

**REVISED BYLAWS**

**TRINITY BAPTIST CHURCH OF SAN ANTONIO**  
**(Adopted December 9, 2007)**  
**(Revised September 27, 2009)**

**319 E. Mulberry**

**San Antonio, Texas 78212**



**TRINITY**  
BAPTIST CHURCH

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**TRINITY BAPTIST CHURCH OF SAN ANTONIO**  
San Antonio, Texas

**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, and for the purpose of preserving the liberties inherent in each individual member of TRINITY BAPTIST CHURCH OF SAN ANTONIO (the "Church") and the freedom of action of this body with respect to its relation to other churches of like faith and order, we do declare and establish these Bylaws.

**ARTICLE I**  
**NAME, PURPOSE AND MISSION STATEMENT**

**Section 1. Name.** The name of the fellowship shall be TRINITY BAPTIST CHURCH OF SAN ANTONIO. Its address shall be 319 E. Mulberry, San Antonio, Texas.

**Section 2. Purpose.** The Church is formed to support public worship and to proclaim the gospel of Jesus Christ through such ministries as may be determined by the Church.

**Section 3. Mission Statement.** The mission of Trinity Baptist Church is to be a caring family of believers communicating and applying the life-changing message of Christ's unconditional love.

**ARTICLE II**  
**PRINCIPLE OF CHURCH GOVERNMENT**  
**AND DOCTRINE**

**Section 1. Government.** This Church is a democracy, its authority vested in the body of believers who compose it. Every member has the right to a voice in its government, plans, and discipline. The Church is subject to the control of no other ecclesiastical body, but recognizes and sustains the obligation of mutual counsel and cooperation with other churches of like faith and order, and ecumenical and interfaith communities.

**Section 2. Doctrine.** The following statements are accepted as common ground of faith, and are referred to as "Foundational Doctrines" in these Bylaws:

- a. The Bible is God's word to humanity and the only sufficient authority under the lordship of Jesus Christ as the rule of doctrine and practice.
- b. God is the ruler of all humankind; Christ is the Head of the Church, ruling through the Holy Spirit.
- c. We believe in a regenerated Church membership, and we believe that the conversion experience through faith in Christ is a prerequisite for Church membership.

d. We believe that immersion in water answers to Christ's command to baptize and that such immersion symbolizes the heart of the gospel message, death, burial, resurrection.

e. We believe in the two New Testament ordinances, Baptism and The Lord's Supper, and we believe that both are symbolic in nature.

f. We believe in the freedom of the individual conscience; in the voluntary principle, not the coercive principle in religion.

g. We believe in the total independence and separation of church and state.

h. We believe that Christian cooperation is not dependent upon organizational unification. We believe we are united as brothers in Christ with all others who are children of God by grace through faith in Our Lord Jesus Christ.

### **ARTICLE III MEMBERSHIP**

**Section 1. Presentation for Membership.** Candidates for membership may be received in any one of the following ways:

a. By public profession of faith and for baptism.

b. By letter or promise of letter from a church of like faith and order.

c. By statement of faith, baptism, and previous church membership in a church of like faith and order. Any question of membership qualification shall be referred to the Membership Team for investigation and reporting to the Church.

d. By restoration. After membership has been withdrawn pursuant to Article III Section 3e, a person may be restored to membership when proper acknowledgments are made with evidence of sincere repentance.

**Section 2. Voting on Membership.** Candidates for membership may be received upon the vote of the majority of the members present and voting at a regular service or church business meeting.

**Section 3. Termination of Membership.** Membership shall terminate upon any one of the following conditions:

a. Upon due notice of the death of a member, the name shall be dropped from the roll.

b. Letters of transfer will be granted to churches of like faith and order upon request of such church on behalf of a member of this Church in good standing, or upon request of the member, upon the vote of the majority of the members present and voting.

c. If a member requests to be released from his obligations to this Church, the request shall be referred to the Pastor and Membership Team. If their efforts to secure continuance in fellowship fail, such request shall be granted and membership terminated.

d. Upon satisfactory evidence that a member has united with another church, notice will be given at a regular business meeting and the name dropped from the roll.

e. Should a member become an offense to the Church by reason of immoral or unchristian conduct or by denying acceptance of Foundational Doctrines of the Church, membership may be withdrawn upon recommendation of the Membership Team, but only after due personal notice and hearing in private by the Membership Team and after faithful efforts have been made to bring such member to repentance, and upon the vote of the majority of the members present and voting at a regular business meeting to approve the recommendation of the Membership Team. The basis for the recommendation of the Membership Team shall not be made officially public, announced in public, or put forward to the general Church membership or the general public.

## **ARTICLE IV MEETINGS**

### **Section 1.**

a. **Worship Services.** Regular worship services shall be conducted under the direction of the Senior Pastor.

b. **Town Hall meetings.** Town Hall meetings, moderated by the Chair of the Trustees, shall be held on a periodic basis to facilitate communication with the Church membership.

### **Section 2. Church Business Meetings.**

a. **Regular Business Meetings.** Regular business meetings shall be held at least quarterly for the transaction of any and all business. Such meetings shall be scheduled by the Senior Pastor or the Chair of the Trustees.

b. **Annual Business Meetings.** The annual business meeting shall be held in September for the purpose of adopting the Church Budget, electing Church Officers, Church Teams, Christian Education leadership, members of the Deacon Council and any other business which may come before the church.

c. **Special Business Meetings.** Special business meetings may be called for the transaction of business of an emergency nature or special importance by the Senior Pastor, the Chair of the Trustees or any officer of the Deacon Council. No business except that for which the special business meeting was called may be transacted.

**d. Multiple Service Rule.** If a vote is to be taken at a special meeting on Sunday morning with more than one worship service, the special meeting may be held in more than one session. Church action will be determined by the cumulative total of members present and voting at all such sessions.

**e. Quorum/Members Eligible to Vote.** All members who have attained the age of fifteen are eligible to vote. One hundred members present in person and eligible to vote shall constitute a quorum at any business meeting. "Majority vote" or "majority vote of the members present and voting", wherever used in these Bylaws, shall mean more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a meeting at which a quorum is present.

**f. Notices.** Notice of the time and place of each regular business meeting shall (i) be provided at all regular worship services beginning ten days prior to the time of such meeting; and (ii) be posted on the home page of the Church internet site at least ten days prior to each such regular business meeting. Notice of the time and place of the annual business meeting shall (i) be provided at all worship services beginning thirty days prior to such meeting; and (ii) be posted on the home page of the Church internet site at least thirty days prior to the annual business meeting. Unless different notice requirements are provided elsewhere in these Bylaws, notice of each special business meeting shall: (i) be posted on the home page of the Church's internet web site at least seven days prior to such special business meeting; (ii) include the time, place and purpose of the meeting and (iii) be provided at all regular worship services, subsequent to posting on the Church's internet website and prior to the meeting. If the special business meeting is of an emergency nature the foregoing required notice period shall be reduced to at least three days.

**Section 3. Open Meeting Requirements.** All Church Business meetings, including Team, Trustee and Deacon Meetings shall be open to any Church member except for those matters which may require an executive session. Executive sessions shall be defined as meetings or portions of meetings for the purpose of (i) private consultation regarding Church legal matters; (ii) discussing purchase, exchange, lease, or value of real property; (iii) discussing contracts for prospective gifts or donations; (iv) discussing personnel or to hear complaints against personnel; (v) considering matters related to an individual child; (vi) discussing admission to, or withdrawal of, membership; or (vii) any other matter of similar nature. Any participation by visitors in Team, Trustee and Deacon Meetings shall be in accordance with the applicable policies and procedures.

## **ARTICLE V GENERAL CHURCH OFFICERS, STAFF AND CHURCH ORGANIZATIONS**

**Section 1. Officers.** Church officers shall include the Senior Pastor, Chair of the Trustees, Clerk, and Treasurer, and such other officers as the Church shall determine from time to time. All officers, other than the Senior Pastor and the Treasurer, shall serve for terms of one year, and until their successors are duly elected and qualified to serve.

## **Section 2. Selection and Removal of Officers.**

**a. Senior Pastor.** The election of a Senior Pastor shall require an affirmative vote of three-fourths (3/4) of the members present and voting at a special business meeting. When a vacancy occurs or is anticipated, the Pastor Search Team shall seek out and recommend a Senior Pastor. To remove the Senior Pastor, the Trustees and Personnel Team must jointly recommend such removal to the Church, and the Church may act upon such recommendation by a majority vote.

**b. Chair of the Trustees.** The Trustees shall elect a Chair from among their membership. The Chair may not be the Senior Pastor or any other member of the Church Staff. The Trustees may fill a vacancy in the Chair or remove their Chair with a majority vote.

**c. Clerk.** The Church shall annually elect one or more Clerks, one of whom shall serve as lead. Upon the recommendation of the Ministry Matching Team, the Church shall fill a vacancy by majority vote. Upon the recommendation of the Ministry Matching Team, the Trustees may remove a Clerk by majority vote.

**d. Treasurer.** The Business Administrator of the Church shall serve as Treasurer. Filling a vacancy or removing the Treasurer shall be performed in accordance with the process for filling vacancies and removing staff prescribed by these Bylaws.

## **Section 3. Duties of Officers.**

**a. Senior Pastor.** The Senior Pastor shall serve as the spiritual leader of the Church, and shall promote all the interests of the Church. The Senior Pastor shall lead the church in determining its vision and mission. Church staff members and employees shall report to, and be supervised by, the Senior Pastor or staff designees of the Senior Pastor. The Senior Pastor shall preside at all business meetings of the Church unless the Senior Pastor or the Church have determined otherwise. The Senior Pastor may participate in any Deacon Council or Team meeting except as provided otherwise in these Bylaws or Policies and Procedures of the Deacon Council or such Teams.

**b. Chair of the Trustees.** The Chair of the Trustees shall preside at all meetings of the Trustees, and shall perform such other duties as prescribed by these Bylaws, including the power to execute on behalf of the Church instruments requiring execution by the Church when the execution thereof has been authorized by the Church and attested to by the Clerk as required by Article VII, subsection 1g.

**c. Clerks.** The Clerks shall: (i) keep a record of all proceedings of the Church in business meetings with such assistance from a staff member as may be needed; (ii) maintain a record of the proceedings of the Trustees; (iii) have charge of the corporate seal, and have authority to attest to any and all instruments of writing to which the same may be affixed; (iv) keep and make available at business meetings

copies of Bylaws, Personnel Policies and Procedures Handbook, and any other rules adopted by the Church; (v) be familiar with methods and practices used in the Church office to maintain a correct register of Church members; and (vi) otherwise serve the role of secretary customary for other organizations formed under the laws of the State of Texas.

**d. Treasurer.** The duties of the Treasurer shall be as prescribed by these Bylaws and as set forth in the job description of the Business Administrator contained in the Personnel Policies and Procedures Handbook.

**Section 4. Staff and Employees.** The Church shall employ and remove other staff members and employees according to the Personnel Policies and Procedures Manual adopted by the Church. Vacancies shall be filled and new employees added upon recommendation of the Senior Pastor or Personnel Team. Individuals recommended to fill key positions, shall be presented to the Church for approval as defined and described in the Policies and Procedures Manual.

**Section 5. Church Organizations.** All Church organizations, including the Trustees, Deacon Council and Teams shall adopt policies and procedures to guide their deliberations and actions. Such policies and procedures and any amendments or revisions thereto shall be presented to the Trustees for review and recommendations to the Church in accordance with Article VII Section 1d. Such policies and procedures, or amendments or revisions thereof, shall be presented to, and approved by, a majority of the members of the Church present and voting at any meeting of the Church, based upon the recommendation of the Trustees. The most current version of the policies and procedures approved by the Church in accordance with this Section 5 is hereby incorporated into these Bylaws by reference, and shall be made available to any Church member by posting such policies and procedures on the Church website, placement in the Church library or other means reasonably calculated to be accessible to any Church member. No Team may obligate, or take action on behalf of the Church except in accordance with its approved policies and procedures and the Church Governance Documents or with express, prior authorization from the Church in a duly called regular, annual or special business meeting.

## **ARTICLE VI DEACONS**

**Section 1. Ordained Deacons.** Church members may be nominated, elected and ordained as Deacons in accordance with the Deacon Council policies and procedures described in Section 3 of this Article VI. All Deacons shall provide spiritual leadership for, and service to, the fellowship of the Church. They shall individually guard the unity of spirit within the Church. Every Deacon of the Church is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church. All Deacons are expected to attend the Church worship services and perform assigned duties incident to the conduct of the Sunday services.

**Section 2. Deacon Council.** The Deacon Council is composed of those Deacons nominated and elected by the Church to carry out responsibilities delegated by the Church to the Deacon Council. The Deacon Council shall provide its recommendations to the Church regarding approval of the budget and acquisition or disposition of Church property. The Deacon Council will also provide input regarding any other actions intended to be proposed to the Church by Teams, staff, or others when: (i) requested by the Team, staff or others to whom responsibility to make such proposal has been delegated by the Church; (ii) required by the Church approved policies and procedures of any other Team; (iii) a candidate is to be presented to the church for hiring; or (iv) otherwise required by these Bylaws. Those Deacons not serving on the Deacon Council in any particular year are expected to continue to carry out the duties and responsibilities described in Section 1 of this Article VI, and may request to be nominated and elected to the Deacon Council in subsequent years according to the Deacon Council policies and procedures.

**Section 3. Deacon Council Policies and Procedures.** The Deacon Council shall adopt policies and procedures in accordance with Article V, Section 5, which shall include criteria and procedures for nomination, election and ordination of Deacons, nomination and election of the Deacon Council, nomination and election of Deacon Council officers, and guidelines for Deacon Council deliberation and action.

**Section 4. Deacon Officers.** The Deacon Council shall elect annually a Chair, Vice Chair, Secretary and other officers in accordance with the Deacon Council Policies and Procedures.

## **ARTICLE VII TRUSTEES**

**Section 1. General Powers, Delegation.** The management of the affairs of the Church shall be vested in the Church members pursuant to Title 2, Chapter 22, Section 22.202 of the Texas Business Organizations Code or successor law. The Trustees shall facilitate the planning, coordination and communication of Church affairs. The authority of the Trustees is limited to the functions set forth below.

- a. To assist the Senior Pastor and the Church in the defining of the vision or mission of the Church.
- b. To help the Senior Pastor and the Church develop a purpose-based, mission-driven continuous planning process which formulates objectives, sets priorities, allocates resources, and evaluates achievements.
- c. To recommend to the Church, with the assistance of the Lay Ministry Team, the establishment and scope of ministry Teams needed and the dissolution or consolidation of ministry Teams, as appropriate.
- d. To review, with the assistance of the Governance Team, the charters, policies and procedures, required by Article VI and VIII of these Bylaws, for the Deacon Council and all Teams for any gaps and overlaps in their respective scopes of responsibilities

and compliance with the Church Governance Documents and to recommend appropriate changes to such charters, policies and procedures to the Church.

e. To provide consultation, evaluation and recommendations on such personnel issues concerning the ministerial staff as may from time to time be referred to them for consideration by the Senior Pastor or the Personnel Team to provide input on any individuals to be recommended to the Church for hiring.

f. To conduct not less than annually a performance review of the Senior Pastor with administrative assistance from the Personnel Team, as requested by the trustees, and to set the terms of the compensation and benefits of the Senior Pastor in accordance with, and consistent with, the policies adopted by the Personnel Team, the Church Budget, and the provisions of the these Bylaws. The Senior Pastor shall be recused from the deliberations of the Trustees in the performance of these duties. The Trustees shall receive and consider input from the Deacon Council, any Team or any individual Church member desiring to provide such input in conducting the annual review of the Senior Pastor.

g. To execute deeds, deeds of trust, mortgages, promissory notes, or other pecuniary obligations, only by the direction of the Church membership, and such instruments, when so directed by the Church, shall be signed by the Chair of the Trustees or another member of the Trustees designated by the Trustees, and attested to by the Clerk.

h. To hold legal title to properties of the Church and discharge the functions vested in them currently by these Bylaws.

i. To recommend to the Deacon Council and the Church one or more persons or Teams to handle the responsibilities of the Senior Pastor, as set forth in these Bylaws, during any period the Church is without a Senior Pastor.

j. To nominate Ministry Matching Team members to be elected by the Church and to remove any member of the Ministry Matching Team if in the best interest of the Church, or the proper functioning of the Ministry Matching Team.

k. To carry out the duties set forth in Article V, Section 2, with respect to the election or removal of Church officers and to consult with, and receive information and reports of progress from the Personnel, Finance, and other Teams of the Church as provided by Article VIII, Section 4.

l. To carry out such duties as may be required by the laws of the State of Texas as limited herein or as specifically delegated by the Church.

**Section 2. Number, Election and Term of Office.** The Trustees shall consist of thirteen members, composed of six ex officio positions and seven elected from the Church membership at large. The six ex officio positions are as follows:

a. Senior Pastor

- b. Chair of the Deacon Council
- c. Team Leader of the Lay Ministry Team
- d. Team Leader of the Missions Team
- e. Team Leader of the Discipleship and Education Team
- f. Team Leader of the Music and Worship Team.

The seven at-large Church members shall serve staggered terms. The nominees receiving the highest vote total shall be elected. Initially, three At-large members shall be elected to a one-year term, and four members shall be elected to a two year term, with the four members having the highest vote total receiving a two year term and the remaining three receiving a term of only one year. After expiration of the one year terms, all at-large members shall be elected to two year terms. No member of the Trustees may serve on the Ministry Matching Team or any Pastor or Minister Search Team. No Trustee shall be an immediate family member of any other Trustee. If the election of any candidate for an ex-officio or at-large Trustee position would result in a violation of the preceding sentence, then in order for such candidate to qualify for nomination, the candidate and such immediate family member of such candidate must declare prior to the election the manner in which such violation will be avoided. "Immediate family" is defined as a person's spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, father, mother, father-in-law or mother-in-law. The maximum consecutive terms that any individual, other than the Senior Pastor, may serve as a Trustee shall be through the term during which such individual shall have served six consecutive years. Such individual must then wait at least one year before again being qualified to serve as a Trustee.

### **Section 3. Nominations.**

a. Nominations for the at-large Trustees may be made by any Church member to the Ministry Matching Team at a special business meeting called for that purpose. Additional nominations may be made by the Ministry Matching Team. No fewer than ten names must be placed in nomination. Each person being nominated must state that he or she is willing to serve as a Trustee, or the person making the nomination must state that the person being nominated has given his or her permission to be nominated.

b. The names of the qualified nominees shall be sent to all Church members and posted on the Church internet website within seven days following the nomination meeting, and announced in all regular worship services subsequent to the nomination special meeting and prior to the election special meeting described in subparagraph c below.

c. A special business meeting shall be held the second Sunday following the nomination special meeting to elect the At-large Trustees from those nominated. The

meeting shall follow a regular worship service. Ballots containing the names of all nominees shall be given to each Church member present. Each member voting shall indicate a vote for not more than the number of positions to be elected by circling the names of the nominees. A minimum number of votes for all nominees will not be required.

**Section 4. Qualifications of the At-large Trustees.** Each At-large Trustee must be a member of the Church including the five years preceding election as Trustee. Each candidate should be an individual generally recognized as spiritually mature and faithful in service to, and support of, the Church, its mission and activities.

**Section 5. Removal and Vacancies.** The Church may remove any Trustee with a majority vote of the members present and voting at a Special Business Meeting. The Trustees may also remove any Trustee for cause with a vote of at least nine Trustees. Vacancies in any At-large position shall be filled by the Church in the manner set forth in this Article VII for election of At-large members, except that the number of nominees shall be two more than the number of vacancies to be filled.

#### **Section 6. Meetings, Quorum and Voting.**

**a. Regular Meetings.** Regular meetings shall be held monthly for the transaction of any and all duties of the Trustees. Such meetings shall be scheduled by the Chair of the Trustees or any two other Trustees.

**b. Special Meetings.** Special meetings may be called for the transaction of any duties of any emergency nature or special importance by the Chair of the Trustees or any two officers of the Trustees. Only items identified in the meeting notice may be addressed in the Special Meeting.

**c. Quorum/Members Eligible to Vote.** Except as otherwise provided in Section 1f of this Article, all thirteen Trustees have the right to vote on matters brought before the Trustees and count toward the determination of a quorum. Seven Trustees shall constitute a quorum for all purposes.

**d. Notice.** Notice of the time and place of each regular meeting shall be posted on the home page of the Church internet site at least ten days prior to each regular meeting and provided at the worship service immediately preceding such meeting. Notice of each special meeting, shall (i) be posted on the home page of the Church's internet web site at least seven days prior to such special meeting; (ii) include the time, place and purpose of the meeting; and (iii) be provided at all regular worship services subsequent to posting on the Church internet site and prior to the time of such meeting. If the special business meeting is of an emergency nature the foregoing required notice period shall be reduced to at least three days.

**Section 7. Trustee Officers.** The Trustees shall elect annually a Chair, Vice Chair, Secretary and other officers in accordance with the Trustee's policies and procedures. The election of the Chair shall be in accordance with Article V Section 2b.

## **ARTICLE VIII TEAMS**

**Section 1. Teams.** The following shall be the Standing Teams of the Church: Discipleship and Education, Facilities, Finance, Governance, Lay Ministry, Membership, Ministry Matching, Missions, Music and Worship and Personnel. Other Teams, such as Baptism and Lord's Supper, may be established from time to time as the Church deems appropriate. Members of the Ministry Matching Team shall be elected in the manner set forth below. All other Teams of the Church shall consist of members recommended by the Ministry Matching Team, and elected by the Church. For any Teams that have an established maximum number of members, the Ministry Matching Team shall seek to achieve membership on such Teams that is generally representative of the diversity of the Church, and to limit consecutive service on the Team to a maximum number of terms.

### **Section 2. Team Duties.**

**a. Discipleship and Education Team.** The Discipleship and Education Team shall serve in an advisory capacity to the Education staff, and shall approve the curriculum, and the organization and functioning of the Christian Education Ministry based on the recommendation of the Educational staff in accordance with the Team's policies and procedures.

**b. Facilities Team.** The Facilities Team shall have the overall responsibility for recommending to the Church the acquisition, construction, maintenance, development or disposition of Church property in accordance with its policies and procedures.

**c. Finance Team.** The Finance Team shall facilitate the development of an annual church budget and oversee the financial operations of the church consistent with its policies and procedures.

**d. Governance Team.** The Governance Team shall regularly review the Church Governance Documents and ensure, in accordance with the policies and procedures, that the actions of the Church (whether acting through the Trustees, Teams, staff or otherwise) are executed in accordance with its Church Governance Documents. The Governance Team shall also review the charter, policies and procedures of every Church Organization for any gaps and overlaps in their respective scopes of responsibilities and to ensure policies and processes are in compliance with the Church Governance Documents. Such policies and procedures shall then be forwarded to the Trustees for review, approval and recommendation to the Church. The term "Church Governance Documents" means these Bylaws, and the Articles of Organization.

**e. Lay Ministry Team.** The Lay Ministry Team shall receive requests from Church members and other Teams for new Church ministries and alteration of existing Church ministries. The Lay Ministry Team shall review regularly all Church ministries and Teams for possible consolidation or termination.

Recommendations from the Lay Ministry Team shall be forwarded to the Trustees for approval and recommendation to the Church.

**f. Membership Team.** The Membership Team shall investigate and report to the Church on any question regarding admission or dismissal of members in accordance with its policies and procedures. The Team shall report to the Church in a timely manner, generally within thirty days of the question being submitted.

**g. Ministry Matching Team.** The Church shall elect each year a Ministry Matching Team of sufficient numbers determined by the Trustees to efficiently and effectively nominate members for each ministry Team and Team of the Church. Members shall be nominated by the Trustees with a view of being generally representative of the diversity of the Church membership. It shall be the duty of the Ministry Matching Team to serve as Nominating Team for all ministry Teams, search Teams, and Team leaders to be elected by the Church, including vacancies, unless otherwise ordered by these Bylaws or by the Church. It shall also be the responsibility of the Ministry Matching Team to remove any Team leader or member if in the best interest of the Church, or the proper functioning of the Team. No member of the Ministry Matching Team may serve as a Trustee.

**h. Missions Team.** The Missions Team shall serve in an advisory capacity to the Missions staff, and shall be responsible for recommending to the Church the Missions Strategy, identifying, developing and recommending to the Church mission opportunities, overseeing the mission projects undertaken and funded by the church, and educating the church about Missions in accordance with its policies and procedures.

**i. Music and Worship Team.** The Music and Worship Team shall serve in an advisory capacity to the Music and Worship staff, and shall provide input for Music and Worship related activities to enrich the worship experience in accordance with its policies and procedures.

**j. Personnel Team.** The Personnel Team shall be responsible for all personnel matters in accordance with its policies and procedures, except as otherwise provided in these Bylaws.

**Section 3. Pastor Search Team.** When needed, there shall be a Pastor Search Team of eleven Church members, (at least four of whom shall be men and at least four of whom shall be women) elected by the Church.

**a.** Nominations for the elected members shall be made at a special business meeting called for that purpose, to be held following a Sunday morning worship service. No fewer than twenty names must be placed in nomination; and at least four nominees shall be men and at least four nominees shall be women. Each person being nominated must state he or she is willing to serve on the Team, or the person making the nomination must state that the person being nominated

has given his or her permission to be nominated. No member of the Church staff or any member of the immediate family of a staff member is eligible to be nominated to serve on the Pastor Search Team. "Immediate family" is defined as a person's spouse, son, daughter, son-in-law, daughter-in-law, brother, sister, father, mother, father-in-law or mother-in-law. Each candidate should be an individual generally recognized as spiritually mature and faithful in service to, and support of, the Church, its mission and activities. The nominees shall be generally representative of the diversity of the Church.

**b.** The names of the nominees shall be posted on the Church internet site on the first Monday following the nomination meeting, mailed to all Church members during the week following the nomination meeting, and, provided, in all regular worship services on the Sunday following the nomination meeting.

**c.** The Team members shall be elected from those nominated at a special business meeting called for that purpose on the second Sunday following the nomination meeting. The special business meeting shall be held immediately following that Sunday's worship service. Ballots containing the names of all nominees shall be given to each Church member present and at least fifteen years of age. Each member voting shall indicate a vote for not more than eleven nominees by circling the names of the nominees. A minimum number of votes for all nominees or a minimum or maximum number of votes for men or women will not be required.

**d.** If the eleven nominees receiving the most votes include at least four men and four women, then they shall be the elected members. If the eleven nominees receiving the highest vote total do not include at least four men, then the name of the woman in the eleven receiving the least number of votes shall be dropped and the name of the man not in the top eleven receiving the most number of votes shall be added. If the eleven nominees receiving the highest vote total does not include at least four women, then the name of the man in the eleven receiving the least number of votes, shall be dropped and the name of the woman not in the eleven receiving the most number of votes shall be added. The applicable process will be continued until at least four men and four women are included.

**e.** The initial members of the Team shall serve until the work of the Team is completed. Vacancies shall be filled by the Church upon recommendation of the Team.

- f. The Chair shall be elected by the Team at its first meeting.
- g. The Team shall seek out and recommend a Senior Pastor to the Church.

**Section 4. Team Policies and Procedures; Authority.** All Teams shall adopt charters, policies and procedures appropriate to their scope to guide their deliberations and actions in accordance with Article V Section 5. Each Team shall consult with, and identify its plans and report its progress to the Trustees, as requested.

## **ARTICLE IX FINANCIAL POLICY**

The Church shall adopt policies and procedures to govern its financial affairs. The most current version of the policies and procedures approved by the Church in accordance with Article V Section 5 is hereby incorporated into these Bylaws by reference. The Church Business Administrator and the Finance Team shall be responsible for managing and overseeing the Church's financial affairs according to such policies and procedures.

## **ARTICLE X DISSOLUTION**

Upon discontinuance of this Church by dissolution and after payment of all liabilities and obligations and return of all assets held upon condition requiring return in the event of dissolution, the remaining assets shall be distributed only for tax exempt purposes to the Baptist General Convention of Texas which is exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 or its successor statute, or which is described in Section 170(c)(1) or (2) of the Internal Revenue Code of 1986, or its successor statute, pursuant to a plan of distribution adopted by the Church.

## **ARTICLE XI PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of ROBERTS' RULES OF ORDER NEWLY REVISED shall govern business procedures in all cases when they are applicable and in which they are not inconsistent with these Bylaws or any policies and procedures adopted by the Church and any Teams.

## **ARTICLE XII AMENDMENTS**

These Bylaws may be amended by a two-thirds vote in any special business meeting to be held immediately following a Sunday worship service, notice and the full text of the proposed amendment having been given in writing at least thirty days in advance by posting in the Church foyer and on the Church's internet website.