

BYLAWS

First Baptist Church of Westcliffe
Westcliffe, Colorado

Revised April 29, 2018

(All previous versions are obsolete.)

Article I -- MEMBERSHIP

Section 1 -- General

This is a sovereign and democratic Southern Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this Church.

This membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

Section 2 -- Candidacy

A candidate for membership shall be received in one of the following ways:

(1). By Profession of Faith

Those who have repented of their sins and have come forth publicly professing their faith in and acceptance of Jesus Christ as their personal Savior and Lord and who will be baptized by immersion.

(2). By Letter

Persons coming from other Southern Baptist Churches of like faith and order may be received by letter of recommendation from their respective churches. They must have accepted Jesus Christ as Savior and Lord of their life, and that they have undergone baptism by immersion and were members in another Christian Church of like faith and order.

(3). By Statement

Admission into membership may also be by personal statement, satisfactory to this Church, that they have accepted Jesus Christ as Saviour and Lord of their life, and that they have undergone baptism by immersion and were members in another Christian Church of like faith and order where no church letter is obtainable.

(4). By Restoration

A member from whom fellowship has been withdrawn may be restored to membership upon testimony satisfactory to this Church.

(09/10/17)

Section 3 -- Reception of Members

Reception to membership requires a professing statement of faith and demonstrated by baptism by immersion. Candidates for membership will be presented to the Church by the Pastor (or designated representative) after due examination by the Pastor, Deacon, and/or a Church Member or Members. They must profess agreement with the beliefs and practices of the Church. When presented to the Church and receive a majority vote of Members present they become members.

Section 4 -- Voting Composition

Those having voting privileges in regular business meetings are those who have been received into membership according to Article I Section 3 Reception of Members, and remain in good standing.

Section 5 -- Termination of Membership

Membership shall be terminated in the following ways:

1. Death
2. Letter of request to join another Baptist church of like faith and order
3. Exclusion by action of this church
4. By request

Article II -- CHURCH STAFF

Section 1 -- Pastor

I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-3; Acts 20:28-31

The pastor will lead the Church in accordance with the tenants contained in the above scripture and let the Holy Spirit guide him and the Church to function effectively as a New Testament Church. The pastor is the leader of worship, education and pastoral ministry. His pastoral duties include witnessing to the lost, counseling and teaching, ministering to the bereaved, sick, and infirmed.

The pastor shall be called for an indefinite term, serving as long as the Lord wills in his life and in the life of the Church. The pastor may be terminated by his request or the Church's request which requires a minimum of two-thirds secret ballot votes from membership at a specially called meeting. Either party must give a two-week notice of termination.

In the event of a vacancy in the position, the Church will appoint a Pastor Search Committee. This Committee will follow the guidelines established in the Lifeway Pastor Search Committee Handbook. Prayer and guidance of the Holy Spirit will lead this process. The Committee will act on behalf of the Church and provide regular updates to the Church. Church approval must be obtained for any anomalies that are outside of the established protocol. When a pastor is presented to the Church, the membership will vote by secret ballot. Calling a pastor requires 80% majority of votes cast at a specially called business meeting.

Section 2 -- Associate Pastor

Associate Pastor is responsible for assisting the Senior Pastor with ministerial and spiritual needs of the Church. He is responsible for coordinating and overseeing the Ministries of the Church, including but not limited to, the area of Bible study, discipleship, evangelism, worship, missions and fellowship. He is responsible for developing spiritual growth and the life of the church – study, discipleship, worship, fellowship and other duties as assigned.

Section 3 -- Secretary

It shall be the duty of the Secretary to assist the Senior Pastor, Church Staff and officers with clerical support. The Church Secretary is to maintain and secure official documents and records as required by governmental agencies and the Church. The Secretary shall keep, in suitable file, records of all actions of this Church. This is a paid position as determined by the Church and would be hired by the Administrative Committee with input from the Senior Pastor and then approved by the Church.

Section 4 -- Treasurer

It shall be the duty of the Treasurer to disperse and account for all money received by the Church. An itemized report shall be presented to the Church at regular business meeting and a summary report at the end of the Church financial year. All books, records, and accounts are the property of the Church, and shall be open for inspection at the discretion of the Administrative Committee. The Treasurer's report shall be audited annually by the Administrative Committee, or a certified public accountant, chosen by the Administrative Committee.

The Church fiscal year and the financial year for tax purposes shall coincide with the calendar year of January 1 to December 31.

As a paid position, the Treasurer is selected by the Administrative Committee with Senior Pastor input and then approved by the Church.

An Assistant Treasurer may be elected by the Church with duties to be defined by the Administrative Committee. The primary duty of the Assistant Treasurer would be to serve as Treasurer in the Treasurer's absence.

Section 5 – Other Paid Support Staff

The Nursery worker shall support the church's nursery ministry by providing a safe, healthy, and loving environment for preschoolers. The worker shall meet the spiritual, physical, mental, emotional, and social needs of preschoolers and educate preschoolers through the teaching and modeling of Bible truths.

The Custodian is responsible for the cleaning of all facilities used by the Church body and known as First Baptist Church of Westcliffe. These include what are commonly referred to as the Sanctuary, Fellowship Hall, and the Children's Chapel.

Other temporary staff as needed and approved by the Administrative Committee.

Article III -- GENERAL OFFICERS

All general officers shall be members of this Church. They shall be elected annually unless otherwise indicated and serve from 1 September to 31 August.

Section 1 -- Deacons

I Timothy 3:8-13; Acts 6:1-7

In accordance with the meaning of the work and practice as stated in the New Testament, Deacons are to be Servants of the Church. The task of the Deacon is to serve with the Pastor in performing pastoral ministry tasks; proclaim the gospel to believers and unbelievers; care for Church Members and other persons in the community; lead the Church to achieve its mission.

Deacons shall be elected, as deemed necessary by the Church, at regular Business meetings of the Church by ballot. They will serve until death, resignation, removal, or incapacity to serve, the Church may elect a Deacon to fill the vacancy.

Section 2 -- Sunday School Director

Will develop an annual vision, focus and plan for the conduct of a well organized Christ centered educational system for all ages within the Church.

Section 3 -- Moderator

The Pastor will preside over all business meetings of the Church and shall see that all business meetings are opened, conducted and closed in the proper manner.

Should the Pastor decline to be moderator, or in his absence, the Chairman of Deacons presides or, if he is not available, the Chairperson of the Administrative Committee presides.

The Moderator has the authority to select and appoint a parliamentarian as needed.

Section 4 -- Trustees

The Church shall elect three trustees to serve as legal officers for the Church and cannot act independently. They shall hold in trust the Church titled property. Upon a specific vote of the Church authorizing each action, at least two shall sign legal documents related to Church approved matters. (revised 11/2/14)

Section 5 -- Other Officers

Any other officers the Church shall deem necessary can be elected, at any time, by the Church.

Article IV -- COORDINATION GROUPS

The following standing committees and coordinating groups shall be elected or appointed by the Church and shall function as deemed appropriate by each Committee throughout the Church year unless otherwise indicated. Church members may request attendance at a meeting and may attend upon approval by that Committee. *The Senior Pastor is an ex officio member of all Committees and Coordinating Groups.*

Section 1 -- Church Council.

The Church Council shall consist of the Pastor as Chairman, Associate Pastor, Deacon Chairman, all standing Committee Chairmen, and Ministry Directors. The Church Secretary and Treasurer are ex officio, non-voting participants. The Church Council shall meet at regular intervals to plan coordinate and evaluate the total Church program.

Article V -- STANDING COMMITTEES

The Chairperson of each Committee and all elected committee members of each Committee are to be a member of this Church and will have voting rights. Those elected to Committees serve with the term being from 1 September to 31 August.

Section 1 -- Nominating Committee

The Nominating Committee shall locate, screen and recommend to the Church qualified persons to fill all Church elected positions other than the Pastors, paid positions, Nominating Committee, and Deacons.

Section 2 -- Missions Committee

The work of the Missions Committee is to make studies, recommend plans and goals, and administer identified mission projects as approved by the Church.

Section 3 -- Administrative Committee

Acts as a support function to the Church for administering Church business affairs, finances, building and grounds maintenance, and other related needs as assigned by the Church. Administrative Committee Chair will not hold a chair position on any other standing committee.

Section 4 -- Church Services Committee

Acts as a supportive function for Church worship services in various areas, such as: greeters and ushers, money counters, and preparation for baptisms. In addition to regular Church services this Committee will oversee and arrange for special services such as revivals, funerals, memorials, and other events as required.

Section 5 -- Fellowship and Sunshine Committee

Acts as a support function to the Church by planning and coordinating all Church wide fellowships and in support of any special activities which may occur (such as fund raising events, etc.); and sends greeting cards on other special occasions to Church members as deemed appropriate.

Section 6 -- Youth Committee

The primary responsibility of the Youth Committee is to develop a comprehensive Youth Program.

Section 7 -- Nursery Committee

The primary responsibility of the Nursery Committee is to develop a comprehensive program for the care of children, as needed, during church activities.

Article VI -- OTHER

The Church may establish and appoint other standing and/or ad hoc committees, as the need is determined. The Church may dissolve such a committee by majority vote of members present at a regular business meeting.

Section 1 -- Church Librarian

Maintains the Church Library; as a Church Program service, to provide support to the leaders and members of the Church by being a resource center for the Church.

Section 2 -- Webmaster

Oversees website construction and maintenance, from web design, navigation to capabilities. Manages content, advertising, marketing and other fulfillment for the website. Ensures site usability, user experience and menu classification. Responds to user feedback and complaints about site functionality and analyses them for continuous website improvement.

Section 3 – Church Clerk

The Church Clerk has responsibility for taking accurate minutes and receiving all official written, submitted reports approved in Church Business Meetings.

Article VII -- ORDINANCES

Section 1 -- Baptism

This Church shall receive for baptism any person who has received Jesus Christ by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Him as Lord. Baptism shall be by immersion in water. The Pastor, or whomever the Church shall authorize, shall administer baptism as an integral part of the worship experience and service of the Church.

Section 2 -- Lord's Supper

This Church practices open Communion. One needs not be a member of this Church to partake in the Lord's Supper. This ordinance shall be observed by born again believers as an integral part of the worship experience and service of the Church. This Church shall observe the Lord's Supper periodically with times approved by the Church and noted on the calendar of events.

Article VIII -- CHURCH MEETINGS

Section 1 -- Worship Services

This Church shall meet regularly each Lord's Day for Sunday School, morning worship, evening worship, Wednesday for prayer meeting, and on other occasions as the Church may desire. The Pastor, Chairman of Deacons, or the Church Council are authorized to make changes as necessary to the service schedule as weather and operational necessity dictates.

Section 2 -- Regular Business Meetings

The Church shall hold Quarterly Business Meetings.

Section 3 -- Special Business Meetings

Special Business Meetings may be held when necessary by giving notice of this intention in two consecutive regular church services unless extreme urgency renders such notice impractical. Only the pre-announced business agenda will be conducted at such Special Called Business Meetings. Only members of this congregation who are present may vote.

Section 4 -- Quorum

The quorum is defined as fifteen Church Members.

Section 5 -- Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all Business Meetings of the Church. "Unless otherwise indicated in these Bylaws, any matter requiring the approval of the Church shall be determined by a majority vote of the members present and voting."

Article IX – MARRIAGE AND SEXUALITY

We believe that term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as (including but not limited to) adultery, fornication, homosexuality, bisexual conduct, pedophilia, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe 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.

Article X -- POLICY ON GIFTS TO THE CHURCH

The use and disposition of gifts to the Church shall be at the sole discretion of the Church. The Church has the right to refuse any gifts. Designated monetary gifts, if accepted, shall be used for the purpose designated.

Article XI -- CHURCH OPERATIONS MANUAL

A Church Operations Manual will be maintained to document Church policies, procedures, job descriptions and other information critical to Church matters. The manual shall be kept in the Church office and made available to any member of the Church.

Article XII -- DISSOLUTION

No part of the net earnings of this Church shall ever become the personal benefit of any donor, member or officer of the Church. No private individual, donor, member or officer shall be entitled to share in the distribution of Church assets. Upon dissolution, any assets of this Church shall be distributed to one or more Baptist organizations or church of like faith and order, to be voted on by this Church body.



Article XIII -- AMENDMENTS

Changes in these Bylaws may be made at any scheduled or called Business Meeting of the Church, provided each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment furnished to each member present.

Amendments to the Bylaws shall be by two-thirds vote of all members of the Church present and voting.

Date Approved by the Congregation: April 29, 2018

Approved signatures:

Pastor: 
Administrative Committee Chair: 
Deacon Chair: 