

**KINGSLAND COMMUNITY CHURCH
COVENANTS, CONSTITUTION AND BY-LAWS**

I. NAME:

The name of this church shall be: Kingsland Community Church.

II. PURPOSE:

The purposes of this church are:

To provide a worship center for all believers in Jesus Christ;

To lead the unsaved to accept Jesus Christ as their Lord and Savior;

To maintain a place of worship and Christian fellowship;

To minister to all, the spiritual, moral and physical needs of the people of Kingsland and surrounding territory; and to draw like-minded Christian people together in a bond of a mutual helpfulness for all those who are in need.

III. MISSION STATEMENT:

To make disciples of Jesus Christ through Worship, Nurturing and Ministry.

IV. BELIEFS:

We Believe...

- In the Holy Trinity (Matthew 28:19).
- All Scripture is God breathed (2 Timothy 3:16-17).
- Jesus was born of the Virgin Mary (Isaiah 7:14 / Matthew 1:23).
- Jesus is the only way to salvation (John 14:6).
- One must be born again (John 3:3).
- In being compassionate and forgiving to our neighbors (Colossians 3:12-13).

V. MEMBERSHIP:

Any person who accepts the Lord Jesus Christ as Savior and Redeemer is eligible for membership upon presenting himself or herself and pledging support of the church through prayer, attendance, gifts and service; and professing his or her faith. This church also accepts transfers of letter from other Christian denominations.

It is not required that a member of the Kingsland Community church withdraw his or her membership from a church in another locality in which the person is already a member.

Members shall be those who show their continuing interest in the Kingsland Community Church by their attendance, volunteer service or financial support, and of those living elsewhere who request that their names be kept on the members list.

A member who shows no interest in the church through participation or financial support, and those who have moved away without asking that their names be dropped, after one year shall be placed in the care of the Shepherds Ministry. After two years without any evidence of interest and after diligent efforts have been made by the Shepherds Ministry to locate them and renew their activity and having failed,

their names shall be recommended to the Official Board for deletion from the roll of members. If, however, at some later time such members shall call for a transfer of Certificate of Membership, such a transfer may be granted by action of the Shepherds Ministry, or the pastor.

If a member resigns from the church and has no interest in dual membership, his/her name will be dropped from the membership rolls immediately.

VI. SACRAMENTS:

Baptism is required by the Kingsland Community Church. This church recognizes the forms of baptism of all Christian denominations to which its members belong. Those who wish to join the church, but have not been baptized, may be baptized in the mode of their choice: sprinkling, pouring, or immersion. Confirmation classes can be made available. We also offer open Holy Communion to all Christian believers.

VII. AFFILIATION:

The Kingsland Community Church is not directly affiliated with any one of the major Protestant denominations, however, the pastor to serve this church is selected from one of the Protestant denominations, and maintains a close working relationship with it. This church maintains the high Christian purpose of the various denominations, and holds up to their standards.

The Kingsland Community Church, upon majority vote of the members in attendance may affiliate with local, state, or national church councils and other worthy bodies that will help this church fulfill its full ministry.

VIII. ORGANIZATION:

A. GENERAL STATEMENT:

The Kingsland Community Church is a non-profit, religious organization chartered by the State of Texas. It is a congregational church and its decisions are carried out by the pastor and the Official Board.

B. CONGREGATIONAL MEETINGS:

An annual congregational meeting or special congregational meeting will be called by the Official Board, and will be held in or on church property. The annual meeting of the congregation shall be on the third Sunday of May of each year for the election of board members, tenure of the pastor and other business. The members in attendance at the meetings, plus written absentee votes from any member who is unable to attend the meeting will constitute a quorum. Decisions shall be upon a stated motion by an active member of the church, which receives a proper second by another church member. After a full, open discussion, the vote shall be taken by voice, raising of hands, standing, or, upon request, by a paper ballot; such votes to be cast only at authorized congregational meetings. A simple majority will be required for an item to be approved.

Notice of a congregational meeting shall be given a minimum of two weeks in advance of the meeting, except in cases of emergency approved by the board. Any item to be handled in the meeting will be

submitted to the Official Board three weeks in advance of the board meeting, so that it can be placed on the agenda. Written notification shall be mailed to the membership, along with absentee ballots for shut-ins. Absentee votes must be turned in to the church office prior to the meeting. The church year shall be from July 1st to the following June 30th.

C. OFFICIAL BOARD:

A representative group known as the Official Board of the church shall be elected annually by the members of the Kingsland Community Church.

For 100 or less church members, the board will consist 10 elected board members. For greater than 100 church members, it will consist of 15 elected board members. Three years is allowed to make a downward transition from 15 to 10 so as to maintain the balance of ending dates for board members if that adjustment should be required. It shall be the policy of the church to rotate the members. The term of the Official Board members shall be three (3) years. Members may be re-elected to the board after they have been off the board for one year or more or, if a member is appointed to fill a vacancy, and the term of said vacancy is less than two (2) years, the appointed member shall remain eligible to be elected at the regular time, to serve a full term. In addition to the elected members, the President of the W.C.O. will also be a voting board member during the entire time she is President of the W.C.O. A W.C.O. President who has served a full two (2) years as W.C.O. President shall not be eligible to serve a three (3) year term on the Official Board until she has been off the Official Board for a full year. In case of a vacancy, or vacancies on the board, for any cause, it shall be the duty of the Official Board to fill such vacancies, for the unexpired term, after having received a recommendation from the Nominating Ministry.

The board does most of its work in its monthly meetings; thus regular attendance is important. Board members who miss three meetings in succession will be contacted by the board chairman and/or the pastor to inquire if they can/will continue to fulfill their obligation as a board member. If this member misses 50% of the board meetings in any fiscal year, the board has the right to release them from their services.

The officers of the Official Board shall be a Chairman and Vice Chairman, selected annually by the Official Board members. The church Secretary will act as Official Board Secretary and will not have voting privileges. The church Treasurer is not required to be on the board. The term for Treasurer is limited to three years, and unless he/she is a board member, will not have voting privileges. Members of the Official Board may vote to extend the term for the treasurer on an annual basis following the expiration of the initial three-year term.

The board shall meet, at such times and places as it decides, monthly or upon the call of the chairman. It shall be responsible for the transaction of the church's business, act as trustees of all church properties, be accountable for all monies received and disbursed for church purposes, and keep an approved record of all such transactions. It shall submit monthly reports to the church in harmony with Christian principles and standards of action and provide for an annual audit for the records of the treasurer. Major expenditures approved by the board in excess of \$10,000 and/or major sales of church property approved by the board in excess of \$5,000.00, shall be submitted at a congregational meeting for ratification. A majority of the elected board members shall constitute a quorum.

Any contract presented to the church must be approved by the board, along with a person authorized to sign the contract before the authorized person can affix his signature to said contract.

D. PASTOR:

Recognizing the large field of service and the opportunity in the area, the Kingsland Community Church should provide for a full time pastor. The pastor shall meet high standards of the principal denominations with regard to Christian Leadership, training and experience.

The call to a new pastor shall be in writing, setting the salary, allowances, vacation and other terms of his employment, and shall be accepted by the pastor in writing. His salary, housing allowance, allowances for car expense, social security, retirement benefit and medical insurance shall be fixed by the church. The pastor shall be elected for a three (3) year term by the membership of the church. Changes in salary shall be approved by the board and ratified by the congregation. The current pastor's Employment Contract shall be considered a part of this document. Components of the pastor's salary may be adjusted by the Official Board as long as the total expenditure is unchanged from that approved by the congregation.

The pastorate may be declared vacant upon the pastor's resignation, or upon a vote of a majority of the active church members in attendance. Sixty (60) days' notice shall be given in either case. All church employees shall be administratively responsible to the pastor.

Any additional, special purpose pastors deemed necessary by the Official Board should be located and recommended to the Official Board by a special ministry approved by and responsible to the Official Board. That additional, special purpose pastor's contract or terms of employment shall be approved by the pastor and Official Board and not require congregational consent.

IX. FINANCIAL

Members of the church, visitors and others in the community shall be encouraged to support the work of the church through free will plate offerings, contributions, memorial gifts, endowments and in such other ways as the board and membership shall determine from time to time.

The Official Board through the Treasurer and Finance Ministry shall manage the finances of the church. Money kept in memorial, savings and reserve funds used to provide backup to operating funds should be managed so that principle is not placed at risk. The Endowment Fund (low risk) is the only current exception.

The church's finances shall be managed through use of long and short-term plans or budgets so that limited resources may be properly allocated to the most important projects and expenditures as determined by the board.

The Treasurer shall appropriately deposit all money received, pay bills, prepare payroll payments, submit federal tax payments and file necessary reports with the IRS, SSA and other government agencies as required. He/she shall maintain auditable records of all the above transactions. He/she shall manage the bank accounts in a prudent manner so that interest is maximized. He/she should not do this in a manner that would compromise the church's ability to meet financial obligations on a timely basis or put church funds at risk.

He/she shall provide necessary reports and data to the board, the Finance Ministry and auditors designated by the board for them to carry out their responsibilities.

X. MINISTRIES:

A. GENERAL STATEMENT:

Ministries are used for the equitable distribution of the work of the church. Standing ministries are specified in the By-laws. The Board Chairman and the pastor will be responsible for selecting Chairpersons for the standing ministries. Additional special ministries may be appointed by Board Chairman as the need arises. Ministry recommendations involving the spending of funds must be submitted to the board for approval. The Board Chairman and pastor are ex-officio members of all ministries, with the exception of the Personnel Ministry and the Endowment Fund Ministry, of which they are voting members.

B. PERSONNEL MINISTRY:

The personnel ministry shall be elected by the Official Board and consist of the pastor, three members of the Official Board plus the Board Chairman. The Board Chairman will also serve as chairman of the Personnel Ministry. The ministry shall be responsible for review and updating job descriptions, annual and sick leave policies, personnel practices, and other matters pertaining to church and contract employees (other than the pastor). The Ministry shall serve in the selection, employing and dismissal of all church employees and contract employees (other than the pastor), with the approval of the Official Board. If an employee has a grievance that cannot be resolved by the pastor, the Personnel Ministry could be asked to assist at the request of the pastor or employee. The Ministry shall meet at such times and places as it decides or upon call of the Personnel Ministry chairman.

C. PASTORIAL RELATIONS MINISTRY:

Aid the pastor in making his ministry most effective and to advise him concerning conditions in the congregation as they effect relations between pastor and people; to arrange to fill the pulpit in the pastor's absence.

D. NOMINATING MINISTRY:

At the beginning of each year, the Official Board Chairman and the pastor shall appoint a chairman for the Nominating Ministry. The three of them shall select members. The nominating ministry shall consist of (2) board members and (3) not on the board. The nominating ministry shall choose their chairman from those appointed. The ministry shall be responsible for nominating members to the Official Board and one member of the Endowment Fund Ministry such election to be done at the annual congregational meeting. This ministry shall also be responsible for nominating replacement members to the Official Board resulting from vacancies on the board through the year, for any cause, for the unexpired term.

E. PULPIT MINISTRY:

In the event of a vacancy in the ministry (senior pastor), a ministry shall be appointed by the Official Board, consisting of not less than two (2) board members and not less than three (3) other church members not on the board, to search for and explore the qualifications of prospects and make recommendations to the board and congregation for a senior pastor. The chairperson of this ministry shall also be appointed by the Official Board.

F. POLICY MINISTRY:

Initiate review of the church by-laws and policies from time to time, including a review of board minutes (for actions that should be permanently added to the by-laws or policies), and make recommendations to the Official Board when changes are needed. Respond to requests from the Official Board to modify the by-laws and policies and make appropriate specific wording recommendations.

G. WORSHIP:

1. **GENERAL STATEMENT:** Plan, coordinate and execute meaningful worship services. The content of all worship services will meet with the approval of the pastor. It shall consist of the following sub-ministries whose Chairpersons will be called to meet when there is a need.
2. **Music:** The Director of Music will also act as the Choir Director, recruiting capable members for the choir. The Director of Music, shall along with the Worship Ministry chairman, shall select a Chairperson for the Music sub ministry. The Director of Music will consult with the pastor involving matters of the Organist, Pianist and the Worship Services. These employees shall be administratively responsible to the pastor.
3. **Flowers:** Arrange for the flowers and decorations for worship and special services. Arrange for flowers to be placed in worship services, or taken to the funeral of church members and/or non-members, at the discretion of the pastor. Special outdoor decorations will be coordinated with the Building and Grounds Ministry.
4. **Ushers and Greeters:** Be responsible for ushering and greeting those attending worship services, take up collections at services and be responsible for passing the communion elements.
5. **Communion:** Have charge of preparing for the communion services and see that the necessary supplies are available. Also be responsible to see that communion is served to shut-ins and Nursing Homes.

H. CHRISTIAN EDUCATION:

Be in charge of Sunday School, Sunday School Superintendent, Nursery, and supervise educational instruction for the members, such as retreats, Bible Study, etc. Recruit officers and teachers of exceptional character and training. Work with the pastor to coordinate matters involving Nursery employees.

Plan and execute programs for young people for the evening and activity functions. The leader of youth activities will be a member of the Christian Education ministry. The leader of the youth activities will be selected by the ministry.

Be in charge of the church library.

Library Ministry: The Library Ministry will be responsible for processing and cataloging all books, acknowledge Library Memorials and, when needed, purchase new books with Library Memorial money. Periodically discard unread, older books to keep shelf space available for new books.

I. CHURCH HISTORY:

Maintain and preserve the history of the church since its inception, by recording significant events and keeping the documents along with historical data in a secure place.

J. FINANCE MINISTRY:

The Finance Ministry shall, with the aid of the other ministry chairpersons, make long and short range spending and income projections (budgets) to accomplish the desired program of the church. They shall monitor progress and recommend plan adjustments to the board as necessary, to fit available funding.

The chairman or a designated representative shall attend the Official Board meetings and unless he/she is an Official Board member will not have voting privileges.

They shall review the salaries of the pastor and other employees during March and recommend needed changes to the board.

K. BUILDING AND GROUNDS MINISTRY:

Plan for and oversee the maintenance, repairs, cleaning and landscaping necessary for keeping church facilities in good order and attractive. Coordinate with the Pastor concerning the work of the custodian and provide lawn maintenance. Responsible for all outdoor decorations. Make long range plans of additions to the church property; have charge of construction and improvements authorized by the board. Propose to the board the best use of church owned real estate.

The chairman or a designated representative shall attend the Official Board meetings and unless he/she is an Official Board member will not have voting privileges.

The Insurance Ministry shall be a sub-ministry of the Building and grounds Ministry

Insurance Ministry: A group consisting of the Treasurer, the Buildings and Grounds chairman and the Finance chairman shall evaluate insurance needs and potential insurers for the church, recommend suitable coverage to the Official Board for their approval and handle claims or inquiries with insurer. They shall elect a chairperson from their members.

L. MEMORIAL MINISTRY:

Administer funds given in memory of a deceased individual including making recommendations to the Official Board with respect to the distribution of such funds. Keeping a record of items and/or suggested projects that could be funded with memorial monies.

M. ENDOWMENT FUND MINISTRY:

The Kingsland Community Church Endowment Fund will be administered by the Endowment Fund Ministry. They will be governed by the Resolution of the Kingsland Community Church Official Board creating the fund, originally dated June 5, 1990 including amendments authorized by the congregation.

Only gifts made specifically to the Kingsland Community Church Endowment Fund, or other funds or

property authorized by the Kingsland Community Church Official Board, to be placed or paid in to said fund, shall be subject to the terms of the Kingsland Community Church Endowment Fund.

N. AUDIT MINISTRY:

This ministry will either perform an audit or facilitate the audit by an external person or organization. The ministry will be appointed by the Official Board at the beginning of the year so that multiple audit activities can be performed throughout the year, if desired. An audit will be required at least annually.

O. BENEVOLENCE MINISTRY:

Offer recommendations to the Official Board for charitable outreach programs of the church, and any special offerings needed.

P. SHEPHERDS MINISTRY:

Provide care for members and friends of the church and other persons in need. Inform the pastor or church office of distress, sickness or death of our members or friends. Maintain an accurate church roll. Further responsibilities in this regard are defined in SECTION XIII, RECORDS.

Q. EVANGELISM MINISTRY:

The Evangelism Ministry is charged with several responsibilities. These include, but are not limited to:

1. Contact visitors in person, hopefully within 48 hours of first visit and deliver materials to be determined by the ministry.
2. Work with pastor in contacting inactive members to see if they can be brought back.
3. Manage newcomer list.

The ministry should meet a minimum of four times annually.

R. WE CARE MINISTRY:

Work closely with the pastor and Shepherds' Ministry to provide hospital and home visits when the pastor is unable to make the visits himself. Be prepared to provide transportation to doctors and hospitals for members who have no other alternatives.

XI. SUNDAY SCHOOL:

It shall be the endeavor of the Kingsland Community Church to carry on Bible and other Christian studies through a Sunday School Department for children, youth and members of the church and others living in the surrounding area. The books, quarterlies, teachers' magazines and other materials used shall be those of traditional Christian faith. The Sunday School Superintendent, or another designated individual, shall order supplies, keep records of attendance and contributions.

XII. OTHER CHURCH ORGANIZATIONS:

Other church activities groups approved by the Board may be organized for educational, cultural, moral and social life of the members as the need arises. Ordinarily, these shall consist of women's groups, youth organizations and coffee hours. Special events shall be encouraged such as Sunday Meals, new member's meetings and such other meetings as may enrich the life of the members and the people of the community.

XIII. RECORDS:

The Official Board Secretary and/or Treasurer shall keep a faithful record of the minutes of the meetings, Financial Statements, legal papers and other important records in a safe place, in a manner approved by the Official Board. The pastor and the Shepherds Ministry shall keep a permanent record of all members - the date and manner of reception and the date and manner of removal, together with such other pertinent facts, as may help to identify members.

XIV. DISCONTINUANCE OF ORGANIZATION:

In compliance with requirements set forth in Section 11.20(c)(4) Texas Property Tax Code, should the Kingsland Community Church be discontinued by dissolution or otherwise, the assets of the church will be transferred to the State of Texas, the United States, or a charitable, educational, religious or other similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1954, as amended. The specific determination of which organization(s) would receive these assets would be determined by a vote of the congregation prior to this discontinuation, conforming to the rules in place at that time for a legally binding vote.

XV. ADMENDMENTS:

These articles may be amended by a majority vote of the members of the Kingsland Community Church in attendance at a properly called congregational meeting, provided such amendments shall have been submitted to the members in writing at least thirty (30) days prior to the time of voting.

XIV. PARLIAMENTARY AUTHORITY:

As a medium sized Christian organization, a structured, well organized, but informal meeting format will generally serve the needs of the Official Board and best allow for free, constructive exchange of ideas in a Christian setting, rather than strictly adhering to the rigors of Robert's Rules of Order. The general principles of fairness and procedural consistency specified in Robert's Rules of Order should be well known by the sitting Board Chairman and used as a basis for organizing and running meetings. Further, should a strict adherence to parliamentary rules be necessary from time to time to advance the business of the Official Board or resolve a difficult issue, Robert's Rules of Order shall be the parliamentary authority utilized for this purpose.

Revised by Congregational vote: May 15, 2016