



CONSTITUTION AND BYLAWS

Rev. Date TBD

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
<u>CONSTITUTION</u>		
0	Preamble.....	1
I	Name.....	1
II	Affiliation.....	1
III	Duration.....	1
IV	Purpose and Objectives.....	1
V	Character and Polity.....	2
VI	Articles of Faith.....	2
VII	Church Covenant.....	6
VIII-1	Church Policy.....	7
VIII-2	Method of Amending Articles.....	8

BYLAWS

IX	Membership.....	9
X	Church Staff.....	13
XI	Elected Officers.....	15
XII	Church Services and Meetings.....	20
XIII	Church Organizations / Committees.....	21
XIV	Church Finances.....	29
XV	Constitution and Bylaws.....	30
XVI	Amendment and Addendum.....	32



CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE 0 – Preamble

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of a New Testament church, and for the purpose of preserving the liberties inherent in each individual member of this church, and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish the following Constitution and Bylaws:

ARTICLE I – Name

This body shall be known as the CrossRoads Church of Westmoreland, TN, first organized on January 15th, 1975 as Twin Hills Baptist Church, Incorporated April 7th, 2011 under the name of Jubilee Worship Center. The Corporations's registered office is located at 5254 New Hwy 31E, Westmoreland, TN 37186.

ARTICLE II – Affiliation

CrossRoads Baptist Church is affiliated with the Tennessee Baptist Convention, Bledsoe Baptist Convention, and the Southern Baptist Convention.

Article III – Duration

The period of duration of the Corporation is perpetual. An annual report must be filed with the state office on or before the Annual Report due date in April and maintain a Registered Office and Registration Agent. Failure to do so will subject the business to Administrative Dissolution/Revocation.



CONSTITUTION AND BYLAWS

ARTICLE IV – Purpose and Objectives

CrossRoads Church is a biblically centered church whose purpose and objectives are:

- A. To be a dynamic spiritual congregation empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- B. To be a worshipping fellowship, experiencing an awareness of God, recognizing Him, and responding in obedience to His leadership.
- C. To experience an increasingly meaningful fellowship with God and fellow believers.
- D. To help people experience a growing knowledge of God and His Son, Jesus Christ, and our relationship to both.
- E. To be a church that ministers unselfishly to persons down the hall, across the street, and around the world in Jesus' name, because eternity waits. (Acts 1:8)
- F. To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ. To know Christ and to make Him known.

ARTICLE V – Character and Polity

The government of this church is vested in the body of believers who compose it. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action. This church is not subject to the control of any other ecclesiastical body or organization, but it recognizes and sustains the obligations of mutual



CONSTITUTION AND BYLAWS

counsel and cooperation that are common among Baptist churches. Insofar as it is practical, this church will cooperate with and support missions and ministry through other like-minded bodies, such as the Tennessee Baptist Convention, Bledsoe Baptist Convention, and the Southern Baptist Convention. In compliance with the Tennessee Nonprofit Corporation Act (the "Act"), the Board of Trustees serves as the Board of Directors, the Senior Pastor and the Church Clerk serve as the Corporation President and Secretary respectively.

ARTICLE VI – Articles of Faith

- A. The Holy Bible is the inspired, inerrant, infallible Word of God and is the basis for any statement of faith. God's Word, as revealed in the Holy Bible, is the sole authority in matters of faith and practice.
- B. We ascribe to the following principles:
 1. **The Scriptures:** The Scriptures of the Old Testament and New Testament were given by the inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and practice.
 2. **God:** There is but one God; the Maker, Preserver, and Ruler of all things. He is omniscient, omnipotent and omnipresent. To Him all creatures owe the highest love, reverence, and obedience.
 3. **The Trinity:** God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.

4. **Providence:** God from eternity decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events; yet so as not in any way to author or approve of sin nor to destroy the free will and responsibility of intelligent creatures.

5. **Sovereignty of God, Free Will of Man, and God's Purpose of Grace -** God is completely sovereign in all things and He has given mankind the ability to accept or reject His offering of grace. This apparent contradiction is of God and is not fully understandable to us on this side of heaven. God has given specific instructions to His church to present the message of salvation and grace to all people that they may accept or reject His offering. Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His spirit, will never fall away from the state of grace but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgement upon themselves; yet they shall be kept by the power of God through faith unto salvation.

6. **The Fall of Man:** God originally created man in His own image and free from sin. But through the temptation of Satan, man transgressed the command of God and fell from his original holiness and righteousness;

whereby his posterity inherit nature is corrupt and wholly opposed to God and His law, and is under condemnation, and therefore, as soon as all persons are capable of moral action, they become actual transgressors.

7. **The Mediator:** Jesus Christ, the only Begotten Son of God, was born of a virgin, and is the divinely appointed Mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever lives to make intercession for His people. He is the only Mediator, the Prophet, Priest, King, Head of the Church, and Sovereign of the Universe.
8. **Salvation:** Salvation is a change of heart brought about by the Holy Spirit, who brings to life those who were dead in trespasses and sins, enlightening their minds spiritually to understand the Word of God; and renews their whole nature so that they love and practice holiness. It is the work of God's free and special grace alone and is offered freely to whosoever believes in Him.
9. **Repentance:** Repentance is an evangelical grace, wherein a person being convicted and made sensible of the manifold evil of his sin by the Holy Spirit, humbles himself for it, has a godly sorrow and detestation and abhorrence of it, and turns from sin with a purpose and endeavor to walk with God so as to please Him in all things.

10. **Faith:** Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ is true and accepting and resting upon Him alone for justification, sanctification, and eternal life. Faith is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.
11. **Justification:** Justification is God's gracious and full acquittal of sinners who believe in Christ, being justified from all sin through the satisfaction that Christ has made; not for anything wrought in them or done by them, but on account of the obedience and finished work of Christ and receiving and resting on Him and His righteousness by faith.
12. **Sanctification:** Those who have been regenerated are also sanctified by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of divine strength which all saints seek to obtain while pressing after a heavenly life in cordial obedience to all Christ's commands.
13. **The Church:** The Lord Jesus Christ is Head of the Church, which is composed of His true disciples, and in Him is vested all power for its government. According to His commandments, Christians are to associate themselves into particular societies or churches. The Lord Jesus has given to each of these churches the needed authority for administering order, discipline, and worship which He has appointed.
14. **Baptism:** Baptism is an act of obedience following the example of the Lord Jesus Christ wherein he is immersed in water in the name of the Father, and the Son, and the Holy Spirit as a sign of his fellowship with

the death and the resurrection of Christ, of the remission of sins, and of his giving himself up to God to live and walk in newness of life. It is a prerequisite to church fellowship and participating in the Lord's Supper.

15. **The Lord's Supper:** The Lord's Supper is an ordinance of Jesus Christ to be administered with the elements of bread and fruit of the vine, and to be observed by His churches until He comes again. The Lord's Supper is in no sense a sacrifice, but is designed to commemorate His death, to confirm the faith and other graces given Christians, and to be a bond, pledge, and renewal of their communion with Him and of their church fellowship.
16. **The Lord's Day:** The Lord's Day is a Christian institution for the regular observance of worship and spiritual devotion, both public and private. It is a time for rest.
17. **Liberty and Conscience:** God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word and not contained in it.
18. **The Resurrection:** The bodies of men, after death, return to dust but their spirits return immediately to God. The righteous rest with Him, but the wicked are reserved under darkness until the judgment.
19. **The Judgment:** God has appointed a day when He will judge the world by His Son, Jesus Christ, when everyone shall receive according to his deeds. The wicked shall go away into everlasting punishment, but the righteous into everlasting life.



CONSTITUTION AND BYLAWS

ARTICLE VII – Church Covenant

We believe we have been led by the Spirit of God to repent, believe that Jesus is God’s Son, and receive Jesus Christ as our Savior and Lord. We have professed our faith and allegiance to Jesus Christ and have been baptized in the name of the Father, and of the Son, and of the Holy Spirit. Therefore, now in the presence of God and this assembly, we most solemnly and joyfully enter into this covenant with one another as one body in Christ.

- A. Therefore, we commit, with the strength, guidance, power, presence, and wisdom given by God through the Holy Spirit:
 - 1. To bond peaceably together in Christian love, working and praying for unity of the Spirit;
 - 2. To strive for the growth of this church in knowledge, holiness, and comfort;
 - 3. To promote this church's prosperity and spirituality through the use of God's giftedness to each member;
 - 4. To sustain this church's worship, ordinances, discipline, and doctrines;
 - 5. To assemble together regularly;
 - 6. To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the needy, and the spread of the gospel throughout the world.

- B. We further commit:
 - 1. To maintain Christ-centered families and personal devotions;

2. To educate our children and those under our care in the Christian faith, to pray, and to seek the salvation of our family members and acquaintances;
 3. To live prudently with Christian virtues, always being aware of our Christian witness to the world;
 4. To be just, faithful, and exemplary in our dealings, behaviors, and conduct, avoiding unkind speech, unrighteous anger, or anything that may jeopardize our own or another's faith;
 5. To be zealous in our efforts to advance the kingdom of our Savior and promote its influence.
- c. We also commit:
1. To nurture and care for one another in the spirit of brotherly love;
 2. To pray for each other;
 3. To help each other in sickness and distress;
 4. To practice hospitality;
 5. To cultivate and exhibit Christian compassion and courtesy in speech;
 6. To not be easily offended, and always be ready to pursue reconciliation promptly;
 7. To unite, as soon as possible after moving from this church or this area, with another church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE VIII-1 – Church Policy

The Church has adopted the following policy statements to clearly speak on specific issues facing American society and the Church of North America. These statements are born out of the Church's commitment to the Holy Bible as God's Word and the Church's interpretation of His Word.

The Church welcomes all persons, regardless of their lifestyles, habits, or opinions, to attend worship services, ministry events, and other activities of the Church, if they are not disruptive to those activities. The Church believes that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Church.

1. Human sexuality – Human sexuality is a gift from God. Sexual intimacy is intended by God to be expressed between one man and one woman in a committed marriage relationship. We believe that any other form of sexual activity (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God.
2. Marriage – The Church recognizes marriage as the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. Weddings are a Christian celebration of a marriage, and the Church will only permit wedding celebrations consistent with this view to be held on the Church campus.
3. Gender identity – God has wonderfully created each person as male or female. Both genders are equal in the eyes of God with unique attributes endowed by the Creator. Rejection of one’s biological sex is a rejection of the image of God within that person.

ARTICLE VIII-2 – Method of Amending Articles

From time to time, as it might be necessary to amend the articles of this Constitution and Bylaws, any member or group of members may present a requested change(s) to the Constitution and Bylaws Committee. The



CONSTITUTION AND BYLAWS

Committee will consider the requested change(s) in the context of the overall document. The Committee may choose to recommend the proposed change(s) to the church, reject the proposed change(s), or recommend the proposed change(s) to the church with revisions. In the event that a proposed change is not accepted by the Committee for recommendation to the church, the Committee will endeavor to provide a response to the initiator of the proposed change explaining the Committee's decision. If the proposed change is accepted, then in due time, the Committee will bring a recommendation to the church at a regularly scheduled or a special called business meeting to address the requested change(s). A vote will be taken at the following regular or special called business meeting with at least one month between the two meetings to allow sufficient time to ensure members are aware of the proposed change(s) and any questions are addressed. A three-fourths vote of those members present and voting at a duly called business meeting shall be required to amend the Constitution and Bylaws.

Amendments made should be in written form, stating the specific location where the change is made. Changes and additions can include positions, organizations, committees, ministries, and any other church-approved actions. Any approval and passage of amendments to the Constitution and Bylaws shall take precedence over any previously approved amendments.

All amendments and any addendum shall be placed in the main body of the church Constitution and Bylaws immediately after passage by the church. The document shall contain a means of identifying the most current version of the church Constitution and Bylaws.

BYLAWS

ARTICLE IX – Membership

This church is an autonomous body under the lordship of Jesus Christ. The membership retains unto itself the right of self-government. The membership reserves the exclusive right, without any governmental oversight or regulation, to determine who shall be members of this church and conditions of such membership.

A. Methods by which membership is granted:

1. Profession of faith in Christ and believer's baptism.
2. Believer's baptism following a statement of a prior conversion experience.
3. Letter of recommendation from a church of like faith, order, and practice.
4. By statement of a prior conversion experience and believer's baptism in a church of like faith, order, and practice when no letter of recommendation is obtainable.
5. Restoration. Any person whose membership has been terminated for any cause may be restored by vote of the church upon evidence of the candidate's repentance and reformation.

B. Procedures for membership:

1. An individual will present himself/herself for membership by one of the methods listed in Item 1 above. This will usually happen during the invitation time of a regularly scheduled worship service, but may also occur at other scheduled or unscheduled events (e.g., just before or after a worship service, or during a meeting with one of the pastors).
 2. Upon presenting himself/herself for membership, the individual will meet with the Senior Pastor or a decision counselor. After talking with the individual, the pastor or decision counselor will make a recommendation that the person be considered as a candidate for membership. In some cases, the decision counselor may recommend that the individual receive further counseling (e.g., a meeting with the Senior Pastor to address a special issue) prior to being recommended as a candidate for membership.
 3. Children, youth, and new believers making an initial salvation decision will be recommended for participation in a New Christian's Class.
 4. Individuals will be presented to the church family as candidates for membership at the end of worship services. After they are presented to the church, they will remain a candidate for membership until they are approved at a regularly-scheduled business meeting.
 5. The church office will add the names of membership candidates to the agenda of a regularly scheduled business meeting. The church will vote on membership for the candidates at that meeting. A three-fourths vote of those members present and voting shall be required to elect such candidates to membership.
- c. Disagreement regarding membership:
Should there be a disagreement as to any candidate for membership, such disagreement shall be referred to the Senior Pastor for further investigation. The Senior Pastor will report the results of his investigation

to the person(s) initiating the request for the investigation. If deemed necessary by the Senior Pastor, he will address the issue at a regularly scheduled business meeting.

D. Status and Rights of membership:

1. Membership status shall be categorized as “Member-Active,” “Member-Nonactive” and “Prospect.”
 - “Member-Active” shall be defined as participating in any regularly- or specially scheduled activities of the church.
 - Active members may act and vote in the business transactions of the church.
 - Every active member of the church is eligible for consideration by the membership as candidates for elective offices in the church (pursuant to meeting the qualifications for that office).
 - “Member-Nonactive” shall be defined as not participating in any of the regularly- or specially scheduled activities of the church for a period of two consecutive years.
 - “Prospect” shall be defined as any visitor that may have interest in becoming a member.

E. Methods by which membership may be terminated:

1. By letter of recommendation to a church of like faith, order, and practice.
2. By removing from the roll when joining orders of another faith.
3. Upon request by the member.

4. Upon death of the member.
5. Upon non-participation by the member for a period of three consecutive years. (See item VIII.D.1 above). After two consecutive years of non-participation, the member's status shall be changed from "Active" to "Non-active." The church office shall initiate a due-diligence effort to contact the member prior to his/her membership status being changed from "Active" to "Non-active." This effort may include contacts by pastoral staff, deacons, and Small Group leaders. After a member's status has remained "Non-active" for a period of one additional consecutive year, his/her church membership shall be terminated. Prior to termination of membership, a final effort shall be made to contact the individual in an attempt to re-establish his/her "Active" member status. NOTE: This provision shall not apply to members who are homebound, who are on active duty in the U.S. Armed Forces, who are out-of-town college students, or who present other acceptable explanation for non-participation.
6. By a letter of dismissal for misconduct.
 - a. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, the church may terminate his/her membership, but only after due notice and meetings with the Senior Pastor and Chairman of Deacons, during which meeting(s) efforts will be made to bring the member to repentance and amendment. The Senior Pastor shall determine the schedule and agenda for these meetings. The practice of this church shall be to emphasize to its members that every reasonable measure will be taken to assist any troubled member. We will be guided by a concern for redemption rather than punishment. The purpose of the church is also to safeguard the sweet Christian fellowship that belongs to a New Testament church. Should some serious condition

exist, that would cause a member to become a liability to the general welfare of the church, the Senior Pastor and deacons will take every reasonable measure to resolve the problem in a manner consistent with scriptural guidelines. All such proceedings shall be handled with a spirit of Christian love.

- b. Should a member become an offense to the church body by espousing, following and/or adopting and influencing others to espouse, follow and/or

adopt doctrine that is heretical or contrary to the orthodox doctrines established in Scripture and adopted by the church and as set forth in Article V, the process outlined below will be followed: The goal of the process being to "teach, rebuke, correct and train in righteousness ..." (2 Timothy 3:16).

- (1) The Senior Pastor and Chairman of Deacons will meet with the individual to discuss the heretical belief(s), to clarify scriptural orthodoxy, and to attempt to restore the member to the correct belief(s).
- (2) If the member admits error in his/her doctrinal belief(s) and makes a commitment to doctrinal integrity, no further disciplinary action is required. However, the member may be required to make restitution for his/her actions in order to help restore unity to the church body.
- (3) If the member is unwilling to conform his/her belief(s) to orthodox teaching, after allowing the member time to reflect on his/her belief(s), the Senior Pastor and Chairman of Deacons will schedule a follow-up meeting with the member following the principles of Titus 3:10-11.

- (4) Should the member refuse to meet with the Senior Pastor and Chairman of Deacons to discuss the doctrinal issues (either for the initial or the follow-up meeting referenced above), the Senior Pastor may proceed directly to meet with the deacons to initiate termination of membership.
- (5) If, after the second (follow-up) meeting, the member is still unwilling to change his/her belief(s) to conform to orthodox teaching, the Senior Pastor may call a special meeting with the deacons. A quorum of a least two-thirds of the active deacon body (including the Chairman) would be required to attend. The purpose of the special-called meeting would be to:
 - (a) Clearly explain the theological threat, referring to Scripture, bylaws, and any other relevant governing documents of the church.
 - (b) Report attempts to rectify the situation.
 - (c) Make determination of whether the membership should be terminated.
- (6) The deacons at the special-called meeting will vote on the recommendation for termination. An affirmative vote of at least two-thirds of the total active deacon body shall be required to terminate the individual's membership. If termination is approved, the Senior Pastor will issue a formal letter of dismissal advising the offending individual of termination of membership.
- (7) The Senior Pastor will inform the church body of the action taken at the next business meeting or at a special called business meeting in accordance with Article XI.B.
- (8) Any dismissed member may be considered for future reinstatement only after meeting with the Senior Pastor and



CONSTITUTION AND BYLAWS

Chairman of Deacons to affirm repentance and reformation of his/her theological understanding.

This provision (Article VIII.E.6.b) does not apply to the healthy, recurrent, vigorous discussion of historically debatable orthodox principles of Scripture. Rather, this provision deals with individuals who intentionally seek to teach, influence, or spread doctrinal heresy and/or misguided and erroneous unorthodox theology among the members of the church (Matthew 7:15-20; Matthew 24:10-11; 1 Timothy 1:3-7; Titus 1:10-14; Titus 3:10-11).

ARTICLE X – Church Staff

By its very nature, a church requires leadership from those who will devote adequate time either on a full-time or part-time basis. The pastor and other ministers are to lead and assist the church members in spiritual matters and their physical well-being. All who serve as pastors of the church shall be members of the church.

The pastor and ministers should be qualified leaders, spiritually motivated, enthusiastic in job performance, cooperative in ministry, kind, yet firm, and stable in attitude and constant in Christian love and conduct.

All ministerial staff (including interns, volunteers, temporary staff, or independent contractors) shall affirm in writing their belief in and strict adherence to the principles listed in the Articles of Faith (Article V). This affirmation and strict adherence to these principles shall be a condition of hiring and of continued employment.



CONSTITUTION AND BYLAWS

Ministerial/Support Staff

- A. **Senior Pastor (also known as President for corporate purposes):** The Senior Pastor shall be selected by the church's Ministerial Selection Committee and presented to the church for approval. His election shall take place at a meeting called for that purpose, of which at least a full week's notice shall be given. Election shall be by ballot and an affirmative vote of three-fourths of the church members present shall be necessary for his call. His call shall be for an indefinite term and at the will of the church until the relationship is terminated by the church or the pastor.

The Senior Pastor may relinquish his position by a two weeks' notice to the church from the time of resignation.

- B. **Other Ministerial and Support Staff positions:** In accordance with Article XIII.B.3. Ministerial Selection Committee, the church shall call to service other such ministerial and support staff members as the church shall need.

The church may also terminate the Senior Pastor and other ministerial positions. Such action shall take place at a meeting called for that purpose, of which at least one full week's notice shall have been given. The meeting may be called upon recommendation of the majority of the Personnel Committee. Alternatively, one fourth of the active members (defined for this purpose as an average of the past year's Sunday morning service attendance), by a written petition, may request the Personnel Committee to consider grievances and/or request such a meeting. The moderator of this meeting, designated by the members present by majority vote, shall be someone other than the person in an office being considered for termination. Any vote to declare a position vacant shall be



CONSTITUTION AND BYLAWS

by secret ballot with an affirmative vote of three- fourths of the members present being required.

Specific duties for the position of Senior Pastor and other ministerial and support staff (including interns, volunteers, temporary staff, or independent contractors) are stated in the church's governance document(s) addressing personnel policies and procedures.

ARTICLE XI – Elected Officers

All who serve as officers of the church and those who serve on committees, teach Small groups, or lead teams or organizations of the church shall be active members of the church and shall affirm their belief in and strict adherence to the principles listed in the Articles of Faith (Article V). Belief in and strict adherence to these principles shall be a pre- requisite for service and a requirement of continued service.

A. **Deacons:** The number of deacons required to serve the church will be determined on an annual basis by the Senior Pastor and the current Chairman of Deacons. Candidates for deacon will be nominated by the church membership. Nominees shall be forwarded to deacon officers, who shall consult with the Senior Pastor and pastoral staff for initial review of qualification status (see items 1 through 10 below). The nominees who qualify shall be contacted by letter and will be required to fill out a questionnaire that probes deeper into maturity, character, church involvement, commitment, doctrine, support, family life, and other areas the deacon officers and Senior Pastor deem necessary to discuss. Upon the review of the questionnaire by the deacon officers and Senior Pastor, nominees will be contacted for an interview with the deacon officers and Senior Pastor. If there are concerns about the

nominee, and the deacon officers and Senior Pastor are in agreement not to submit his name to the church for consideration, the deacon officers and Senior Pastor will meet with the nominee to discuss their decision and to provide opportunity for growth and development. For purposes of this section, in the absence of the Senior Pastor, the remaining pastoral staff shall select another pastor to undertake the Senior Pastor's obligations under this section.

All Deacons shall be elected to serve for three (3) years. Deacons shall serve on a rotation basis with one third of the total number having their terms expire each year. Deacon vacancies of six (6) months or longer remaining to serve will be filled by the nominee(s) not elected in the previous election and those receiving the highest vote total(s), upon their agreement to fill the duration of the unexpired term. The Senior Pastor and Chairman of Deacons will retain vote totals between elections for this purpose. If, under this process, no one is available to fill the duration of the unexpired term, the deacon officers may then nominate an ordained deacon who is eligible for reelection to fill the unexpired term. After nomination, the candidate will be contacted and questioned under the same guidelines discussed above. The candidate must then be approved by majority ballot of the deacon body currently serving the church. After serving a term of two or more years, no deacon shall be eligible for reelection until the lapse of a one-year period.

The term for a Deacon is January through December. The timing for electing Deacons is as follows:

In October, candidates are nominated by the church membership.

In November, a list of eligible nominees will be presented to the church. The list will include the candidates' qualifications.

In December following the first Sunday Service, a ballot will be distributed for church members to vote. The persons receiving the highest number of votes will become deacons. In the event of a tie, the vote shall be retaken until the tie is broken. If necessary, the church will conduct services to ordain a candidate who has never before served as a Deacon.

The December Deacons meeting will include the newly elected deacons and at that meeting, the officers for the next year will be elected. The Chair and Vice-chair must have at least one year experience as a Deacon either during the current term or a previous term. All Deacons are eligible for the Secretary position.

Qualifications and Duties - the Deacon shall:

1. Be a man, at least twenty-one (21) years of age as of January of the year in which the election is held.
2. A Christian for at least 3 years and a member of CrossRoads Church. If the candidate has not been a member for 1 year, then the candidate must prove good standing membership from another church.
3. Meet the requirements given in 1 Timothy 3:8-13 and Acts 6:3 in living a consecrated Christian life, refraining from destructive criticism, willing to settle difficulties in a Christian manner, keeping in confidence information that is confidential, being responsible in his conduct at home and in the church, and refraining from any conduct that would bring reproach to the church or the cause of Christ.
4. Be a tither of his income and bring his offerings to the church in a systematic manner for the Lord's work.

5. Be evangelistic and missionary in spirit, deeply interested in the salvation of the lost, enthusiastic about the work of the church, and in regular attendance at all church services, such as worship services, Small Groups, prayer meetings, and other special meetings, unless hindered by circumstances beyond his control.
 6. Be fully cooperative with the Senior Pastor, other ministers, and all the membership in the advancement of a strong spiritual program for the church.
 7. In accordance with the meaning of the word deacon (“servant”) and according to the work as set forth in the New Testament, serve the church with the Senior Pastor in ministries of benevolence, teaching, proclaiming the gospel, hospitable fellowship, and other forms of service and leadership as needed.
 8. Assist in the preparation for and administration of the Lord’s Supper.
 9. Assist and support standing and team church committees, and if nominated by the Nominating Committee, and elected by the church, may serve on church committees or ministry teams.
 10. Observe all guidelines of ministries assigned and assist church committees as needed.
- B. The following church officers shall be selected and nominated by the Nominating Committee and presented to the church at an annual business meeting for church approval:
1. **Board of Trustees (also known as Board of Directors for corporate purposes):** The number of trustees shall be three (3). They shall be elected by the church to serve for three (3) years. Trustees shall serve on a rotation basis with one third of the total number having their terms expire each year. If a Trustee is filling a vacancy and serves less than two

(2) years, they are eligible to continue as a Trustee to serve a three-year term of their own. Once a Trustee has served a full term (two years or more), they are not eligible to serve as a Trustee for one calendar year. All trustees shall be active members of the church for at least one year.

Trustees shall elect their officers at a meeting in January, which will be set up by the current Chair. The January meeting is for the orientation of new Trustees and the conveying of information about present projects. The Chair and Vice-chair elected must have at least one year experience as a Trustee either during the current term or a previous term. All Trustees are eligible for the Secretary position.

Paid staff members and members of their families cannot serve as Trustees.

Duties:

- a. The Trustees shall be the legal representatives of the church.
 - b. Responsible for securing adequate insurance/bonds for all church property.
 - c. Set fees for and approve use of facilities for weddings and other activities.
 - d. The Trustees cannot sell, buy, or transfer any property without the approval of the church membership.
 - e. There must be a minimum of three (3) Trustee signatures to validate all church transactions.
2. **Treasurer:** The Treasurer shall be elected annually by the church. The Treasurer shall be an active member of the church for at least one year. The Treasurer may serve for three (3) successive years before rotating off one year. The Treasurer shall have official status for the church as a corporation unless another person is so designated by the church. The

Treasurer shall be an ex officio member of the Finance Committee. The treasurer shall be bonded, with the bond being paid by the church.

Duties:

- a. Receive from the Finance Committee a proper account of all offerings and receipts.
 - b. Make sure the proper procedures are followed regarding disbursements and receipts.
 - c. Work closely with the Finance Committee on keeping up to date on the financial status of the church.
 - d. Report on the financial status of the church at the regular and/or special called business meetings, or whenever requested by the church.
 - e. As an ex officio member of the Finance Committee:
 - (1) Work with the Finance Committee and assist in providing an annual and or special audit(s) of all financial transactions.
 - (2) Meet with the Finance Committee as an ex officio member providing necessary information for committee tasks and recommendations.
 - (3) Work with the Finance Committee in preparing, presenting, and promoting the church budget.
 - f. Make available to the Church Clerk a monthly accounting to be preserved in the permanent records of the church.
3. **Assistant Treasurer:** The Assistant Treasurer shall be an active member of the church for at least one year. The Assistant Treasurer shall be bonded, with the bond being paid by the church. The Assistant Treasurer

shall assume all the responsibilities of the Treasurer in the absence of the Treasurer.

4. **Church Clerk (also known as Secretary for corporate purposes):** The Church Clerk may serve successive terms if elected annually by the church. The Church Clerk shall have the following duties, some of which may be delegated to other staff members:

Duties:

- a. Keep proper records of all the actions, communications, and official reports of the church. All church records are church property and shall be filed in the church office. The Church Clerk shall keep backup copies of church records.
- b. With the assistance of the Church Administrative Assistant, maintain a register of the names of all members with dates of baptisms, admission, dismissal, and death.
- c. With the assistance of the Church Administrative Assistant, issue letters of recommendation and dismissal as voted by the church.

5. **Parliamentarian:** (If Active) The Parliamentarian may serve successive terms if elected annually by the church. The Parliamentarian shall be present at regular and special called business meetings to assist in maintaining proper order in these meetings.

The Parliamentarian should be familiar with *Robert's Rules of Order* adopted by the Church and should be familiar with the Constitution and Bylaws. The

Parliamentarian shall ensure that a copy of the *Robert's Rules of Order* is available at all business meetings and shall govern the Church business meeting in all cases to which they are applicable, and in which



CONSTITUTION AND BYLAWS

they are not inconsistent with the Bylaws and any special rules of order that may be properly adopted.

ARTICLE XII – Church Services and Meetings

- A. **Regular Services:** The church membership shall have regular Sunday worship services and Bible study. Prayer, praise, preaching, instruction, and evangelism shall be the ingredients of these services.
- B. **Regular and Special-Called Business Meetings:** Business meetings will be held (in lieu of or outside of regular services and programs in order to facilitate and encourage attendance by those members who would otherwise be serving in classrooms and programs) in the last month of each quarter, a given Sunday, with a two week notice given. Special called business meetings must be preceded by two weeks' notice of the special called meeting, with the purpose of the meeting being stated. An exception is the special called business meeting that will be held on the Sunday following the November Business Meeting to discuss and vote on the budget. Current financial reports will be published and given for distribution at the regular scheduled meeting.

The Chairman of Deacons, or their designee shall be the Moderator of all business meetings. The Moderator should be familiar with and shall follow Robert's Rules of Order adopted by the church and the Church Constitution and Bylaws.

- C. **Emergency Business Meetings:** In the event that a vote is necessary during an emergency, proper notification shall be attempted in the following manners: 1) Phone calls /texts to all members, and/or email sent to all members, and 2) Prominently displayed on the Church website.

After proper notification has been made, the following procedures shall be used: An email voting system may be used, with an email address being created to receive the members vote.

- D. **Quorum:** The quorum consists of those members who attend a duly called business meeting. Unless expressly stated otherwise in these Bylaws, any approval vote by the church shall require a majority vote of a quorum of members.

E. **Special Services**

1. **Ordination:** The church may set a person apart to an office of leadership in the Christian ministry by ordination as a minister of the gospel for a specific calling in which ordination is required, such as pastor, chaplain, evangelist, or other ministerial position. The candidate must give satisfactory evidence of being called to the ministry and of the scriptural qualifications for ordination. Procedures as outlined for licensing will be followed for examination of the candidate. Upon recommendation of the Ordination Council and approval by the church, an ordination service shall be held.
2. **Commissioning:** The church may demonstrate support for and encouragement to church members who are going to the mission field, for short- or long-term assignments, by having them participate in a commissioning service.

ARTICLE XIII – Church Organizations / Committees and Teams

CrossRoads Church has two groups composed of Committees and Teams. Committees are meant to cover the long-term needs of the church. The purpose of Committees and their duties must be documented in the Constitution and



CONSTITUTION AND BYLAWS

Bylaws. Committees shall consist of a group of Active members who share a common calling of God to serve Him according to their complementing gifts, passions, and skills. Teams are formed to address matters not addressed by the standing committees. They are as-needed, short-term (two-years or less) and project focused.

To facilitate establishing and maintaining the committees, a Church Council will be established. The Church Council will be led by the Chairman of the Deacons or his appointed Deacon representative and includes the Chairperson of each of the committees or their appointed committee representative. A member of the Pastoral Staff will serve as a non-voting staff liaison to this group. In the case of a tie vote the Pastoral Staff member will become a voting member and cast the tie breaking vote.

TEAMS

The church shall organize and sponsor organizations that contribute to the ministry of the church. These organizations shall be called "Ministry Teams". All such organizations shall be under the control of the church and shall be approved by the church. All who serve as ministry team leaders, class or Bible study teachers, or leaders of other ministry organizations of the church shall be active members of the church. The names of such organizations and their ministries, all officers and leaders of these organizations, and the times of all organizational meetings shall be listed in a church directory and kept on file in the church office. Additional organizations, officers, and leaders may be added as approved by the church at a regular or a special called business meeting.

The desire to form a new ministry team shall be referred to the Nominating Committee for consideration. The Nominating Committee shall select a ministry team leader and shall make a recommendation to the church body to approve the new ministry team and its leader at the next appropriate scheduled church business meeting. A special business meeting may be called for this purpose. Ministry teams may be formed and disbanded at any time upon major vote of the church.



CONSTITUTION AND BYLAWS

“Ministry Team” consists of a group of members who share a common calling of God to serve Him according to their complementing gifts, passions, and skills. Team members may be recommended by church members, the pastor, or ministerial staff and shall be approved by the team leader. If the team leader position becomes vacant, a new team leader shall be selected by the current team members. The team leader is responsible for notifying the church secretary of any changes to the team roster. Each ministry team will be assigned a staff liaison.

Duties:

- A.** Duties of the leaders shall be as set forth in the Ministry Teams Description Manual and those agreed upon by members of each ministry team.

- B.** Ministry teams are to work with church staff and other ministry teams and committees in communicating activities to the church membership and promoting mission, ministry, and community service awareness.

- C.** Ministry teams shall make timely reports to the church at the regular business meetings.

Committees:

The party requesting a new committee be formed shall document the purpose of the committee and give a written request to the Chair of the Deacons. The Chair of Deacons will deliver the request to the Church Council at their next scheduled meeting. If the Church Council determines there is a valid reason for the new standing committee, they will select the first six members. Those selected must be active members of the church for at least six (6) months. The Church Council will then present the committee and its members for approval at a regular or special called business meeting.

After approval by the church, the new committee will meet and elect their Chair, Vice-Chair, and Secretary. They must document the purpose and duties of the committee and provide that information to the Constitution and Bylaws Committee within 30 days of being approved. They must also

provide the information needed for the Committee Description Manual to the church secretary.

The Constitution and Bylaws Committee will work with the new committee to finalize the wording to be added to the Constitution and Bylaws. The Constitution and Bylaws Committee will then present the proposed bylaws' changes for approval at a regular or special called business meeting.

For existing committees, all committee members shall be selected and nominated by the Nominating Committee (except for the Nominating Committee itself) and presented to the church every 3 years at the next business meeting for church approval.

All candidates selected and nominated by the Nominating Committee and elected by the church to serve on church committees shall be active members of the church for at least six months. Each of those committees may have only one family member at a time serving on it. If an exception needs to be made, the Nominating Committee will request approval by the church at the time of the nomination. Deacons may also serve as members of a committee if selected and nominated by the Nominating Committee and elected by the church.

Committees shall elect their officers at a committee meeting. This first meeting of the committee is for the orientation of new members and the conveying of information about present projects. All members are eligible for any position.

Members of committees who cannot continue shall notify the chairperson of that committee. The member's intent to discontinue serving should be in written form.

1. **Building and Grounds Committee:** The Building and Grounds Committee are empowered by the Church to provide total support, care and oversight for management of the Church buildings and grounds. In the care of any CrossRoads Church properties, this Committee will work with Finance committee to enter into any contractual agreements , including landscaping.

The Committee shall be selected and nominated by the Nominating Committee and elected by the Church. This Committee is composed of an odd number of members each serving three (3) year terms. All committees term 3,2, or 1 are assigned by nominating committees

Duties:

- a. Work with the Building and Grounds Committee and Safety Team Chair to evaluate needs and make recommendations to the church for approval of all needed major repairs, renovations and maintenance.
- b. Communicate with and make recommendations to the Personnel Committee concerning maintenance personnel.
- c. Communicate with the Build and Grounds Committee Chairperson and church administration regarding the daily building use needs.
- d. Provide and maintain utilities and needed lighting of church property.
- e. Make recommendations to the Church for approval of repairs and replacements of outdoor equipment.
- f. Submit yearly operating budget to the Finance Committee.

- g. Communicate with and seek approval from Finance Committee regarding unplanned expenses that cannot be covered in yearly budget.
 - h. Provide effective and safe access to the building in hazardous weather conditions, i.e., ice, snow, etc. The plans for access should be communicated to staff members and Ministry Teams for implementation.
2. **Constitution and Bylaws Committee:** The purpose of this Committee is to review the church Constitution and Bylaws and make recommendations for revisions where permissible and as needed to enhance and complement church growth. Members of this Committee shall be selected and nominated by the Nominating Committee and approved by the church. This Committee shall have five (5) members each serving a three (3) year term.

Duties:

- a. All present contents, items, and features of the Constitution and Bylaws as approved by the church are to be considered and changed only as permitted by the Constitution and Bylaws.
- b. Confer with staff, organizational leaders, and committees for possible statements of intent to be made in the Constitution and Bylaws.
- c. Present and recommend to the church for approval proposed changes to be made in the Constitution and Bylaws in accordance with Article VII- Method of Amending Articles.
- d. Request any committee guidelines and make them available as a part of the Constitution and Bylaws for review by church membership upon request.

- e. Assist the Moderator and Parliamentarians in interpreting the Constitution and Bylaws at regular and special called business meetings.
 - f. The committee chairman shall ensure a copy of the most current Constitution and Bylaws is available at all regular and special-called business meetings.
3. **Ministerial Selection Team:** The Ministerial Selection Team is considered a team and functions only when a ministerial staff vacancy is to be filled. All members of the team are to be selected and nominated by the Nominating Committee with input from the Personnel Committee and voted upon and approved by the church at a regular or special called business meeting. The Ministerial Selection Team for Senior Pastor shall consist of eight (8) members, with two (2) members from the Personnel Committee. The Committee is to be representative of the church membership in terms of age, special commitments or interests, and length of membership. Existing ministerial staff can serve on the committee as ex officio members. The Ministerial Selection Team for all other ministerial staff positions shall consist of six (6) members, with one (1) member from the Personnel Committee, two (2) members from the area of ministry vacated and three (3) members from the church at large. When the Ministerial Selection Team has been approved, it shall elect a chairperson and a co-chairperson. Valuable information concerning code of ethics, relationships, work, and church expectations is made available.

If the vacancy to be filled is one other than the Senior Pastor, the Committee should strongly consider the suggestions of the Senior

Pastor. The Senior Pastor may serve on the Committee as an ex officio member. The entire task is to be undertaken in prayer to God for His guidance and leadership in this very important work. The Team will seek to follow guidelines of the New Testament and seek those with qualities as set forth in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.

Duties:

- a. Guide the church through a self-study and determination of needs and qualities needed by the prospective pastor or minister.
- b. Compile an information sheet or brochure about the church and community to share with prospective pastors and ministers.
- c. Draft statements of the church's objectives and expectations as stated in the church Constitution and Bylaws.
- d. Develop a list of prospective pastors and ministers.
- e. Determine helpful sources of reliable information about the persons being considered, which should include past and/or present employment.
- f. Arrange, if necessary, for a visit to the prospective pastors or ministers present location of ministry in order to better evaluate leadership abilities in an actual ministering situation.
- g. Be honest. Tell the prospect all relevant information about the church.
- h. Narrow the list of candidates and interview the individuals most likely to meet the qualifications needed. Arrange for a visit to our church so that both the congregation and prospective minister can meet and ask questions. Also, arrange meetings with church membership and provide the prospective minister an opportunity to lead the church in the area in which he/she would be ministering.

- i. Upon satisfactory interviews and meetings, recommend to the church that the individual be called.
- j. Communicate the vote of the church to the individual and his/her reply to the church.
- k. Assist in the transition to the church.

After the vacancy has been filled, the Ministerial Selection will disband.

4. **Nominating Committee:** The Nominating Committee will direct the church in the use of people in such a way as to fulfill the purpose of the church. The goal of this Committee shall be to find persons who are gifted by the Holy Spirit and called by God to serve and to provide them with a place of service.

The members of the Nominating Committee shall be selected and nominated by the Church Council. The Nominating Committee is composed of three to five (3 – 5) members each serving three (3) year terms.

Duties:

- a. Select, interview, and enlist all persons for all committees, ministerial team leaders, and other positions of church leadership. While those nominated for organizational, departmental, and ministry team leadership positions can assist the Nominating Committee in selections, the assistance is to be under the direction of the Nominating Committee. No one should be contacted to serve in any position without the direct consent of the Nominating Committee. This procedure will enhance control in the selection process, and will prevent confusion, repeated contacts,

competition for leaders, and help ensure that members are not asked to assume too many responsibilities.

- b. Assist in discovering new potential leaders. This can be accomplished through information surveys and constant surveys and constant cooperation with Sunday School leaders.
 - c. Maintain records of potential leadership and results of contacts to those asked to serve in positions, which will be helpful in filling positions in the future.
 - d. Select those to serve in leadership/committee positions who are members of the church.
 - e. Present nominees to the church for approval at regular business meetings.
5. **Personnel Committee:** The Personnel Committee shall be selected and nominated by the Nominating Committee and elected by the church. The Committee is composed of three or five (3 - 5) members who shall serve for three (3) years.

Duties:

- a. Recommend additional church personnel or help fill vacancies in intern (paid or volunteer) or church staff positions.
- b. Seek information about personnel needs from the Senior Pastor, other staff members, and leaders of church organizations and committees, maintaining constant communication with the staff members.
- c. Prepare and update job descriptions in written form. These guidelines, job descriptions, and procedures shall be delivered to the person in the position

that is described, as stated in the Personnel Manual and Ministry Descriptions for Committees and Ministry Teams, and made available in the church office for review upon request. These guidelines, descriptions, and procedures should include title, principal function, related tasks and duties, proper communication relationships, and objectives of the position in relation to the church's overall objectives. Organizational charts of staff relations may also be developed.

- d. Counsel with all staff members, including interns or temporary employees, in areas of support and concerns as needed.
- e. Review personnel and evaluate progress on a regular basis in order to establish familiarity, encourage, advise, and promote proper relationships and job performances. Communications with organizational leaders working with personnel also should be conducted. Evaluation of a new staff member should be on a quarterly basis for the first year, and, at least, an annual review of all staff and personnel. Senior Pastor is to evaluate paid or volunteer staff. A staff member cannot be terminated without approval of both the Personnel Committee and Senior Pastor, but in the event of an emergency, the staff member can be suspended, pending further investigation and/or evaluation.
- f. Establish salaries, compensations, and employee benefits for personnel, and work with the Finance Committee concerning fund availability for employee benefits and compensations.
- g. Make recommendations to the church on personnel matters and make timely reports to the church at regular or special called business meetings.
- h. Request letters of resignation. If such letters are not received from pastors or ministers, the Committee shall recommend

terminations pursuant to the requirements as set forth in these Bylaws. If letters of resignation are not received from non-ministerial staff, the Committee may terminate the position or individual employment.

- i. Assist the Ministerial Selection Committee when that committee is functioning. Two (2) members of the Personnel Committee shall be members of the Ministerial Selection Committee when selecting the Senior Pastor, and one (1) member of the Personnel Committee shall be a member of the Ministerial Selection Committee for all other ministerial staff positions.
- j. Select an interim or supply pastor or minister for any vacancy, as needed.

6. Finance Committee: The Finance Committee is responsible for promoting stewardship for the membership and keeping the membership of the church aware of the financial needs and responsibilities of the total membership. This Committee shall be selected and nominated by the Nominating Committee and elected by the church. This Committee is to be composed of members who are personally committed to the financial support of the church with systematic giving. The Committee is composed of an odd number of members each serving three (3) year terms. Members shall serve on a rotation basis with one third of the total number having their terms expire each year. The Treasurer shall be an ex officio member of this Committee.

Duties:

- a. The Committee shall solicit all account custodians for an itemized list of needs for the coming year to be submitted to the Finance Committee before the first day in September. In consultation with

the Treasurer, prepare an inclusive budget itemized with amounts for local and worldwide commitments.

- b. The new budget will be distributed to church members at the November Business Meeting, where the floor will be open for members to ask questions. A special called business meeting will be held on the Sunday following the November Business Meeting to discuss and vote on the budget. The new budget will be in effect with the church fiscal year, which begins on January 1 and ends December 31 of each year.
- c. The Committee shall request a regular status of all account custodian balances and transactions, and notification of any request that is not within the approved limits.
- d. This communication with church officers and departments is established to enhance the operation of all departments within their budgets.
- e. The Finance Committee shall be responsible for determining when an audit or review of the financial books and records of the church shall be performed. The Finance Committee or the church shall select the qualified auditor.
- f. The Finance Committee shall determine amounts of bonds and those to be bonded.
- g. The church treasurer shall have his/her name on the bank account with individuals authorized under the bank account agreement. With dual signatures with members of the financial committee.

7. **Church Council:** The church council is the administrative body of the local congregation; it should consist of the following : Pastor, Chairperson of each committee and Team Leader, and other leaders

elected by the council. Meetings shall be held monthly. Their duties shall consist of:

- Providing for planning and implementing a program of nurture, outreach, witness, and resources in the church.
- Providing for the administration of its organization and temporal life.
- Envisioning, planning, implementing, and annually evaluating the mission and ministry of the church.
- Making decisions about church administration, worship services, outreach activities, finances, and other matters of importance to the congregation.
- Coordinating, implementing, and promoting the ministries of the church.

ARTICLE XIV – Church Finances

- A. **Budget:** The Finance Committee shall, in consultation with the Treasurer, committees, and organizational leaders, prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Budget items listed and submitted by the Finance Committee and voted and approved by the church cannot be changed without first being referred to the Finance Committee for consideration. The Finance Committee shall report back to the Church and include a recommendation either for or against the proposed change. The change may then be voted upon by the Church and must be approved by Church vote to be effective.



CONSTITUTION AND BYLAWS

- B. **Accounting Procedures:** Any funds received for all purposes shall be properly accounted for by the Teller Ministry Team, the Treasurer, and, and be properly deposited and recorded in the books of the church. Those who have responsibility that involves handling of funds shall be bonded, with the bond being paid by the church. Building & Grounds Chair will have the authority of funds of up to \$3,000.00 per occurrence & provided funds are available without the approval of the Finance Committee. \$3,001.00 to \$5,000.00 will need the Finance Committee's approval and over \$5,001.00 must go to the church body for approval.
- C. **The Fiscal Year:** The church fiscal year shall begin on January 1 of each year and end on December 31.

ARTICLE XV – Constitution and Bylaws

The church office shall make available to all families of the church membership a copy of the church Constitution and Bylaws.

A copy of church Constitution and Bylaws, policies and procedures, operating documents, personnel policies, job descriptions, ministry descriptions, or other church documents not deemed private by law shall be available for review by any member at the church office during regular office hours. The Constitution and Bylaws will be available online.

The CrossRoads Charter, Constitution and Bylaws, and any church-approved policies, procedures, ministry descriptions, job descriptions, rules, documents or other communications shall be considered complementary. However, in the event of irreconcilable conflict between the Charter, Constitution and Bylaws, and other church-approved policies, procedures, ministry descriptions, job descriptions, rules, documents, or other communications, the Charter and Constitution and Bylaws shall prevail over conflicting provisions in policies,

procedures, ministry descriptions, job descriptions, rules, documents, or other communications. If such interpretation is not possible, then the conflicting provisions in policies, procedures, ministry descriptions, job descriptions, rules, documents, or other communications shall be deemed null and void.

Church policies, procedures, operating rules, ministry or job descriptions of lay or ministerial staff and volunteers, rules, documents, or other such communications seeking to establish church policies shall be reviewed and approved by the church staff, the ministry teams and/or committees responsible for the area addressed by such communication (including at all times the Constitution and Bylaws Committee), and outside experts, if advisable, then submitted to the church for approval on a yearly basis. All such materials described in this paragraph shall require strict adherence to the principles listed in the Articles of Faith section of this document.

The use of the church's name, likeness, goodwill, property and facilities, not being a right of membership, is limited to purposes, functions and organizations which further the church's ministry and are entirely consistent with its articles of faith set out in Article V of its Constitution.

Emergency Powers and Bylaws: An "emergency" exists for the purposes of this section, if a quorum of the members cannot readily be obtained because of some catastrophic event. In the event of an emergency, the Pastoral Staff and Elected Officers may:

- A. Make necessary appointments to accommodate the incapacity of any officer, employee or agent;
- B. Relocate the principal office, or designate alternative principal offices.
- C. During an emergency, notice of a meeting of the members only needs to be given to those members for whom such notice is practicable.



CONSTITUTION AND BYLAWS

Necessary or prudent action taken in good faith during an emergency binds the Church, and may not be the basis for imposing liability on any officer, employee or agent of the Church on the ground that the action was not authorized. The Pastoral Staff and Elected Officers may also adopt emergency bylaws, subject to amendments or repeal by the full membership, which may include provisions necessary for managing the Church's operations during an emergency including:

1. Procedures for calling a meeting of the members
2. Quorum requirements for the meeting. The emergency Bylaws shall remain in effect during the emergency and are not effective after the emergency ends.

ARTICLE XVI –Amendment and Addendum

This Constitution and Bylaws supersedes all other policies, manuals, and written or verbal instructions pertaining to the operation of the church.

Upon church approval of this Constitution and Bylaws, any other versions of this document will be inoperative. This Constitution and Bylaws can be amended in accordance with the provisions of Article VII.

There are guidelines, policies, job descriptions, and ministry descriptions submitted by various committees or ministry teams, which are to be filed with this Constitution and Bylaws. Since updates to these documents are required periodically, these documents are not directly attached to these Bylaws; however, they are filed with the same and are maintained on file in the church office.