: senior pastor, recording secretary, financial secretary, treasurer, director of Christian education, elders, deacons, and deaconesses. A minimum of nine months of membership in this church shall be required for eligibility for election. All officers shall have attained the age of twenty-one years.

B. **NOMINATIONS FROM THE MEMBERSHIP:** Any active member of the membership may nominate any person for an elected position according to the following:

The member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow his/her name to be considered. The member wishing to place the name in nomination will then submit the name to the Nominating Committee, in writing, within 7 days following the annual election of the Nominating Committee.

The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding elected office. The Nominating Committee may consider the person to be nominated as their nominee if so desired. The Nominating Committee may also elect NOT to consider the person as their nominee.

Once the Nominating Committee has completed its work and rendered its report, an **OFFICIAL BALLOT** will be prepared for use at the annual meeting. The Official Ballot will contain the names as presented for each position by the Nominating Committee. Further, those names presented by the membership that meets the required criteria will

also be placed on the Official Ballot. However, they will be identified by an asterisk (*), and an appropriate footnote explanation that they were nominated by the membership.

There will be no nominations received from the floor during the election process.

C. PLURALITY: Where required, the election shall be based on the rule of plurality (i.e. some members may hold more than one office).

D. TERM OF OFFICE.

Elected members of the Board of Elders and Board of Ministries shall serve for a period of two years and shall commence office on February 1. The election shall be so arranged so that approximately one half of both boards are elected annually.

The Board of Elders shall have the authority to appoint qualified persons to fulfill unexpired terms of those elected persons as necessary if they become vacant.

ARTICLE X TEAMS AND ORGANIZATIONS

Section 1. Missions Team. A Missions Team of at least three members may be appointed by the Board of Ministries. The purpose of the Missions Team is to assist the pastor in administering the year-round missions program, planning and promoting the annual missions conference, recruiting candidates, and promoting the financial and prayer support of the worldwide ministry of The Christian and Missionary Alliance. A missions conference shall be held annually for the promotion and support of the worldwide work of The Christian and Missionary Alliance.

Section 2. Sunday School/Bible Teaching. This church shall have a Sunday school or a comparable discipling ministry that will be overseen by the Director of Christian Education. The mission of discipling ministries is to bring people to a saving knowledge of Christ, teach biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer and Coming King, and equip people for evangelism and Christian service.

Section 3. Alliance Women Ministries. Local church Alliance Women may be established. They shall be organized according to the Alliance Women's Local Constitution as contained in the Manual of The Christian and Missionary Alliance. The mission of Alliance Women is to support and pray for Alliance missionaries and their ministries.

Section 4. Alliance Men. Local church Alliance Men may be established. They shall be organized according to the Alliance Men's Local Constitution as contained in the Manual of The Christian and Missionary Alliance. The mission of Alliance Men is to bring men to Christ and engage in ministries that are consistent with the objectives of The Christian and Missionary Alliance.

ARTICLE XI PROPERTY, RECORDS, AND REVERSION OF PROPERTY

Section 1. Property. This church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated. Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the Board of Elders in consultation with the district superintendent. In states where trustees are required, the order of the congregation shall proceed through them.

Section 2. Records. The official records of all officers of the church and all its departments are the property of the church. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records of the office shall be passed on to the newly elected officer. All records other than current shall be kept in a secure repository selected by the Board of Ministries.

Section 3. Audit. All financial records shall be examined annually or at more frequent intervals on order of the Board of Ministries. At least one person, none of whom is a financial officer or church staff member, shall be appointed by the Board of Ministries to conduct the examination. They shall follow procedures set forth in the current edition of the Manual for Alliance Church Treasurers (and Pastors). The Board of Ministries shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the church is located.

Recognizing the purposes of the members of this congregation to support both the doctrines and the mission of The Christian and Missionary Alliance through the contributions of their tithes, offerings, and special gifts, and to ensure that the future use of such assets and real property as this church may from time to time acquire shall not be diverted from this purpose, this church adopts the following property protection clause.

1. Property Reversions. Any of the following shall constitute a "reversionary event": (a) the decision or action of this church to disaffiliate or otherwise separate itself from The Christian and Missionary Alliance without the prior written approval of such decision or action by the District Executive Committee (or its equivalent) of the district in which this church is located, or (b) the failure for any reason of this church to be subject to or abide by any of the purposes, usage's, doctrines, or teachings of The Christian and Missionary Alliance, or (c) the failure for any reason of this church to qualify as an "accredited church" of The Christian and Missionary Alliance (as such term is defined in the Bylaws of The Christian and Missionary Alliance), or (d) the termination of this church's existence for any reason.

2. Determination of Reversionary Event. The determination of whether a reversionary event has occurred shall be considered and decided by the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located in accordance with procedures established from time to time by the

Board of Managers of The Christian and Missionary Alliance. The decision of such District Executive Committee (or its equivalent) shall be final and binding on The Christian and Missionary Alliance, the district of The Christian and Missionary Alliance in which this church is located, and this church and may not be challenged by any party in the absence of fraud, collusion, or arbitrariness.

3. Consequences of Reversionary Event. Upon the occurrence of a reversionary event as determined in accordance with 2. above, legal title to all real and personal property (tangible and intangible), appurtenances, fixtures, and effects of whatever type then owned, held or used by this church, without regard to how or from whom acquired shall, upon the demand of the district of The Christian and Missionary Alliance in which this church is located, revert to and become the property of such district of The Christian and Missionary Alliance. During the period of time between the occurrence of the reversionary event and the complete and final transfer of legal title to the district of The Christian and Missionary Alliance in which the church is located, this church shall hold such property in trust for such district to be used exclusively to further the purposes, usages, doctrines, and teachings of The Christian and Missionary Alliance.

4. Waiver of Certain Reversionary Events. In the event of a reversionary event attributable to differences in doctrine between this church and The Christian and Missionary Alliance, the reversionary process set forth above may be waived upon the approval of (a) at least two thirds of the active, attending members of this church, (b) the District Executive Committee or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located, and (c) the Division of Church Ministries of The Christian and Missionary Alliance.

ARTICLE XII BYLAWS AND AMENDMENTS

Local Bylaws not in conflict with the provisions of the constitution or the laws of the state are required and may be adopted by a duly called meeting of the church. As a minimum, the church bylaws will include provisions for the composition and name of its Board of Elders that is in keeping with Article V above. A copy of such Bylaws shall be filed with the district superintendent

These Bylaws may be amended by a two-thirds majority of the votes cast at any official congregational meeting of the congregation.

Adopted November 16, 2003, Amended January 22, 2006