

**BY-LAWS - SAMPLE**

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**CROSSROAD CHRISTIAN CHURCH, INC.  
INTRODUCTION**

Foremost in the operation of this Church and its By-laws is the Word of God as taught in the Old and New Testaments of the Holy Bible. All provisions herein are declared to be subject to the Word of God which is, to every possible extent, incorporated herein by reference as a whole and otherwise stated to be found in the King James Version, the New King James Version, New American Standard Version or other versions of the Holy Bible generally accepted among Bible-believing congregations, churches or fellowships, or the reading together of these versions to produce an understanding of the truth of the sayings of God to men as found in the Holy Bible.

**ARTICLE I  
TENETS OF FAITH AND DOCTRINE**

It is the desire of this Church and its leadership to serve the membership and the community consistent with the beliefs listed in this Article of the By-laws.

SECTION 1. We believe in the Holy Bible, both Old and New Testaments, as the verbally inspired Word of God. (2 Timothy 3:15-17; 1 Peter 1:23-25; Hebrews 4:12)

SECTION 2. We believe in the one true God, revealed in the Scriptures as Father, Son, and Holy Spirit. (Genesis 1:1; Galatians 4:4-5; 1 Peter 1:2; Matthew 28:19; 1 John 5:6-8)

SECTION 3. We believe in the creation of man as good. We also believe in the fall of man from his original state, into sin, from which he has no power to redeem himself. (Genesis 1:26-31, 3:1-7; Romans 5:12-21)

SECTION 4. We believe in the all-sufficient atonement by the blood of Jesus Christ, God's Son, to cleanse anyone who believes on Him from all sin, and in salvation through faith in Christ alone. (Romans 3:24, 10:8-10; Ephesians 2:8)

SECTION 5. We believe in water baptism, as taught in the Scriptures, as identifying the believer with the Death, Burial, and Resurrection of the Lord Jesus Christ, and brings the believer into covenant relationship. (Matthew 28:19; Acts 10:47-48; Romans 6:4)

SECTION 6. We believe in a life of holiness and separation from worldliness and sin, no longer serving them, but serving the Lord with a pure heart. (Romans 12:1, Colossians 1:22; I Corinthians 3:16-17)

SECTION 7. We believe in the baptism of the Holy Spirit as a separate, distinct experience, subsequent to salvation, empowering the believer for life and service, often accompanied by speaking in tongues. (Acts 2:4, 10:44-46, 19:2, 6:18)

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SECTION 8. We believe in the church as the Body of Christ to reveal God’s plan and purpose in the earth, and the local expression of this church functioning according to the New Testament order and organization. (Ephesians 1:22, 2:19-22; Hebrews 12:23)

SECTION 9. We believe in the manifestation of all nine gifts of the Holy Spirit in the local assembly, God dividing the gifts amongst the believers as He wills. (1 Corinthians 12:1-31; Romans 12:3-6; Acts 1:4-8; Luke 24:49)

SECTION 10. We believe in the laying on of hands by qualified and anointed ministry for blessing, dedication, confirmation, healing, and impartation of spiritual gifts. (Hebrews 6:1-2; Leviticus 1:4, 16:22; Deuteronomy 34:9)

SECTION 11. We believe in individual and collective praise and worship. All expressions of praise recorded in the Old and New Testaments are meant for practice in the church today. (Psalm 102:18, 81:1-5, 33:1, 135:3, 54:6, 18:3; John 4:20-26; Philippians 3:3; John 8:32; 1 Corinthians 14:14-15; 1 Thessalonians 5:18; Ephesians 5:19-20; 1 Peter 2:9)

SECTION 12. We believe in the restoration to the church of all that the prophets have spoken, and the visual and bodily return of Jesus Christ to set up His Kingdom on the earth. (2 Peter 3:13; Isaiah 65:17; Revelation 21: 1-2; Matthew 5:17)

SECTION 13. We believe in the promise of eternal life for all those who believe on the Lord Jesus Christ and accept Him as their Savior, and eternal damnation for those who reject Him and die in their sins. (Matthew 19:16, 25:46; John 3:15, 5:39; Romans 6:23; 1 John 5:11, 13, 20)

SECTION 14. Christian Life; Scriptural Conduct:

- (a) Personal Ethics - “All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any” (1 Corinthians 6:12). “All the ways of a man are pure in his eyes, but the Lord weighs the spirits” (Proverbs 16:2). “And we urge you, brethren, to recognize those who labor among you, and are over you in the Lord and admonish you.” (1 Thessalonians 5:12).

**ARTICLE II  
CHURCH MINISTRY**

SECTION 1. Ministry. The ministry of this Church shall consist of the Pastor, Elders, and Trustees, hereinafter defined as Church Ministry.

SECTION 2. Pastor.

- (a) Authority. The Pastor, under the supreme authority of Jesus Christ, is the head of this Church.
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- (b) Duties. The Pastor has the responsibility of feeding the flock as required by God, and of overseeing the affairs of this Church.
- (c) Meetings. The Pastor alone is authorized to call business meetings and he shall act as presiding chairman at such meetings. In the event the Pastor is unable to attend a Church meeting, he shall have the authority to appoint any member of the Church Ministry to act as chairman and to preside over such meeting in his absence. In the event of moral failure or physical incapacitation on the part of the Pastor, the Elders shall have the authority to call a business meeting.

SECTION 3. Elders. The Elders shall assist the Pastor in all matters concerning the oversight of this Church. The Elders shall be responsible for meeting the requirements and objectives of the Articles of Incorporation and the Constitution, along with ensuring that the Church adheres to these By-laws. The Elders shall be sufficiently involved and aware of the activities of the Church to be able to make wise and effective decisions on its behalf. The position of an Elder is a perpetual position based on continued demonstration of qualification, as outlined in 1 Tim. 3:1-7 and Titus 1:5-9, and satisfactory and positive results from annual review by the Pastor.

## **ARTICLE IV OFFICERS**

SECTION 1. President. The Pastor is the President of the Church as a Corporation. He is the general overseer of the Church and is responsible for establishing the main vision and direction for the Church. As President, he shall have the following duties:

- (a) to act as chairman of all Church business meetings of the ministry, trustees and officers, or leadership;
- (b) to be an ex-officio chairman of all committees;
- (c) to be responsible for all services and arrange or direct arrangements for all special meetings or conventions. No person shall be invited to address the Church without his approval;
- (d) to shepherd the Church membership with godly concern, ministering, feeding, and leading the flock in the spirit of Christ;
- (e) to oversee the on-going administrative functions of the Church;
- (f) to direct and oversee the placement of all ministries into their area of function and responsibility;

The position of the Pastor/President is a perpetual position.

SECTION 2. Secretary. The Secretary shall have the following duties:

- (a) to keep custody of the corporate seal, should one be used;
  - (b) to keep minutes of all meetings of the board of trustees, committee meetings and of all regular and annual business meetings of this Church;
  - (c) to issue the required notice for all meetings;
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- (d) to check the number of persons present at all Church business meetings to determine the number of members present, for quorum purposes;
- (e) to sign with the Pastor all instruments requiring his signature, or deemed necessary by the Pastor;
- (f) to maintain the membership list with the names and addresses of all persons who have successfully completed First Principles or the current Crossroad Christian Church Membership Class, and are fulfilling the membership requirements of Article VIII, Membership; and
- (g) to perform all other duties as are incidental to the office of Secretary or which are required by the Pastor.

The position of Secretary is by appointment of the Pastor, with affirmation of the ministry, and approval by the Church at the regular Annual, or other properly called, business meeting of the Church. The position of the Secretary is a perpetual position, subject to faithful performance of duties and fulfillment of Church membership requirements.

SECTION 3. Treasurer. The Treasurer shall have the following duties:

- (a) to be responsible for the reception of funds contributed to this Church, keeping full and accurate records of receipts and disbursements, and making deposits of all monies and other valuable effects in the name of, and to the credit of, this Church in such depositories as may be designated;
- (b) to present written reports of itemized disbursements, showing the actual financial condition of this Church, at business meetings or when otherwise requested;
- (c) to prepare the financial statement of the Church for presentation at the annual business meeting; and
- (d) to perform all such other duties as are incidental to the office of Treasurer or which are required by the Pastor.

The position of Treasurer is by appointment of the Pastor, with affirmation of the ministry, and approval by the Church at the regular Annual, or other properly called, business meeting of the Church. The position of the Treasurer is a perpetual position, subject to faithful performance of duties and fulfillment of Church membership requirements.

## **ARTICLE V TRUSTEES**

SECTION 1. Powers. Subject to subsection (c) of this section, the trustees shall have the following powers:

- (a) the trustees shall own all property of the Church for the benefit of the Church; have the power to, on behalf of this Church, purchase, take or acquire by gift, bequest or any other method and hold interest in any assets in the State; use, lease, mortgage, sell or convey such assets; and attend to all legal business in connection with the real and personal property of this Church;
  - (b) the trustees shall generally manage any assets of the Church; and shall adopt rules for conducting the affairs of the Church as are necessary and convenient to accomplish the purpose of the Church; and
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- (c) the powers of the trustees shall only be exercised upon the instruction of the Church Ministry of this Church, and as sanctioned by the members at a properly called business meeting.
- (d) the Trustees are responsible for developing and approving a budget for presentation to the membership at the annual business meeting (Section IX Meetings).

SECTION 2. Number and term of office. The trustees shall be no less than four in number and up to seven, and shall include the Pastor, the Secretary, and the Treasurer. Upon the expiration of the terms of office, the succeeding non-officer trustees shall be appointed each year at the annual business meeting and shall serve for a term of four years.

SECTION 3. Limitations of Positions. The trustees shall, in no way, receive any monetary gain from this Church during their time in office and for one year after their term expires for duties as an expense of this Church.

**ARTICLE VI  
QUALIFICATIONS OF OFFICERS AND TRUSTEES**

SECTION 1. The following qualifications must be met before any person may be appointed to serve either as an officer or as a trustee hereinafter defined as Officeholder:

- (a) the candidate must fulfill all of the membership requirements set forth in Article VIII Membership, of these by-laws;
- (b) the candidate must have a divine calling to the respective ministry as recognized by the Church Ministry;
- (c) the candidate must have fulfilled the membership requirements described in item (a) continuously for a minimum of two years (24 months); and
- (d) the candidate must fulfill all of the qualifications for leadership position as are set forth in the Holy Scriptures.

**ARTICLE VII  
APPOINTMENT AND DISMISSAL OF OFFICERS AND TRUSTEES**

SECTION 1. Appointment. The Pastor shall have the authority to appoint those who shall serve as trustees or officers in this Church. In selecting these officeholders, the Pastor shall:

- (a) first, present his selection to the Church Ministry for their approval; and
- (b) second, at a properly called business meeting, present his selection to the members of this Church.
- (c) third, members present at the properly called business meeting shall confirm the candidate by a simple majority vote."

SECTION 2. Vacancies. This procedure of pastoral appointment shall also be observed when filling vacancies created by death, resignation, incapacitation, transfer or removal.

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SECTION 3. Dismissal. The Pastor, with the approval of the Church Ministry, shall have the authority to ask for the resignation of any officeholder who fails to qualify as described in Article VI, Qualifications of Officers and Trustees, and/or fails to fulfill his responsibilities of office. In the event the officer or trustee will not resign, the Pastor shall have the authority to dismiss the officeholder. He shall present the resignation or dismissal at the next properly called church business meeting for a simple majority vote. For dismissal of the office of

Pastor/President, see Article X, Discipline, Section 5, Discipline/Removal and Restoration of Pastor, and Article X Discipline, Section 6, Dismissal of Pastor.

## **ARTICLE VIII MEMBERSHIP**

### SECTION 1. Definition of membership

(a) This Church is built on the foundation of Faith, Family, and Friendship. Our membership is structured based on this foundation.

1. Friendship Members - These are members who attend often, give occasionally, and participate in various functions of the church. Anybody can be a Friendship Member if they have enrolled in our church communications system.
    - i. Friendship Members are expected to attend church functions and donate funds to the church. Church functions include all the ministry functions of the Church. Members are expected to participate in the weekly worship services and other functions, too.
    - ii. Friendship Members will be removed from the roles after one year of nonparticipation. Nonparticipation is defined as not attending any church functions and not donating any funds to the Church. This action is accomplished by the Church Secretary. No written notification to the member is required for this change.
    - iii. Friendship Members cannot take any leadership roles in the ministry of the Church. They are expected to participate in the ministries and even assist other members in leadership roles, but cannot take any leadership role.
    - iv. Friendship members cannot represent the Church at any function inside or outside the Church.
  2. Family Members - These are members who, in addition to being Friendship Members, have successfully completed the Church New members Classes (or equivalent)
    - i. Family Members are expected to attend church functions regularly (more than twice a month)
    - ii. Family Members have spoken a covenant of membership in front of church members at a church function. This event is documented and recognized as a valued milestone event in the Church.
    - iii. Family Members must be at least 13 years old
    - iv. Family Members can take any leadership position in the ministry of the Church except Officeholders.
    - v. Family Members may represent the Church at functions inside and outside the Church.
    - vi. Family Members who no longer meet the requirements of Family Members will be moved to a status of Friendship Members or Associate Members.
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3. Associate Member - These are members who have, in the past, been Family or Friend Members, but have had a life change that prevents them from fully participating in the life of the Church. Examples of this are college students who move away to attend college, military members who are deployed, etc.
  - i. Associate Members are kept in the Church Communications System so they can stay in touch with activities in the Church.
- (b) Membership Roles
  1. Membership roles are maintained by the Church Secretary (or designee).
  2. The Official Membership Roles are prepared and presented at the annual business meeting as a point of information.
  3. Membership Roles will show the following information.
    - i. Total Church Membership
    - ii. Membership by members names in each of the three membership categories.

SECTION 2. Qualifications for membership. In order to become a member of this Church the following requirements must be met:

- (a) the candidate must covenant to honor, esteem and love the Church Ministry of this Church, and must further covenant to recognize the Pastor's authority over this Church, and, in accord with Biblical commands, support the beliefs and practices of this Church, as outlined in its Statement of Faith, through prayer and a lifestyle walk of affirmation;
- (b) the candidate must have fully completed First Principles or the current Crossroad Christian Church Membership Class requirements as established by the Church Ministry;
- (d) the candidate is encouraged to contribute to the financial support of the Church with tithes and offerings. (Malachi 3:8-12; Exodus 25) ; and
- (e) the candidate must regularly attend Church services, if physically able, including the specially called and annual business meetings.

SECTION 3. A person shall be eligible to participate at business meetings of this Church if:

- (a) the person has met the requirements of membership which are set forth in Section 1 of this Article; and
- (b) the person is eighteen years of age or older.
- (c) Friendship and Family Members can attend business meetings and participate in all discussions.

SECTION 4. Removal of members. Members are removed from the roles as defined in Section 1 of this Article, Membership. Members subject to disciplinary actions can be removed from the roles as described in Article X, Discipline.:

- (a) the person fails to attend this Church for a continuous period of three months; or
- (b) the person is otherwise subject to disciplinary action by the Church Ministry of the Church.
- (c) after said person has been removed from the Church membership, said person shall not be able to have a vote or voice in any Church meeting thereafter, unless said person is restored to proper fellowship with the approval of the Pastor.

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**ARTICLE IX**

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**MEETINGS**

SECTION 1. Regular business meetings. The Church Ministry shall conduct all routine business of the Church. The Pastor or any two members of the Church Ministry may call a regular business meeting whenever they deem it appropriate.

SECTION 2. Annual business meetings. This Church shall hold an annual business meeting in the month of October. At such meeting, the Trustees will present an annual financial statement for the previous year and an approved budget for the following year. Trustees will present any bylaw changes which will require a majority vote for approval by the Membership. New Trustees will be presented requiring a majority vote by the Membership.

SECTION 3. Location of meetings. The business meetings, meetings of the Board of Trustees, meetings of committees and any other meetings of this Church shall be held at any location deemed appropriate by the Pastor.

SECTION 4. Notice. Notice of all business meetings of this Church shall be given not less than two weeks in advance.

SECTION 5. Quorum. For all meetings of this Church, a quorum shall consist of those persons present. A majority vote of the quorum shall be considered a vote of approval. No proxy vote is accepted. All members must be present to vote.

SECTION 6. Minutes. All business meetings will be documented with minutes produced by the Secretary or another responsible individual.

**ARTICLE X  
DISCIPLINE**

SECTION 1. Who may discipline. The Church Ministry of this Church shall handle all matters involving Church discipline.

SECTION 2. Who may be disciplined. All persons who are members of this Church Membership shall be subject to discipline by the Ministry of this Church.

SECTION 3. Responsibility of the Church Membership. The Church Membership shall be responsible for assisting the Church Ministry with prayers and sanction, in carrying out the Biblical principles of correction and discipline.

SECTION 4. Dismissal of Perpetual Position Holders. In the event any disciplinary matter arises concerning an officeholder, the Pastor shall have the authority to appoint a Discipline Council from among the Church Ministry to investigate the matter. They shall investigate the matter and report its findings and recommendation to the Pastor. They shall have the authority to recommend dismissal whenever it finds there have been violations of relevant scriptural

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principles in the life of the person in question. The final decision shall rest exclusively with the Pastor, who should, however, seek a witness of confidence for such dismissal by the remaining Elders.

SECTION 5. Discipline/Removal and Restoration of Pastor. In the event that any disciplinary matter or concerns of physical or mental incapacity arises concerning the Pastor/President, the Elders (by a 2/3 majority) will take counsel with the Board of Presbyters, and together shall have the authority to appoint an Investigation Council from among the Elders and the Board of Presbyters to investigate the matter. The Investigation Council shall consist of not less than three (3) and not more than five (5) members of which at least one (1) member shall be an Elder of the church and one (1) member shall be a member of the Board of Presbyters. The Investigation Council shall investigate the matter and report its findings to the Elders and the Board of Presbyters. (The Board of Presbyters has no authority internally, but will work with and provide counsel to the Elders). The Elders and Board of Presbyters will meet with the Pastor to discuss the investigation findings and outline the recommended course of action for discipline/restoration. The Elders will then call a business meeting of the Church Membership to report necessary and pertinent information and their plan for restoration for a witness of confidence in their decision.

SECTION 6. Dismissal of Pastor. In the event that any matter arises concerning the Pastor/President that was handled per Section 5 above, and the Pastor/President did not or could not comply with the recommended course of action for restoration, the Elders (by a 2/3 majority), will again take counsel with the Board of Presbyters. If the result of their discussions is an agreement for dismissal by a 2/3 majority of the Elders, the Elders and Board of Presbyters will then meet with the Pastor and outline the course of action needed for dismissal, and request his resignation. The Elders will then call a business meeting of the Church Membership to report its decision and any pertinent and necessary details, for a witness of confidence of their decision, and the plan for filling the Pastoral vacancy in accordance with Article XI Government.

**ARTICLE XI  
GOVERNMENT**

SECTION 1. General. The responsibility for the government of this Church shall be vested in the Pastor and the Church Ministry, each of whom the Holy Spirit has made an overseer of the flock.

SECTION 2. Pastoral Vacancy.

- (a) In the event that this Church finds itself without a Pastor, for whatever reason, the Church Ministry shall call a special meeting of the Church leadership for the purpose of directing the affairs of this Church.
  - (b) The person who shall fill the vacancy for this Church shall be appointed and approved in the following manner:
    - a. the Church Ministry, with fasting and with prayer, and in accordance with Acts 13:1-3, shall investigate prospective Pastors. They should use the Board
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- of Presbyters as a resource and to provide counsel in the course of their investigation;
- b. the Church Ministry, by a 2/3 majority vote, shall then appoint a person to fill the vacancy; and
  - c. they shall then present the decision for a new Pastor to the members of this Church, at a properly called business meeting, for a witness of confidence.

SECTION 3. Local government. Whereas this Church recognizes the privilege of communion of fellowship, and the command to cooperate in Word and Spirit with other churches of like precious faith, for the furtherance of the gospel both home and abroad; and Whereas to perpetually protect this local Church in its ownership and control of its property, all ecclesiastical power and authority relative to this Church as a congregation and the decisions thus made by the Church Ministry are subject to no reversal or amendment.

Therefore, any action or effort on the part of any members or officeholders of this church to cause it to not fulfill its stated objectives is strictly forbidden and any record of any such action shall have no binding effect upon this church but shall merely be a record of misconduct on behalf of those participating in such action.

## **ARTICLE XII LICENSING AND ORDINATION**

SECTION 1. Those persons seeking ordination shall follow the following steps:

- (a) the candidate must fulfill the qualifications set forth in Article VI Qualifications of Officers and Trustees of these by-laws;
- (b) the candidate must be a family member as defined in Article VIII, Membership. the candidate who satisfies the requirements of Family Member, and who fulfills the relevant Scriptural qualifications, may apply for a ministerial license. Upon receipt of a ministerial license, the candidate shall perform all duties, both temporal and spiritual, as directed by the Pastor; and
- (c) the candidate who fulfills the foregoing requirements of this section may apply for ordination through the Church Ministry. Ordination shall be given to those who are called by God, Scripturally qualified, and participate in ministerial duties.

SECTION 2. Exceptions. Exceptions to the requirements set forth in this article may be made with the approval of the Church Ministry in cases involving individuals who have previously been licensed and ordained by other Church organizations and who are now in full fellowship with this Church.

## **ARTICLE XIII BOARD OF PRESBYTERS**

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SECTION 1. Purpose and Size of Board. The Board of Presbyters will operate as an advisory council to the Pastor/President and the Elders. There will be not less than three (3) and not more than five (5) members on the board.

SECTION 2. Qualifications. The members of the Board of Presbyters must be one of the five-fold ministry (apostle, prophet, evangelist, pastor, teacher; Ephesians 4:11) placed in the body of Christ by God. These presbyters must be seasoned in ministry, have an apostolic mantle, and move under the direction of the prophetic anointing.

SECTION 3. Pastoral Covering. The Pastor will always have a Pastor for his covering who may or may not be one of the members of the Board of Presbyters. He will advise, counsel, and provide covering. This Pastor must be, or have been, the Senior Pastor of his own church.

SECTION 4. Appointment. The Pastor will appoint the members of the Board of Presbyters.

**ARTICLE XIV  
AMENDMENTS**

SECTION 1. These by-laws may be revised or amended by the Church Ministry and presented for approval to the members of the Church at a properly called business meeting, provided that:

- (a) the proposed amendments have been approved by a majority of the Church Ministry of this Church before being approved by the members; and
- (b) the proposed amendment(s) has been submitted in writing to the members, and has been announced from the pulpit not less than two weeks before being approved at the properly called business meeting.

**ARTICLE XV  
CHURCH PROPERTY**

SECTION 1. Any activity involving the use of Church property must have the approval of the Church Ministry.

**IN WITNESS WHEREOF**, we have signed these by-laws this \_\_\_\_ day of \_\_\_\_\_, 1999, and we acknowledge the same to be our acts.

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