

CROSS FELLOWSHIP CHURCH SBC BYLAWS

These bylaws adopted on August 22, 2021 preclude all previous bylaws of Cross Fellowship Church SBC.

ARTICLE I: MEMBERSHIP

A. GENERAL

Cross Fellowship Church SBC is an autonomous, incorporated, congregational Southern Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

B. CANDIDACY

A person may offer him or herself as a candidate for membership in Cross Fellowship Church SBC at regular worship services in any of the following ways:

1. By profession of faith in the Lord Jesus Christ and baptism by immersion
2. By transfer of membership from another church of like faith and practice.
3. By statement of personal faith in the Lord Jesus Christ and experience of believer's baptism by immersion (after salvation as a testimony of their faith) or when their membership records are unavailable.
4. By restoration in the case of any previously excluded member upon the recommendation of the Lead Pastor and deacons.

A candidate must go through a new members' class, conducted by a ministerial staff member. He/she will provide either an oral or written testimony of conversion. Receive majority affirmation by the church members present in the worship service they present themselves from membership. After completion of these requirements as determined by the Lead Pastor or Executive Pastor, each person will be confirmed by vote of the Leadership Council.

C. RIGHTS

1. Every member of Cross Fellowship Church SBC 18 years or older is entitled to vote at all elections and on all questions submitted to this church in conference, provided the member is present or provision has been made for absentee balloting by the Leadership Council.
2. Every member of Cross Fellowship Church SBC 18 years or older is eligible for consideration by the membership as a candidate for elective office in this church.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

D. RESPONSIBILITIES

1. Agree with our statement of faith in Article III of our Constitution.
2. Allow God to use their time, talents, and tithes/treasures through Cross Fellowship Church SBC for His glory.
3. Accept their responsibility to maintain their Christian character in fellowship with the church and their Christian witness in the world.
4. Attempt to live a life consistent with the great commission (Mt. 28:18-20) and the great commandment (Mt. 22:36-40).
5. As a member of Cross Fellowship Church, he/she is expected to follow the Matthew 18 principles in conflict resolution.

E. DISCIPLINE

Cross Fellowship Church SBC shall assure that every reasonable measure will be taken to assist any

1 troubled member. The Lead Pastor other members of the ministerial staff and deacons are available for
2 counsel and guidance. The attitude of members toward one another shall be guided by a concern for
3 redemption rather than punishment.

4 Should some serious condition exist that would cause a member to become a liability to the general welfare
5 of the church, the Lead Pastor and the deacons will take every reasonable measure to resolve the problem
6 in accordance with Matthew 18:15-20 and the *Church Discipline Manual*. If it becomes necessary for the
7 church to take action to exclude a member, a meeting must be called, and an announcement must be made
8 at least seven days prior to the meeting in morning worship and/or communicated in writing to the church
9 body. Three-fourths approval of the members present and casting votes in a regular or called business
10 meeting is required for this church to declare the person to be no longer in the membership of Cross
11 Fellowship Church SBC. All such proceedings shall be pervaded by a spirit of Christian kindness and
12 forbearance with a view toward restoration.

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14 Any person previously excluded may request restoration of membership through the Lead Pastor and
15 deacons upon evidence of the excluded person's repentance and reformation as determined by the Lead
16 Pastor or chairman of deacons.

17 18 **F. TERMINATION**

19 The Leadership Council votes on all matters relating to the termination of membership listed below.
20 Termination of membership may occur:

- 21 1. By death.
- 22 2. By membership transfer to another church of like faith and practice.
- 23 3. By documented request to withdraw membership.
- 24 4. By erasure upon becoming affiliated with a church of a different faith and practice.
- 25 5. By exclusion action of this church at the recommendation of the Lead Pastor and active deacons.

26 27 28 **ARTICLE II: OFFICERS**

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30 All church officers must be members of Cross Fellowship Church SBC and are to embrace the servant-
31 leadership model of our Savior:

32 33 **A. LEAD PASTOR**

34 He is responsible for leading Cross Fellowship Church SBC in functioning as a New Testament Church.
35 The Lead Pastor, as God's undershepherd, performs pastoral responsibilities, leads the church staff in
36 performing their tasks and serves as a mentor to the ministerial staff. The Lead Pastor is the leader of
37 worship, proclamation, education, pastoral ministry, and of casting God's vision for the church. The Lead
38 Pastor shall be an ex-officio nonvoting member of the deacon body and all teams of the church. While
39 the Lead Pastor is accountable to God, he is also directly responsible to the church through the
40 Personnel Team.

41
42 A Lead Pastor shall be chosen and called by Cross Fellowship Church SBC whenever a vacancy occurs.

43 At that time, the church shall appoint a Lead Pastor Search Team to seek a suitable Lead Pastor
44 according to the standard of 1 Timothy 3:1-7. Although any member has the privilege of making
45 recommendations to the search team, the team's recommendations will constitute a nomination. The
46 search team shall bring to the consideration of the church only one man at a time. Election shall take
47 place at a meeting called for that purpose, with at least one week's notice given to the membership.
48 Election shall be by ballot with absentee ballots being permissible. An affirmative vote of eighty-five
49 percent of votes cast by members is necessary to extend a call. The Lead Pastor, thus elected, shall
50 serve until the relationship is terminated at his request or at the church's request.

51
52 The church may declare the office of Lead Pastor to be vacant when presented with documented

instances of gross misconduct, major doctrinal error, or unsatisfactory performance of principal job function. Such action shall take place at a meeting called for that purpose, with at least one week's notice given to the membership. The meeting may be called upon the recommendation of the Personnel Team with the approval of the Leadership Council, the Lead Pastor being recused, or by written petition signed by not less than one-fourth of the church members. The vote to declare the office vacant shall be by ballot; an affirmative vote of 85% of the members present and casting votes being necessary to declare the office vacant. Given an affirmative vote to declare the office of Lead Pastor vacant, the termination shall be immediate and all compensation due shall be rendered as determined by the Personnel Team.

B. MINISTERIAL STAFF

Employment: Cross Fellowship Church SBC shall call or employ such staff members as the church shall need. The Lead Pastor and the Personnel Team will write a job description when the need for additional staff members is determined.

The Lead Pastor, Personnel Team, augmented as needed with persons of expertise in the position being filled, and Leadership Council shall recommend to the church candidates for full-time ministerial staff positions. The church will vote on adding full-time ministerial staff members and job descriptions at a regular or called business meeting. Ministerial staff shall be directly responsible to the Lead Pastor through the Executive Pastor. The Leadership Council will vote to add all part-time ministerial staff positions and report such actions to the church.

When need of services is determined, the appropriate pastor or supervisor shall have the authority to employ non-ministerial staff members with approval of Executive Pastor. The Personnel Team reserves the right to overrule such employment when deemed necessary. Non-ministerial staff shall be directly responsible to an appropriate supervising staff member. Non-ministerial staff are not required to be members of Cross Fellowship Church SBC.

Termination: The Personnel Team, with the approval of the Leadership Council and the staff member(s) involved being recused, may vote to vacate ministerial staff positions in cases of gross misconduct, major doctrinal error, or unsatisfactory performance of principle job function after obtaining outside counsel as needed. Supervising staff members after consulting the Personnel Team may call for the termination of non-ministerial staff.

Mediation: The Personnel Team will make every effort to resolve conflicts to include (in order of need): ensure meeting of staff members together, meeting of involved staff with Lead Pastor (if Lead Pastor is not one of the parties), meeting of both parties with the Personnel Team, and bringing in an outside mediator.

C. DEACONS

Cross Fellowship Church SBC deacons are spiritual servant-leaders and serve as the ministry arm of the church. The deacon ministry will be governed by the *Deacon Ministry Charter* in accordance with the *Constitution and Bylaws of Cross Fellowship Church SBC*.

D. MODERATOR

The Chair of Deacons is the Moderator and the Vice Chair of Deacons is the Assistant Moderator. The moderator shall preside at all business meetings. The assistant moderator shall preside in the absence of the moderator or in the absence of both, the recording secretary shall call the meeting to order and an acting moderator shall be elected. This acting moderator must be a member of the church other than the pastor.

E. RECORDING SECRETARY

The Executive Assistant is the Recording Secretary or his/her designee. The duly elected recording

1 secretary shall keep, a record of the church business and, Leadership Council meetings. The recording
2 secretary is responsible for keeping a dated register of the names of members including: (1) method of
3 admission; (2) baptisms, (3) dismissal; or (4) death. The recording secretary shall issue letters of dismissal
4 voted on by the church, preserve on file all communications and written official reports, and give legal notice
5 of all meetings where such notice is necessary, as indicated in these bylaws. The church may delegate
6 some or all of the clerical responsibilities to an administrative assistant. All church records are church
7 property and shall be retained as such. The recording secretary or appropriate administrative assistant shall
8 be responsible for preparing the annual letter of the church to the Pikes Peak Baptist Association.
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10 **F. FINANCIAL MANAGER**

11 The Executive Pastor in consultation with the Personnel Team shall employ a financial manager who also
12 serves as an ex officio nonvoting member of the Stewardship Team. Duties of the financial manager
13 include: 1) receiving, preserving and paying out on all approved vouchers; 2) maintaining an accurate,
14 itemized, ledger(s)/account(s) that include(s) all receipts and disbursements, and all monetary gifts or other
15 gifts of value to the church; 3) providing at each regular business meeting a budget report of the receipts
16 and disbursements of the preceding month(s); 4) accomplishing duties in a timely fashion, including
17 payment of vouchers on or before due date; and (5) accessing when necessary legal documents held in a
18 depository box.
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20 **G. TRUSTEES**

21 The Trustees shall consist of the Stewardship Team Chair, Personnel Team Chair and the Executive
22 Pastor. Three trustees shall serve at all times. Trustees will hold in trust the property of the church, having
23 no power to buy, sell, mortgage, lease or transfer any property except when directed by a specific vote of
24 the church authorizing each action. Trustees shall affix their signatures to legal documents involving the
25 sale, mortgaging, or purchase or rental of property, or other legal documents requiring the signatures of all
26 three trustees. The trustees shall keep in a depository box legal papers, deed(s), abstract(s), insurance
27 papers, note(s), and bonds. The deposit box must be accessed by two or more of the designated
28 signatories simultaneously.
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30 **ARTICLE III: LEADERSHIP COUNCIL**

31 **Purpose**

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34 The Leadership Council serves as the primary decision-making body of the church by discussing and deciding issues
35 about the administration and management of the church and recommending major decisions to the church for a
36 vote.
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38 **Membership**

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40 The Leadership Council is comprised of the Cross Fellowship Senior Leadership Team and members of the
41 Personnel and Stewardship Teams. This council shall be comprised of pastoral staff and lay leadership with the
42 number of pastoral members being fewer than the number of lay leaders.
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43 **Duties:**

- 44 • Discuss, evaluate and vote on all items that will go to the church for a vote. This includes but is not limited
45 to annual budget, full-time pastors, indebtedness and multisite expansion decisions.
- 46 • Receive reports from Pastoral Staff, Personnel and Stewardship Teams.
- 47 • Receive recommendations from the Personnel Team concerning Part -Time pastoral hires.
- 48 • Licenses individuals into the Gospel ministry on behalf of Cross Fellowship. This could be a
49 Pastor, director, chaplain, missionary or a ministry leader.
- 50 • Votes on changes to the Cross Fellowship constitution, by-laws and other key operation
51 manuals.

- Be responsible for all expenditures from all contingency and reserve accounts.
- Lay Leader members serve as the primary voice to the church body on the direction and policies of Cross Fellowship. Though each individual may not agree on a specific issue, once the Leadership Council has decided each person on the team is required to support all Leadership Council decisions by word and example to the church.
- If not specifically expressed in the decision-making matrix as a voting responsibility for the Leadership Council, the Lead Pastor brings items to the council for voting.

ARTICLE IV: TEAMS

Cross Fellowship Church SBC has two primary leadership teams the Personnel and Stewardship Team. Cross Fellowship may have other advisory teams when deemed necessary to meet specific need within the church. These advisory teams' duties shall be stated in the Church Operations Manual. Unless otherwise deemed necessary, each team shall have at least three members but not more than seven members.

All Leadership Team members and chairpersons shall be nominated by the Recruitment Team to the Leadership Council for approval and then the Leadership Council will be voted on by the church annually in December. No person shall serve on the Personnel Team and the Stewardship Team simultaneously or chair more than one team concurrently. All team members must be members of the church. Team members shall serve on a four-year rotation basis with one-fourth elected each year unless otherwise designated and approved by the church. Each team chairperson shall have been a member of Cross Fellowship Church SBC for at least one year and shall have been a member of their team for at least one year, unless chairing a newly formed team.

A. Stewardship Team

Purpose

The Stewardship Team works with the Executive Pastor and is responsible for stewarding the finances of Cross Fellowship Church, ensuring that the monies given by God through people are used to further the mission of the church.

Duties:

- Meet regularly to review the church's financial records so that the funds are accounted for and bills are paid in a timely fashion.
- Receive and coordinate budget requests annually from all units of the church in preparation for the annual Cross Fellowship budget.
- Take action on budget expenditures based on approved financial policies within the framework of the approved church budget and the current financial condition of the church.
- Provide financial recommendations to the Leadership Council based on ministry and church needs on all expenditures from contingency and reserve accounts.
- Recommend to the church any needed changes in the annual budget, financial policies and or procedures.
- Develop and publicize financial policies regarding expenditures of funds.
- Report our church's current financial standing to the church at least quarterly.
- Provide recommendations to the Executive Pastor concerning strategies and policies that would enhance the mission of our church and stewardship of our resources.

Members of the Stewardship Team are voting members of the Cross Fellowship Leadership Council. Please see that section for further detail on the role and position on this team.

B. Personnel Team

Purpose

The Personnel Team works with the Lead Pastor in all matters relating to church personnel administration and management, especially hiring, calling and compensating our staff and employees.

Duties:

- Assist the Lead Pastor and/or Executive Pastor in recommending, confirming and interviewing persons for employment.
 - Full-Time Pastors - Team will assist Lead Pastor for Full-Time Pastors. This may include interviewing, reviewing resumes, and making recommendations to the Leadership Council prior to the pastoral candidate going to the church for a vote.
 - Part-Time Pastors – Team will assist Lead Pastor and Executive Pastor in interviewing and making recommendations to the Leadership Council for vote.
 - Director Positions - Team will assist Lead Pastor and Executive Pastor in interviewing and making recommendations to the Leadership Council for vote.
 - Other staff position will be hired by the appropriate department head but will consult Executive Pastor for budgetary guidance.
- Review Job descriptions, organizational charts, and worker evaluations as needed.
- Work with the Executive Pastor to develop and recommend appropriate policies and procedures for all church staff and employees.
- Recommend appropriate compensation for all employees. This may require a periodic benchmarking of current or proposed salaries to other churches of a similar size in similar geographic area.
- Executive Pastor shall utilize the Personnel Team as needed in overseeing pastoral and non-ministerial staff.
- The Personnel Team is responsible to conduct an annual Lead Pastor performance review.
- Recommend to the Lead Pastor or Executive Pastor personnel strategies and policies that enhance the mission of Cross Fellowship Church.

As a member of the Personnel Team, you are a voting member of the Cross Fellowship Leadership Council. Please see that section for further detail on the role and position on this team.

ARTICLE V: ORDINANCES

A. BAPTISM

Cross Fellowship Church SBC shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, and has indicated a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The Lead Pastor or whomever he or the church shall authorize may administer baptism. The deacons shall assist in the preparation for and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church or a publicized gathering for that purpose.

1 **B. THE LORD'S SUPPER**

2 This church shall observe the Lord's Supper in worship services or small groups at least quarterly and more
3 often as the Holy Spirit prompts the church leadership to do so. Provisions for off campus services may be
4 provided at the request of homebound members. Typically, the Lead Pastor, Campus Pastor, ministerial
5 staff and deacons shall administer the Lord's Supper with the deacons being responsible for the physical
6 preparation when practical and preferable.

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8 **ARTICLE VI: MEETINGS**
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10 **A. WORSHIP SERVICES**

11 Cross Fellowship Church SBC shall meet regularly on Sundays and at other times as desired to glorify
12 Almighty God, including preaching, worship, instruction, evangelism, fellowship, and prayer. These meetings
13 will be open for the entire membership of the church and for all people and shall be conducted under the
14 direction of the Lead Pastor or his designee. If an occasion arises wherein there is no Lead Pastor or
15 interim pastor, the worship services shall be under the direction of whomever the Leadership Council
16 appoints.

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18 **B. BUSINESS MEETINGS**

19 1. Regular business meetings shall be held at least annually. Members shall receive notification of regular
20 business meetings at least one week in advance of the meeting.

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22 2. Additional called business meetings may be held to consider matters of a significant nature. A one-week
23 notice must be given to the membership, unless extreme urgency renders such notice impractical as
24 determined by the Leadership Council.

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26 3. The quorum for all business meetings shall consist of ten members who attend the business meeting,
27 provided it is a stated meeting or one that has been properly called.

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29 4. Christ-like behavior and submission to Biblical authority shall pervade all meetings of the church. The
30 rules contained in the most recent edition of *Robert's Rules of Order* shall guide this church in all meetings
31 to which they are applicable and in which they are not inconsistent with these bylaws and any special rules
32 of order the church may adopt.

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36 **ARTICLE VII: FINANCES**
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38 **A. BUDGET**

39 The Executive Pastor in consultation with the Stewardship Team shall prepare an annual proposed budget.
40 This budget will be presented to the Leadership Council for approval and then to the church for a vote. The
41 proposed budget, indicating by item the amount of requested expenses, shall be presented and adopted
42 prior to the next fiscal year. God provides the revenue stream of our budget through the tithes and offerings
43 of His people.

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45 **B. ACCOUNTING PROCEDURES**

46 The financial manager or his/her designee shall record properly all funds received according to generally
47 accepted accounting practices. The church shall provide bond for those who are responsible for handling
48 funds. The Stewardship Team shall provide an adequate system of accounting and reporting to the church
49 its financial status.

50
51 The financial manager's records shall be audited annually by any of the following: an auditing team, a

1 certified public accountant, or a person designated by the Stewardship Team.

2
3 Financial reports shall be sent to the church members quarterly.

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5 **C. FISCAL YEAR**

6 The church fiscal year shall be from January 1 to December 31.

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8 **ARTICLE VIII: PROPERTY**

9
10 Use of the church property shall be limited to worship services, weddings, funerals, religious training, social
11 and fellowship functions in connection with church activities for the promotion of the Lord's work. Children's
12 and youth activities must be properly supervised and directed. Exceptions to the above use of church
13 property shall be considered and approved by a ministerial staff member.

14
15 **ARTICLE IX: OPERATIONS MANUAL**

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17 The Leadership Council shall develop a *Church Operations Manual* that specifies church policies and
18 procedures, team responsibilities, and organizational charts depicting lines of responsibility in the
19 administration of this church which shall be kept in the church office and made available for use by
20 members of the church. The church's Executive Assistant shall maintain the manual. The Leadership
21 Council shall review the manual as needed. Any church member or church organization may suggest
22 changes to the manual for the Leadership Council to consider. Additions, revisions or deletions of the
23 *Church Operations Manual* require: (1) recommendation by any church member, of the church officer or
24 organization to whose area of assignment the policy relates, (2) discussion and approval by the Leadership
25 Council and 3) reporting such changes to the church.

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27 **ARTICLE X: DISSOLUTION CLAUSE**

28
29 No part of the net income of the corporation shall ever inure to the benefit of any donor, member, director, or
30 officer of the corporation, nor shall any private individual be entitled to share in the distribution of any of the
31 corporate assets. In the event the church ceases to exist, any assets of the corporation must be distributed
32 to one or more organizations recognized by the Internal Revenue Service as one organized exclusively for
33 religious, charitable, scientific, literary or educational purposes provided such distribution will be restricted to
34 an organization or organizations established for the same purpose as stated in our constitution and in
35 keeping with the doctrinal statement, policies and practices of the Cross Fellowship Church SBC.

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37 **ARTICLE XI: AMENDMENTS**

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39 Amendments to these bylaws may be proposed to the Leadership Council for a vote. Such amendments
40 shall: (1) be presented in writing and approved by the Leadership Council (2) be mailed or emailed to the
41 membership at least one month in advance of the meeting to amend; (3) be furnished to each member
42 present at that meeting; (4) be announced from the pulpit during the morning worship service(s) on two
43 consecutive Sundays immediately preceding the meeting to amend; and (5) be approved by at least a
44 majority of the members present at the meeting to amend. Amendments to these bylaws will be
45 incorporated in a revised document replacing pre-existing bylaws and annotated by a revision date.