

# Constitution & By-laws

The Worship Place

Adopted November 19, 2025

## *Constitution*

### **I. Name**

The name of the organization shall be The Worship Place (hereinafter “Church”). It is organized in Williamson County, Texas, as a religious corporation under the non-profit laws of the State of Texas.

The Church is unaffiliated with any denomination, yet shall be interdenominational, with specific emphasis on celebrating the strengths and traditions of all evangelical Christian denominations.

### **II. Purpose**

The Church exists to glorify God and exalt His name through worship, prayer, taking part in fulfilling the Great Commandment (Matthew 22:36–40) and the Great Commission (Matthew 28:18 – 20). The Church exists for these Biblical mandates:

- 1) Worship: To participate in public worship services together and to maintain personal daily devotions (John 4: 24). Worship includes baptism and the Lord’s supper.
- 2) Evangelism/Missions: To share the good news of Jesus Christ with as many people as possible in our community and throughout the world (Matthew 18: 20; 2 Timothy 2: 2).
- 3) Discipleship: To help members develop toward full Christian maturity and train them for effective ministry. To promote personal spiritual growth and discipleship through Bible teaching (Ephesians 4: 11 – 13; Matthew 18: 20; 2 Timothy 2: 2).
- 4) Ministry/Service: To serve unselfishly in Jesus’ name, meeting the physical, emotional and spiritual needs of those in our Church, community and in the world (1 Peter 4: 10 – 11; Matthew 25: 34 – 40; 1 Thessalonians 5: 11; Galatians 5: 13).
- 5) Fellowship: To encourage, support, love and pray for each other as members of the family of God. To share our lives together (I John 1: 7; Acts 2: 44 – 47; Hebrews 10: 23-25; Romans 15: 5 -7; John 13: 34 – 35).

### **III. Statement of Faith**

There are fundamental and essential tenets contained in the Bible which we hold as foundational for our Church. Because we are interdenominational, we desire to allow for freedom of conviction on non-essential doctrinal matters, provided that any interpretation

and teaching is based on the Bible alone. We believe, further, that on non-essential matters, our members should not attempt to impose their interpretations on others who may understand these matters differently. The essential tenets we hold as a Church are:

### **Authority**

The sole basis of our beliefs is the Holy Bible, God's infallible word, inerrant (in the original manuscripts), written by humans inspired by the Holy Spirit. We believe that the Bible is the supreme and final authority in all matters on which it speaks. (Romans 15:4; Romans 16:25-27; 2 Timothy 3:14-17 and 2 Peter 1:19-21)

### **God**

We believe that there is one living and true God, eternally existing in three persons - Father, Son and Holy Spirit - each of whom possess equally all the attributes of Deity and the characteristics of personality.

#### **a. God the Father**

We believe in God the Father, the creator of all things, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of His children, He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. (Genesis 1:1; John 3:16-17 and John 4:24)

#### **b. God the Son**

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe that through His death, burial and resurrection He fulfilled prophecy, atoned for the sins of mankind and established His divine church so that all who trust in Him may receive redemption and salvation. (Matthew 1:18; John 1:1-14; John 3:16-18 and Philippians 2:5-11)

#### **c. God the Holy Spirit**

We believe in the Holy Spirit who came forth from the Father and the Son to convict the world of sin, righteousness and judgment. It is His work to indwell, sanctify, empower for service and seal until redemption all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher and guide. (John 4:24; John 14:16-17 and John 16:7-11)

### **The Human Race and Salvation**

We believe that humans were created good and upright but fell from divine favor by willful disobedience. Salvation is offered freely to all who believe in Jesus Christ and His atoning sacrifice on the cross and acknowledge their need for Him as savior. There is no salvation apart from personal faith in Jesus Christ as Lord (Genesis 1:26-31; Romans 3:21-26; Titus 2:11-14; 3:2-7 and Ephesians 2:8-9).

### **The Church**

The New Testament speaks of the church as the Body of Christ, which includes the redeemed of all ages, believers from every tribe, language, people and nation. We believe in the acceptance of all Christians through love for one another across ethnic, cultural, socio-economic, national origin, generational, gender and denominational lines (Matthew 16:18 and 28:18-20; John 14:12; Ephesians 1:22-23 and 4:11-16; 1 Corinthians 3:9-11 and 12:12-30 and Colossians 1:18).

### **Ordinances**

We believe in the Scriptural ordinances of baptism and the Lord's Supper as instituted by our Lord and Savior (Matthew 3:13 and 28:18-20; Acts 2:38; Mark 14:22-25; John 46:48-56 and 1 Corinthians 11:23-25).

### **Christian Living**

We believe that Christians are called to a holy life of service and testimony based on Scripture and empowered by the Holy Spirit. We believe, as taught in the Holy Scriptures, that we are to proclaim the gospel of Jesus Christ in faithful response to God's will and purposes; to serve the community of which this church family is a part; to work cooperatively with Christians in other communities; to seek the oneness of the body of Christ; and to make known the love of God and saving grace through faith in Jesus Christ (Acts 1:8 and 1 Peter 1:13-16).

### **Marriage**

We believe that according to Scripture, God's design for marriage is a lifelong, exclusive union between a man and a woman (Exodus 20:14; Matthew 19:4-6, 9; I Corinthians 6:15-17; Ephesians 5:21-33; Hebrews 13:4). The Bible teaches that any sexual activity outside of this Biblical definition of marriage constitutes sexual immorality. The Bible speaks directly against sexual immorality and admonishes Christians to flee from it because of its destructive effects (I Corinthians 6:18-20, I Timothy 1:8-11).

### **Final Judgment and Eternity**

The present age of human history will culminate in the return of Jesus Christ. Those who die in sinful rebellion against God will be assigned to eternal punishment while believers will be received into God's loving presence to be with Him throughout eternity (John 14:1-3; Romans 2:2-16; 1 Thessalonians 4:13-17 and Revelation 19:11-16).

## **IV. Membership**

Membership is open to individuals who have placed their faith in Jesus Christ as Savior and who meet the requirements for membership. The membership requirements and process are set forth in the By-laws.

## **V. Government**

- A. The Church is interdenominational and independent. However, the Church will seek to cultivate and maintain fraternal relationships and to work cooperatively with other churches and benevolent ministries that are compatible with the Church's beliefs and purpose.
  
- B. The highest government body of the Church is the membership. The membership has authority during duly called meetings of the membership. It shall:
  - 1. Elect the Board of Trustees (also called "Board").
  - 2. Ratify or elect the Nominating Committee.
  - 3. Call all ordained pastoral positions.
  - 4. Adopt or amend the annual budget.
  - 5. Adopt or amend the Constitution and By-laws.
  - 6. Approve the acquisition or disposal of real property.
  - 7. Approve the disposal of all or substantially all the assets of the Church.
  - 8. Approve the dissolution of the Church.
  - 9. Approve any long-term debt.
  - 10. Approve action on other matters on which the Board presents for a vote.

The terms for conducting such business are specified in the By-laws.

- C. The governing board of the Church is the Board of Trustees (Board). The Board represents the membership in governing the Church in all matters not requiring a vote by the Church membership. In addition to the elected Board members, the Senior Pastor is a non-voting ex-officio member. The Senior Pastor reports to the Board, provides spiritual leadership for the Board, and oversees the responsibilities of shepherding and managing the day-to-day operations of the church on behalf of the Board.
  
- D. Officers.
  - 1. President. The Board Chair shall be the Chief Governing Officer (President) of the corporation. The Chair shall be subject to the Board and shall work in concert with the Senior Pastor for the benefit of the church.
  - 2. Corporate Secretary. The Corporate Secretary will safeguard all official records for the Church and maintain current documentation with the State of Texas.
  - 3. Other officers. The Board may appoint other officers, boards, committees, or teams to carry out the work of the Church as deemed necessary.
  
- E. Pastor(s). God provides those gifted as Pastors for the edification of the Church (Eph 4:11-13). It is the responsibility of the Membership to recognize those gifted and called to serve this local church (I Tim 4:14; Acts 13:2-3). Those who labor in the full-time

ministry of the church will be financially supported by the income of the church (I Timothy 5:17; Galatians 6:6).

## **VI. Meetings**

- A. Worship. Services will be conducted regularly on Sundays for worship and teaching. Other services may be held as deemed appropriate by the Board and the Senior Pastor.
- B. Membership. The membership will meet annually to hear reports, to hold elections and to conduct business. The Board Chair (or designee) shall be moderator at such meetings.
- C. Other meetings. Other meetings of the membership may be held according to the convening procedures set forth in the By-laws.
- D. Quorum. Those Active Members present at a duly called meeting shall constitute a quorum of the membership for the transaction of business.

## **VII. Property and Records**

The Church may acquire, own, dispose of, improve, encumber, and convey property in conformity with the laws of the state where the property is located. Real property may be purchased, sold, encumbered, exchanged, mortgaged, or conveyed only by order of the membership according to the procedures set forth in the By-laws.

## **VIII. Finances**

All financial records shall be examined annually or at more frequent intervals by order of the Board.

## **IX. Dissolution**

The corporation may be dissolved according to the procedures set forth in the By-laws. In the event of dissolution, the assets of the Church shall be distributed as set forth in the Certificate of Formation.

## **X. Amendments**

The Constitution and By-laws may be amended by a 75% affirmative vote of the members submitting ballots following or at a duly called meeting. Amendments may be offered for consideration by the Board. Notice of the upcoming vote and the proposed amendment(s) must be conveyed to the membership at least three (3) weeks prior to the meeting.

## **XI. Voting**

Voting will be conducted primarily by secure electronic means. However, any member desiring to vote with a physical ballot will be provided one at the called meeting or from the church office within the time specified for electronic voting.

## **XII. Adoption of Articles**

The articles adopted in this Constitution and By-laws shall be construed as setting aside, and making null and void, all former acts, rules and regulations for the government of the Church.

# ***By-laws***

## **I. Membership**

### **Section 1. General**

This is a sovereign Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-governance in all phases of the spiritual and temporal life of this Church. The membership reserves the exclusive right to determine who shall be members of this Church as well as the conditions of such membership. All members have the privilege of contributing to the ministry of the Church. Members have the duty to pray regularly for the Church and its leaders and to contribute to the programs and activities of the Church through support and service. Application for membership in the Church shall be open to all followers of Jesus Christ, regardless of race, sex, color, or social status.

### **Section 2. Privileges and Responsibilities of a Member**

1. Privileges. Every member can expect the following from the Church, according to individual needs and available resources:
  - a. To receive personal pastoral care for the member and for immediate relatives.
  - b. To receive prayer related to family life, health, marriage, and death.
  - c. Use of church facilities according to the policies of the Church.
  - d. To be able to vote for high level governing decisions.
  - e. To be able to hold leadership and volunteer positions that represent the church.
2. Responsibilities. Members should consider membership a serious spiritual matter. While there is no explicit “contract” of duty, evidence of active membership is demonstrated by:
  - a. Attending services and meetings of the Church consistently.
  - b. Supporting the Church and its ministries with time, talent, and spiritual gifts.
  - c. Supporting the Church financially through tithes and offerings.
  - d. Making every effort to attend business meetings.
  - e. Seeking to live a life that is pleasing to God, that honors Christ and brings good repute to the Church.
  - f. Supporting the mission of the Church.

### **Section 3. Qualifications for Membership**

1. Applicants for membership must testify to a personal relationship with Jesus Christ as Lord and Savior and desire to live a godly life.
2. Applicants should have undergone Biblical baptism.
3. Applicants must agree with the Statement of Faith set forth in the Church’s Constitution and be willing to cooperate with the Church’s governing authority.
4. Individuals who are under discipline with another church shall not be eligible for membership.

5. Upon employment, pastoral staff members and their spouses shall be members of the Church during the period of their service with the Church.

#### **Section 4. Process for Becoming a Member:**

1. Attend and complete the membership class.
2. Complete the Application for Membership.

#### **Section 5. Discipline**

The pastors and the Board have a responsibility before the Lord to apply Biblical discipline to members who bring discord or disrepute to the cause of Christ and the Church by embracing, advocating or teaching false doctrine; who persistently refuse to abide by the governing authority and policies of the Church; who persist in sinful conduct; or who continue in unreconciled strife with fellow believers. Such matters shall be handled according to the Scriptural principles as outlined in Article X.

#### **Section 6. Termination**

1. A member may submit a letter of resignation, or a notice of transfer of membership to another church, to the Board who shall make the termination a matter of record.
2. The Board shall oversee a review of the membership roll annually and may terminate the membership of individuals who have been inactive in the Church for the prior twelve (12) months or longer. Prior to termination of membership, the Board should make reasonable efforts to contact the person and to determine his or her interest in maintaining membership.
3. The Board may terminate a person's membership as the result of Biblically applied discipline. If dismissal is deemed necessary, the individual shall be informed in writing stating the reason for dismissal. The Board will handle such cases according to Scripture as outlined in Article X.

## **II. Membership Meetings**

#### **Section 1. Annual Business Meeting**

The Church shall hold an annual business meeting each year, during which the membership will hear a report from the Senior Pastor, receive information about the annual budget, Trustee candidates, amendments to the By-Laws (if any) and other matters referred to the membership by the Board. Notice of this meeting and its agenda must be conveyed to the membership at least three (3) weeks prior to the meeting. The Board Chair (or designee) shall preside at this meeting. The Board shall set the date and time for the meeting and prepare an agenda, which shall be appropriately published three (3) weeks in advance of the meeting. The published agenda shall include all specifically stated items of business that require a vote of the congregation. The Church shall conduct an open forum for discussion of any issues on the agenda prior to the annual business meeting.

## **Section 2. Special Business Meetings**

The Board may call additional special business meetings as needed throughout the year. Announcement of all special business meetings of the Church and the agenda shall be made at least one (1) week prior to the meeting. The Church may conduct an open forum for discussion of any issues on the agenda prior to the special business meeting.

## **Section 3. Quorum**

After an Annual Business Meeting or Special Business Meeting has been duly noticed, called, and adjourned per these By-Laws, ballots will be distributed to the membership and votes must be received within three (3) days of receipt of the ballot. A quorum consists of all those voting. **A 75% in favor of vote of the active members voting shall be required for the following actions:**

1. Call of all pastoral positions
2. Dissolution of the corporation
3. Merger or consolidation with another corporation
4. Sale of substantially all the Church's assets
5. Acquisition of real property
6. Amendment of Church Constitution and By-laws
7. Adoption of the Annual Budget
8. Election of Trustees
9. Election of Nominating Committee Members
10. Major Operational Expenses exceeding \$750,000.00
11. Other items referred to the membership by the Board of Trustees

## **Section 4. Notification of Meetings**

Due notice of meetings shall be one (1) week unless otherwise stated in these By-laws.

## **Section 5. Rules of Order**

The Board shall determine and use its own set of Rules of Order to conduct meetings.

# **III. Board of Trustees**

## **Section 1. Authority and Purpose**

The governing board of the Church is the Board of Trustees (Board). The Board represents the membership in governing the Church in all matters, subject to Texas nonprofit laws. They are accountable to God and to the membership of the Church. Each Trustee must meet the legal responsibilities of a nonprofit board as follows:

1. Duty of Care: Must be present at 75% or more of Board meetings.
2. Duty of Loyalty: Must act on behalf of the Church, placing Church interests above personal interests.
3. Duty of Obedience: Must keep the Church in good legal standing and within stated purpose.

In addition, the Board is charged by the Church membership with the following primary responsibilities, which are not to be considered as all-inclusive but simply a basic list of duties:

1. Establish and monitor the long-range goals of the Church to achieve the strategic objectives.
2. Pray for and shepherd the Church.
3. Monitor achievement of the Church's vision and goals.
4. Provide spiritual leadership and accountability for the Board, the staff and the Church.
5. Select and approve members of the Standing Committees and leaders of Ministry Teams.
6. Approve all pastoral staff compensation and require evaluation performances be completed annually.
7. Approve the recommendation of the calling of all pastoral staff.
8. Approve hiring and termination of pastoral staff.
9. Serve as ambassadors for the Church – presenting the vision and values to constituencies and enhancing the public image in the community.
10. Record new member names in the Board of Trustees minutes.
11. Elect or appoint Church officers.
12. Govern and structure how they operate as a Board.
13. Serve as liaison between the Senior Pastor and the Church.

The membership also charges the Board to establish policies and procedures to manage the business affairs of the Church. The Board delegates the day-to-day operations of the Church to the Senior Pastor or his designee under the guidelines and policies established by the Board.

## **Section 2. Officers**

The Board shall select a Chair and a Corporate Secretary. The Board may appoint additional officers as they deem necessary. The duties of the officers are outlined in Article IV.

## **Section 3. Minutes of Meetings**

The Recording Secretary shall keep accurate, written records of all transactions conducted during Board meetings and membership meetings. The Recording Secretary shall file minutes and all other Church documents in the manner described in the Church Policy Manual and shall be responsible for all official communications from the Board. If there is an Executive Session, the minutes will be provided to the current Board members only.

## **Section 4. Number of Members**

The Board shall consist of at least seven (7) but not more than twelve (12) voting members.

The Board shall determine the exact size for the Board. The Senior Pastor is an ex-officio member of the Board without power to vote.

### **Section 5. Term**

Trustees will be elected for a two (2) or three-year (3) terms depending on the vacancy available that year. A Trustee may serve for five (5) consecutive years, after which he or she may not serve again until after two (2) years have elapsed.

### **Section 6. Qualifications**

Each Trustee shall possess the qualifications as described in the Trustee Qualifications and Responsibilities documents. Additionally, Trustees shall be **independent**, which is defined as follows:

1. Persons who are not Church employees or staff members.
2. Persons who are not related by blood or marriage to full-time or part-time staff members or other Board members. Blood or marriage relationships are defined for the purposes of this standard as being his or her spouse, ancestors, brothers, or sisters (whether whole- or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, or spouses of brothers, sisters, children, grandchildren, or great-grandchildren.
3. Persons who do not receive a significant amount of money for consulting or speaking, or any other remuneration from the Church, including paid legal counsel.
4. Persons who do not have relationships with firms that have significant financial dealings with the Church, staff, or key employees.
5. Persons who are not the auditors, related by blood or marriage to the auditors (see definition of blood or marriage in #2 above), or are employed by the auditing firm of the Church.
6. Persons who are not obligated to any special interest groups.

### **Section 7. Selection and Replacement**

A Nominating Committee shall solicit nominations for candidates of the Board from the congregation; qualify the Candidates according to the stated policies and requirements of the Board and these By-laws; present to the Board a slate of nominees equal to the number of Trustees required for the coming year plus additional nominees, and present the slate of candidates to the congregation for a vote at the annual business meeting.

The membership shall vote on the slate of Trustee candidates by ballot. Those candidates receiving the most votes shall be elected. The term for newly elected Trustees will begin the first day of January following the election, or immediately after being elected, whichever is later. Newly elected Trustees shall receive orientation and training.

A Trustee may resign by written notice to the Chair. The remaining Trustees may fill the vacancy, if required by minimum number as outlined in Article III Section 4, until a replacement can be elected at the next annual meeting.

If a Trustee neglects his or her stated duties, lives a life that brings reproach to the Church or otherwise ceases to meet the qualifications for a Trustee, he or she may be removed from office by a two-thirds vote of the Board. The Trustee whose removal is being considered shall be notified of the meeting and shall be allowed to attend but will abstain from the vote. Any Trustee may be removed for cause, at any time, by a majority of the entire remaining Board, at a regular or special meeting called for that purpose.

Vacancies during the year may be filled by majority vote of the remaining members of the Board, though less than a quorum; the Trustee filling the vacancy shall serve until the next election of Trustees. Vacancies may be left unfilled if the number of remaining Trustees exceeds the minimum required by these By-laws. The election to fill vacant Board positions shall be by a 75% vote of the Board present and voting.

### **Section 8. Meetings**

Regular meetings of the Board shall be held once a month. The Board Chair may call special meetings of the Board as needed.

At least two-thirds of the Board must be present (in person or by phone or video conference) to constitute a quorum for the purposes of convening a meeting or conducting business. At Board meetings where a quorum is present, a simple majority vote shall constitute an act of the Board unless a greater number is required by any provision of these By-laws. Any action required or permitted to be taken by the Board may be taken without a meeting if all Trustees individually vote, and a simple majority consents in writing or electronically to the action. Such action by written or electronic consent shall have the same force and effect as the unanimous vote of the Board. Such written consent or consents shall be filed in the minutes of the Board.

## **IV. Officers**

### **Section 1. Officers of the Corporation**

The officers of this corporation shall be: **President and Corporate Secretary**. The Board Chair shall serve as President.

### **Section 2. Additional Officers**

To serve the needs of the Board, the Corporate Secretary shall be elected, and a Recording Secretary may be appointed as needed. Additionally, if deemed beneficial, the Board may fill the offices of Vice Chair and Treasurer by appointment of the Board. The Board may also appoint such other officers as may be deemed beneficial by the Board. One person may not hold two or more offices. The duties of the officers are described below.

### **Section 3. Terms for Officers**

All elected and appointed officers shall serve a one (1)-year term, beginning January 1. Officers may serve consecutive or non-consecutive terms but shall be nominated and elected or appointed for each term served.

### **Section 4. Officer Duties and Responsibilities**

**Board Chair.** The Chair has the following responsibilities: Moderate Board and executive committee meetings; work in partnership with the Senior Pastor to assure Board resolutions are carried out; call special meetings if necessary; prepare agendas for Board meetings; assist Senior Pastor in conducting new Trustee orientation; work with Human Resources and Search Committees on searches for all pastoral positions; coordinate Senior Pastor's annual performance evaluation; act as the primary spokesperson for the Church; periodically consult with Trustees on their roles and help them assess their performance; moderate congregational business meetings as needed; act on behalf of the Church on business and legal transactions consistent with these By-laws, the Constitution, and all actions authorized by the membership and Board. The Chair shall appoint a Board member as a voting ex officio liaison to each of the Standing and Ad Hoc Committees.

**Corporate Secretary.** The Corporate Secretary shall assure that all legal and financial documents of the Church are maintained as required by law and by Church policy; assure that a register of the names of members is maintained with dates of admission, dismissal, exclusion or death, together with a record of baptisms, membership applications, and membership covenants; sign official actions of the Board when required; preserve on file all communications and written official reports. The Corporate Secretary or the designee shall record all minutes and official actions of the Board and Church business meetings; give notice of all meetings where such notice is necessary, as indicated by these By-laws.

**Vice-Chair.** The Vice-Chair (if appointed) serves on the executive committee if one exists; carries out special assignments as requested by the Board Chair; understands the responsibilities of the Board Chair and performs these duties in the Chair's absence.

**Treasurer.** The Treasurer (if appointed) shall work with the Business Administrator to ensure that appropriate financial reports are made available to the Board on a timely basis; facilitate the annual audit, compilation or review and answer Board members' questions about the process or results; and assume responsibilities of the Chair in the absence of the Board Chair, Chair-elect and Vice Chair. The Board may also appoint Assistant Treasurers, as needed, to perform any or all the functions of the Treasurer as stated above.

## V. PASTORAL STAFF

### Section 1. Senior Pastor

The Senior Pastor, under the authority of the Board, shall provide spiritual leadership and shall oversee the work of the Church. In addition, he shall provide oversight and leadership to all staff, administration, and operations of the Church. These points are not to be considered as all- inclusive but simply a basic list of responsibilities. The Senior Pastor shall:

1. Provide leadership to keep the Church focused on its mission, vision, and values.
2. Give extended time to study and prayer.
3. Preach and teach the Word of God in keeping with the Church's Statement of Faith.
4. Direct and supervise the pastoral staff and business administrator.
5. Oversee the work of pastoral care.
6. Report regularly to the Board and annually to the congregation on the state of the Church.
7. Arrange leadership training as needed.
8. Be an ex officio member of the Board without the power to vote.
9. Provide Spiritual leadership to the Board and congregation.
10. Manage all staff and the day-to-day operations of the church on behalf of the Board.
11. Serve at the discretion of the Board and receive an annual review by the Board.

Should the Church require a new Senior Pastor, the Senior Pastor shall be called in the following manner:

1. The Board will choose a search committee of 5 - 7 members representing a cross section of the Church's ministries. One person chosen to serve on the committee shall be from the Human Resources Committee in addition to the Board of Trustee Representative. Position may be posted internally to The Worship Place qualified pastors if one or more candidates are available. After fourteen (14) days, the position will be posted through normal recruiting procedures.
2. The Board may ask the candidate to meet with them, to visit the Church and preach to the congregation. After consideration, the Board will either ratify the recommendation, ask the search committee to find another candidate, or form a new search committee.
3. At a special meeting, members will be asked to vote by ballot whether the candidate shall be called. The candidate must receive a **75%** affirmative vote of the members submitting ballots following the special meeting. Notice of this meeting and its purpose must be given to the voting membership at least three (3) weeks before the meeting is held. The voting members shall be given as much information about the candidate as possible. Any information shared will be approved by the candidate.
  4. The Board will determine all matters related to salary, housing, insurance, vacation, moving expenses, etc.
  5. The Senior Pastor must subscribe to the doctrinal statement of the church and agree to be governed by its Constitution and By-laws.

6. The Senior Pastor must be qualified as outlined in Titus 1:5-9, 1 Peter 5:1-4, 1 Timothy 3:1-13, Acts 20:28-31.
7. The Senior Pastor must have the requisite spiritual gifts for this ministry and exhibit the Fruit of the Spirit in utilizing those gifts.
8. The Senior Pastor must be ordained for the Gospel Ministry by a denomination or association of churches doctrinally compatible with The Worship Place.
9. The Senior Pastor may resign at any time by giving 30 days written notice, first to the Board and then by announcement to the congregation.
10. Should it become necessary, the Senior Pastor may be dismissed by a three-fourths vote of the Board. Before any such action is taken, the Board should invite outside intervention and advice of a respected, impartial individual or group of individuals. A vote to dismiss should be a last resort. Such an action by the Board will be reported to the congregation with an explanation as to the reasons for the termination. The Board may arrange a severance package according to the circumstances of the termination and within the guidelines set forth in the Church Policy Manual.
11. When the Church has no Senior Pastor, the Board may call an Interim Senior Pastor for whatever time the Interim Pastor's services are deemed of benefit to the Church. The degree to which an Interim Senior Pastor will participate in the governance of the Church will be determined by the Board.

### **Section 2. Additional Pastors**

When necessary and appropriate, individuals may be added to the pastoral staff. The pastoral staff may include those whose role is to assist the Senior Pastor in preaching, teaching, and pastoral leadership, as well as providing pastoral care and pastoral oversight to ministries of the Church.

1. The Board will choose a search committee as outlined in Article V, Section 1, of calling a new Senior Pastor.
2. All members of the pastoral staff will be recommended by the Board of Trustees and Senior Pastor and called by the membership. The Board shall determine the terms and termination, if necessary, of employment.
3. Members of the pastoral staff will work under the supervision of the Senior Pastor and will receive an annual review as delineated in Article III, Section 1.

## **VI. COMMITTEES AND MINISTRY TEAMS**

### **Section 1. Standing Committees**

The church shall have four (4) standing committees: Finance, Missions, Human Resources, and Strategic. These committees will be advisory to the Board.

### **Section 2. Requirements for Standing Committee Members**

All standing committee members shall be members of the Church in good standing. Change

in membership status shall automatically vacate the position on the committee. In no case shall a single individual hold membership on more than one standing committee of the Church.

### **Section 3. Selection of Standing Committee Members**

The Board shall select and approve all members to serve on advisory standing committees. All committee meetings shall be open to all members of the Board. A simple majority of the number of members serving on any standing committee shall be necessary for any recommendation to be presented.

### **Section 4. Term of Standing Committee Members**

Each member of a standing committee shall serve a two (2) year term with no member serving more than four (4) consecutive years on any committee, after which he or she may serve again after two (2) years have lapsed.

### **Section 5. Nominating Committee**

The Nominating Committee exists to manage the annual nominating process for candidates to serve as Trustees.

Election of Nominating Committee. The membership will meet at a Special Business meeting to elect members to serve on the Nominating Committee. The committee shall consist of seven (7) members. The Vice-chair from the previous year shall serve as the Chair the current year.

1. The Senior Pastor will serve as the ex-officio seventh member of this committee with the power to vote.
2. The Board shall select five (5) additional individuals who are members of the Church in good standing and whom they deem qualified to serve on this committee.
3. These names shall be submitted to the membership for ratification (See Article II Section 1).
4. Additional nominations may be submitted to the Board for consideration at least three (3) weeks prior to the meeting in writing, provided the nominee has given consent. If the number of candidates is equal to the number needed, the vote will be to ratify the slate. If additional persons are nominated, an election by ballot will determine the 5 additional individuals who are to serve. If an individual vote is taken, the candidates receiving the most votes shall be elected.

Nominating Committee Guidelines. The Nominating Committee will choose a chair, vice-chair and secretary.

1. The committee will nominate individuals for open positions on the Board of Trustees and any such officers as may be elected by the membership. The Nominating Committee shall

review input from the membership concerning the qualifications of any potential nominee. In the case of nominees for Trustee, the committee will carefully consider the Biblical qualifications described as outlined in the Trustee Qualifications and Responsibilities. Ideally, candidates for Trustee will also have received training in what constitutes the duties and demeanor of Trustees. Trustee nominees shall have been active members of the Church for at least two (2) years, or at discretion of the Board of Trustees.

2. The committee will solicit suggestions from the membership, then inform the membership of those who are being considered and review input from the membership as to their qualifications.
3. The names of nominees will be posted or otherwise conveyed to the membership at least three (3) weeks prior to the Annual Meeting at which the elections are to be held.

#### **Section 6. Ad Hoc Committees**

The Board may establish ad hoc committees and designate their chairs at any time and stipulate the size, term, and duties of such committees.

#### **Section 7. Ministry Teams**

The Board shall select and approve all leaders of Ministry Teams to carry out the five purposes of the Church as described in Article II of the Constitution. The goals and responsibilities of each ministry team shall support and align with the values and overall vision of the Church, including current strategic objectives and action plans of the Church.

#### **Section 8. Terms of Ministry Teams**

Each leader of a ministry team shall serve a one (1) year term with no member serving more than three (3) consecutive years without Board approval.

### **VII. CHURCH FINANCES**

#### **Section 1. Responsibilities**

The Finance Committee and Business Administrator shall determine the fiscal year of the Church, the unified budget, handling of funds, gift reception and rejection under the guidance and direction of the Board. The Board in conjunction with the Finance Committee will coordinate any special offerings throughout the year.

#### **Section 2. Limitations**

No part of the income or assets of the Church shall be distributed to any member or officer without full consideration. The Church is prohibited from lending money to or guaranteeing

any financial or legal obligation of any member or officer of the Church. No member or officer or leader of the Church shall have any vested right, interest, or privilege in or to the assets or property of the Church. The Church may contract in due course, for reasonable consideration, with its members or officers without violating this provision.

## **VIII. CONFLICT RESOLUTION**

The Church is committed to resolving disputes that may arise within the Church in a Biblical manner. This is essential for the well-being and work of the Church. This covenant is based on God's command that Christians should strive earnestly to live at peace with one another and when disputes arise, Christians should resolve them according to the principles set forth in the Scriptures.

### **Section 1. Procedure**

If a member of the Church has a conflict with another member, the offended individual shall attempt to resolve the matter as follows (Matthew 18:15-17):

1. The individual shall prayerfully and under self-examination, take responsibility for his or her contribution to the problem.
2. The individual shall prayerfully seek to discern whether the offense can or cannot be overlooked. If the offense is too serious to overlook, the individual shall go, repeatedly, if necessary, to the offender to resolve the matter personally and privately, having first confessed any personal wrongdoing when applicable.
3. If the offending member is suspected of being involved in criminal activity of any kind or if the sin to be confronted is that of abuse – physical, verbal, or sexual – a Pastor or Trustee should be contacted before approaching the person directly.
4. If the offending member will not listen, the individual shall enlist the assistance of the Senior Pastor or his designee.
5. If reconciliation is not accomplished, the matter shall be referred to the Board.

### **Section 2. Resolution**

Conflict regarding doctrine or church discipline shall be resolved according to the procedures set forth in Article X. If all efforts to resolve the dispute fail, either party may petition the Board.

### **Section 3. Employee Conflicts**

Employment disputes shall be resolved according to procedures set forth in the Employee Handbook of the Church.

## **IX. ACCUSATIONS AGAINST LEADERS**

If a member of the Church feels a pastor, leader or teacher is acting in an inappropriate manner or is teaching incorrectly, those concerns shall be addressed in the following manner:

1. The member may express his or her accusation in writing or in person to the Board or to a pastor. The letter should be signed by at least two people, or the member should be accompanied by at least one other person to corroborate the accusation.
2. If the matter is not the result of a misunderstanding or misperception, it shall be brought before the entire Board.
3. The Board will record their disposition of the matter in the minutes and will respond in writing to the concerned individuals.

## **X. DISCIPLINE**

### **Section 1. Procedure**

God views discipline as a blessing and a sign of genuine love. God also views a failure to discipline as being unloving and hateful. When church discipline is necessary, it has three specific purposes:

1) to guard the honor of God; 2) to protect the purity of the Church and to guard other Christians from being tempted, misled, in conflict or otherwise harmed; 3) to restore fallen Christians to a spiritually healthy condition, to fellowship with His church and to usefulness to God.

1. If any member conducts himself or herself in a manner which directly violates clear Biblical commands or disagrees with any of the points included in the Statement of Faith and does not show evidence of repentance, that individual shall be subject to discipline. Time for repentance must be allowed at each step. If the member is a Trustee or Pastor, the process described below remains appropriate.
2. If the member is suspected of being involved in criminal activity of any kind or if the sin to be confronted is that of abuse – physical, verbal, or sexual – a Pastor or Trustee should be contacted before any action stated below is taken.

### **Section 2. Steps of Discipline**

Confrontation shall be pre-prayed, pre-thought and pre-planned; it must not be done in anger. (Matthew 18:15-17)

1. Private confrontation. The member should be directly approached in private by one concerned and informed person and confronted with his or her offense.
2. Private conference. If the member is unrepentant, then two or three believers should

confront the individual about the offense.

3. Board Intervention. If the member is still unrepentant, the Board should be made aware of the situation and should determine whether Biblical ideals of discipline, love and concern have been communicated to the member. The Board shall exhaust every reasonable effort to bring a remedy to the problem. If the member is still unrepentant after being given ample opportunity and time, the Board shall notify the member that the matter will be brought before the Church as outlined in step 4 below. The Board may also seek legal counsel to review the situation before proceeding to step 4.
4. Public Notice. After all attempts to restore the member in error have taken place, the matter shall be brought to the attention of the Church in an appropriate manner. (Only members should be informed.)
5. Termination of Membership. When the Board has made consistent efforts to bring the member to repentance without results, then, by majority vote, they may remove the member from Church membership. The decision to remove the member from membership will be communicated to the member in writing. The Church membership may also be notified of this removal action in an appropriate manner.

### **Section 3. Temporary Removal**

If the Board, when investigating a member's conduct, deems such conduct to be potentially harmful in any way to the well-being of other Church members, the Church's ministries or the Church's testimony and reputation, the Board, by majority vote, may temporarily remove the member under investigation from any role of staff, pastor, ministry leader, teacher or other role of service in the Church until the disciplinary issue is resolved according to the procedure set forth in this section (Article X).

### **Section 4. Other Congregations**

If the Board, when investigating a member's conduct, deems such conduct to be potentially harmful to another congregation, church ministries or church testimony and reputation, they may, by majority vote, inform that church. The Church is not responsible for what disciplinary action that church may take.