

# **WOODLAND PARK CHRISTIAN CHURCH CONSTITUTION AND BY-LAWS**

## **PREAMBLE**

We the members of Woodland Park Christian Church, a congregationally governed body of believers in Jesus Christ, in order that business may be conducted "decently and in order", (I Corinthians 14:40), do hereby adopt this Constitution and By-Laws.

## **ARTICLE I - NAME AND PURPOSE**

### Section 1 - Name

a) This Congregation at Woodland Park, Colorado shall be known as the Woodland Park Christian Church.

### Section 2 - Purpose

a) This Congregation is associated together to maintain public worship, provide religious instruction, promote the Kingdom of God according to the Scriptures, and to advance the Body of Christ at home and abroad.

### Section 3 - Autonomy

a) To achieve these objectives, this Congregation shall remain free and independent of all binding and guiding influences of outside origin, whether religious or secular. This Congregation shall be absolutely autonomous within the limitations imposed by the laws of the land.

## **ARTICLE II - MEMBERSHIP**

### Section 1 - Membership

a) The membership of this Congregation shall consist of persons who have accepted Jesus Christ, the Son of the Living God, are willing to follow Him as He has commanded in the Bible, who have been immersed according to the Scriptures, and who have expressed a desire to be a member of this Congregation.

### Section 2 - Transferal of Membership

a) A person may transfer membership from another congregation to this Congregation by a letter from said congregation which indicates the person meets the condition of Section 1 of this article, or a person may make a public reaffirmation of his or her faith, together with public assurance of their immersion.

### Section 3 - Withdrawal of Membership

a) If a member desires to transfer or withdraw membership from this Congregation, a letter of transfer or withdrawal signed by the minister and countersigned by the secretary of the Church Board will be provided upon request of said member.

### Section 4 - Organization

a) Every active member of eighteen years or older shall have a voice and vote in the regular meetings of this Congregation.

### Section 5 - Meetings

a) An annual congregational business meeting shall be held in December on a weekend selected by the Church Board.

b) Special congregational meetings may be held as required, such meetings to be called by a majority of the Elders or by written petition of forty percent of the members of the Congregation and to be announced at regular worship services at least one week in advance of the meeting.

c) The Chairman of the Church Board shall be the moderator at congregational meetings.

d) Voting at a properly called congregational meeting may be done by members in person at the meeting and/or by mailed or electronic voting as determined by the Church Board. A total of at least twenty percent of the members shall participate in order for the vote to be considered valid, and a simple majority vote shall be sufficient to pass any measure which is not specifically excluded from a majority vote by this Constitution.

e) All business meetings of the Congregation shall be governed by Roberts Rules of Order, except where Roberts Rules of Order differ from this Constitution, then this Constitution shall govern.

### Section 6 - Duties

a) It shall be the duty of every member to lead a faithful and consecrated Christian life, and to diligently attend the worship services.

b) It shall be the duty of every member to contribute liberally toward the support of the Congregation.

c) It shall be the duty of every member to support, as well as submit, to the properly delegated authority in management of all the Congregation's affairs.

d) Every member who withdraws or is otherwise excluded from membership in the Congregation shall thereby forfeit all claims to any part of the property of the Congregation and to participation in the congregational affairs of the Woodland Park Christian Church.

e) Every member who absents himself from regular church services for six months or more, except for sickness, temporary absence from the community, or being shut-in, shall have their name withdrawn from the membership roll and be placed on the inactive membership file. If such member shall call for a church letter, it shall be granted, stating the true condition to the congregation to which they are transferring membership.

## **ARTICLE III – MANAGEMENT**

### **Part A - THE CHURCH BOARD**

#### **Section 1 - Organization**

a) The Church Board shall be constituted as follows:

- 1) One Elder – appointed by the Board of Elders
- 2) Church Treasurer – appointed by the Board of Elders
- 3) Senior Minister or his designee
- 4) Two or more Members-at-Large, appointed by the Elders from among the membership of the Congregation. Members-at-Large shall serve one-year terms unless earlier relieved from the Board upon personal request or upon unanimous vote by the Board of Elders.

b) The Church Board shall elect its Chairman and Vice Chairman from its members each year.

c) The Chairman of the Church Board shall preside at all meetings of the Church Board and the congregation. In his absence, the Vice Chairman shall preside in his behalf.

d) The Chairman of the Church Board shall appoint a committee of at least three persons to supervise all elections and count ballots. No person who is a candidate in an election shall serve on such committee.

e) Any member of the Church Board who absents himself from three consecutive regular meetings of the Church Board or from regular church service for a period of three months in succession, except for sickness or temporary absence from the community, shall be subject to dismissal from the Church Board by the Elders.

#### **Section 2 - Meetings**

a) The Church Board shall meet regularly on a date chosen by majority vote of said Board or at the call of the Chairman. No special meeting shall be valid unless each

member of the Church Board has been notified in advance of the time and place of said meeting.

b) A simple majority of members of the Church Board shall constitute a quorum for the purpose of transacting business at any meeting of the Church Board, and a majority vote of those present shall thereupon be sufficient to pass any measure. There shall be a complete set of minutes kept of all meetings and these minutes shall be made available for perusal by any member of this Congregation upon proper request.

c) The Church Treasurer shall prepare a timely financial report for presentation at all regular Church Board Meetings; said financial reports may be presented by a member of the Finance Committee.

d) A Church Secretary shall attend the meetings of the Church Board and record the minutes.

### Section 3 - Duties

a) The Church Board shall oversee the annual development and presentation of a proposed budget by the Finance Committee. A budget summary shall be presented to the Congregation at least four weeks prior to the annual meeting of the membership. Between budget presentation and annual meeting, a minimum of one scheduled meeting shall be hosted by the Church Board and Finance Committee to enable members of the Congregation to receive answers to questions about the proposed budget. Any member of the Congregation shall have the right to submit in writing to the Chairman of the Church Board or the Chairman of the Finance Committee any proposed changes or amendments thereto. Such proposed changes or amendments must be submitted at least one week prior to the annual meeting of the Congregation. The budget and any proposed changes or amendments approved by the Church Board shall be submitted to the Congregation for adoption at the annual meeting of the members.

b) The Church Board shall supervise receipt and disbursement of all funds.

c) The Church Board shall see that books, reports, statements, certificates and other documents and records required by law to be kept or filed are properly kept or filed.

d) The Church Board shall perform all duties incident to financial matters for the church.

e) The Church Board shall be responsible to the Congregation for its acts and it shall not perform any act contrary to Christ, the New Testament, or these by-laws. The Church Board shall not permit any outside person or agency to gain control over this Congregation, nor shall the Church Board engage in any agreement, which in any way endangers the autonomy of this Congregation.

f) The Finance Committee shall determine the banks of deposit and the signature authority, subject to the Church Board's approval.

## **Part B - BOARD OF DEACONS**

### **Section 1 - Organization**

- a) The Deacons shall have qualifications in conformity with I Timothy 3:8-13. Nominees for Deacon shall have been members of this Congregation for at least one year prior to their appointment.
- b) Deacons shall be appointed by the Elders. To allow any member of the congregation the opportunity to raise Scriptural objections against any proposed candidate, the names of the nominees shall be published in the church bulletin at least thirty days prior to the date fixed for their presentation to the body as a Deacon. Any such objections shall be given to an elder in writing within two weeks of the publishing of the names of proposed Deacons.
- c) The Job Description for Deacons is to be developed by the Elders, and published in the Woodland Park Christian Church Policy Manual.

## **Part C - BOARD OF ELDERS**

### **Section 1 - Organization**

- a) The Elders shall have qualifications as outlined in Titus 1:5-9, I Timothy.3:1-7, and I Peter 5:1-5. Nominees for Elder shall have been a member of this Congregation for at least one year prior to their election.
- b) Elders shall be nominated by the nominating committee, which shall consist of at least one Elder, the Senior Minister, and at least one member selected by the Board of Elders from among the membership at large. All nominees for Elder shall be reviewed by the Board of Elders prior to their names being presented before those present at the annual meeting. To allow any member of the Congregation the opportunity to raise Scriptural objections against any proposed candidate, the names of the nominees shall be published at least thirty days prior to the date fixed for the election. The Congregation shall have the right to make further nominations. After securing permission from the prospective nominee, such nominations shall be submitted to the nominating committee in writing within one week following the date of publication of nominees being presented by the nomination committee. The names of those persons nominated by the congregation shall be published at least two weeks prior to the date fixed for the election and likewise be subject to Scriptural objections reported to the Board of Elders.

- c) Elders of this Congregation shall be elected by secret ballot by three-fourths of those voting at the annual meeting of the members or at a special meeting of the members called for that purpose.
- d) Upon first election an Elder shall serve for a term of one year. Thereafter, each Elder shall be presented for reelection to three-year terms by a three-fourths majority vote of the congregation at the annual meeting without being subject to the nomination process. Elders may be elected consecutive terms.
- e) Any member of the Elders who absents himself from regular meetings of the Elders or from regular church service for a period of three months in succession, except when such absence is the result of sickness or temporary absence from the community shall be subject to dismissal by a majority vote by the Elders.
- f) Any member of the Elders whose conduct is not in accordance with Titus 1:5-9, I Timothy 3:1-7, and I Peter 5:1-5 shall be subject to dismissal by the Board of Elders.

## Section 2 - Meetings

- a) Each year, at their first regular meeting following the annual meeting of the membership, the Elders shall elect a Chairman and a Vice Chairman. At any time that the Chairmanship of the Board of Elders is vacated a new Chairman shall be elected from the Elders.
- b) A simple majority of members of the Elders shall constitute a quorum for the purpose of transacting business at any meeting of the Elders, and a majority vote of those present shall thereupon be sufficient to pass any measure. There shall be a complete set of minutes kept of all meetings.

## Section 3 - Duties

- a) The Elders shall
  - 1) Perform their spiritually mandated functions in regard to shepherding the congregation. In addition, they shall provide guidance to the Church Board, Deacons, and the membership at large;
  - 2) Decide on the fitness and the qualifications of the prospective applicants for a position of Minister of this Congregation and only on their recommendations shall the Congregation consider any applicant;
  - 3) Provide for the contractual agreement with the Ministers per Article III Part D Section 2, below;
  - 4) Review the past work of the Ministers annually and make specific recommendations concerning their work;
  - 5) Give approval for guest speakers and special programs;

- 6) Give approval for supply preachers during the absence of the Minister, or at any time when necessary;
- 7) Be responsible for reviewing all teachers and helpers in the education department program. Persons will be used in these capacities only with the approval of the Elders;
- 8) Appoint a Church Treasurer and Sunday School Superintendent at the annual meeting;
- 9) Fill any unexpected vacancy within the office of Church Treasurer or Sunday School Superintendent by interim appointment of a qualified member of the Congregation with such interim appointment announced in the Church Bulletin at the earliest possible date;
- 10) Approve the distribution of benevolence funds by a simple majority vote; and,
- 11) Appoint, annually, a nominating committee.

## **Part D - MINISTERS**

### **Section 1 - Calling**

- a) The calling of the Senior Minister shall be by the Congregation upon the recommendation of the Elders, said calling requiring a three-fourths majority vote of the members of the Congregation. In view of a possible call, it shall be the policy of this Congregation to have only one prospective minister at a time visit the Congregation.
- b) The Senior Minister shall be called for an indefinite period of time. He shall serve as long as he is led of God to serve and so long as he performs his duties to the satisfaction of the Congregation. Either the Board of Elders or the members of the Congregation, by a three-fourths majority vote, may terminate the Senior Minister's service upon sixty days notice. The period between such notice and the termination of service may be shorter upon mutual agreement.
- c) The calling of Associate Ministers shall be by the Senior Minister and the Elders.
- d) The Associate Ministers shall be called for an indefinite period of time. Each shall serve as long as they feel led of God to serve and so long as they perform their duties to the satisfaction of the Senior Minister and Elders. The Senior Minister in consultation with the Board of Elders, or the members of the Congregation, by a three-fourths majority vote, may terminate an Associate Minister's service upon sixty days notice. The period between this notice and the termination of service may be shorter by mutual agreement.

## Section 2 - Contractual Agreement

a) All ministers shall serve under a written contractual agreement which shall set forth the job description, the goals and objectives, the salary, and other conditions, such as periods of leave - with or without pay, convention leave and expense, cost of supply speakers, etc. This agreement shall be made in triplicate, one copy to go to the appropriate Minister, one to be placed in the files of the Church Secretary, and one to be made a part of the minutes of the meeting of the Church Board.

## Section 3 - Duties

a) The Ministers shall have the welfare of this Congregation at heart in every respect. They shall be charged to guide and promote the work of the Church.

b) The Ministers must believe without reservation in the full and final inspiration of the Bible to the extent that it is to him the infallible Word of God, and therefore the all-sufficient rule of faith and practice. They must believe without reservation in the deity and supreme authority of Jesus Christ, the virgin birth of Christ, and the bodily resurrection of Christ.

c) The Senior Minister in consultation with the Elders shall hire and supervise the Church Staff, whether volunteer or paid.

## **Part E - BOARD OF TRUSTEES**

### Section 1 - Organization

a) Board of Trustees shall consist of the Chairman of the Elders and the Church Treasurer.

### Section 2 - Duties

a) The duties of the Trustees shall be to execute all legal documents as prescribed by law.

## **Part F - FINANCES**

### Section 1 - Inurement Clause

a) The net income of this Congregation will not inure in whole or in part to the benefit of any private shareholder or individual, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution for the purpose of the Corporation.



## Section 2 - Fiscal Year

a) The fiscal year of the Church shall begin January 1 and end December 31.

## Section 3 - Dissolution

a) In the event the Corporation dissolves, its assets will be transferred to the parent organization, the Church Planters of the Rockies, to reimburse said organization for all expenses made on behalf of the Woodland Park Christian Church, and/or to any Christian Church which has the same purpose as the Woodland Park Christian Church.

## Section 4 - Budget

a) The expenditures of the Congregation shall be as provided in the budget, which is annually approved by the Congregation per Article III Part A Section 3 Paragraph (a) and Article III Part F Section 6 Paragraph (c). The Church Board shall have the authority to amend the budget provided the changes do not exceed twenty-five percent (25%) of the total budget. Changes that exceed 25% of the total budget shall be approved by a simple majority vote of the Congregation at a special meeting called by the Church Board for the purpose of considering such change to the budget.

## Section 5 - Offerings

a) The principal financial support of this Congregation shall be through offerings taken at the regular services.

b) Special offerings shall be taken only after approval by the Church Board. Such offerings shall be received at the time and in the manner designated by the Church Board.

c) Special offerings shall normally be deposited by the Church Treasurer in the Church account and a check written to the recipient.

d) All offerings and gifts become the property of the Woodland Park Christian Church.

e) The financial support given or received by this Church to or from any agency or person shall not be construed in any way to abridge the autonomy of this Congregation.

f) All counting of physical offerings shall be made by two or more non-related adult Church members.

## Section 6 - Finance Committee

a) The Finance Committee shall be appointed by the Church Board and shall consist of at least three members.

b) The Church Treasurer shall be a member but may not serve as Chairman of this Committee. The Church Treasurer shall be responsible for the funds of the Congregation, including making deposits, paying bills, and keeping records of all financial transactions.

c) This Finance Committee shall review the financial records of the Congregation during the year and with the input from the various departments and committees of the Church propose a budget to the Church Board for the following church year.

d) The Finance Committee shall audit the books at the conclusion of the fiscal year, or more often as deemed appropriate.

## **Part G - AMENDMENTS**

### **Section 1 - Amendments**

a) This Constitution and By-Laws may be amended, supplemented, or repealed by the written assent thereto of three-fourths of the active members of this Congregation, by a three-fourths majority vote of the active members present at a special meeting called for the purpose of considering such, or by three-fourths majority vote of those eligible members present at any annual meeting of the members. All such proposed changes shall be in writing and filed with the Chairman of the Board of Elders. Notice of any proposal to amend, supplement, or repeal any portion of this Constitution shall be published, either by letter to active members or in the Church bulletin, at least thirty days prior to the date of the meeting at which such changes are to be offered for adoption. Complete drafts containing such proposal to amend, supplement, or repeal any portion of this Constitution shall be made available upon request to each active member through the office of the Church Secretary.

### **Section 2 - Exceptions**

The following sections are not subject to amendment, supplement, or repeal: Article 1 Sections 2 and 3, Article II Section 1, Article III Part A Section 3 Paragraph (e), Article III Part D Section 3 Paragraph (b), and Article III Part F Section 5 Paragraph (e).

## **ADOPTION**

a) This Constitution and By-Laws shall go into effect upon approval by a majority of the Congregation.

b) Adopted February 20, 1986 at the Ned Foster's residence, 740 Northwoods Dr. West, Woodland Park, Colorado 80863.

c) Revision and reformatting adopted October 1, 1989 at Woodland Park Christian Church, 1061 Rampart Range Rd., Woodland Park, Colorado 80863.

d) Revision and reformatting adopted June 27, 1999 at Woodland Park Christian Church, 1061 Rampart Range Road, Woodland Park, Colorado 80863.

e) Revision and reformatting adopted December 17, 2000 at Woodland Park Christian Church, 1061 Rampart Range Road, Woodland Park, Colorado 80863.

f) Revision and reformatting adopted May 22, 2005 at Woodland Park Christian Church, 1061 Rampart Range Road, Woodland Park, Colorado 80863.