

# Bylaws

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## 36 Church Membership

### 37 Purpose and Goal of Membership

38 Membership within the Church exists to glorify God through unified fellowship, mutual  
39 edification, and faithful service in advancing the Gospel. Members are encouraged to live as  
40 genuine disciples of Jesus Christ, reflecting His love and truth in their personal and collective  
41 witness.

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### 43 Candidacy

44 Membership in the universal Church—the Family of God—is granted through faith in the Gospel  
45 of Jesus Christ, publicly expressed through baptism.

46 Membership in this local body of believers further requires:

- 47 1. **Baptism** by Immersion: Either previously received as a believer or administered upon  
48 joining, in accordance with the historic practice of Baptist churches.
- 49 2. **Agreement**: Agree to cooperate harmoniously with the church’s Faith Summary  
50 (available in the appendix of this document), seeking unity in faith and practice and  
51 refraining from speaking or acting against it.
- 52 3. **Orientation**: Completion of a prospective membership orientation class is strongly  
53 recommended to foster informed and engaged participation.

54 Membership may be granted through one of the following methods:

- 55 1. **Transfer** of Membership: From a church of like faith and order, by letter of transfer.
- 56 2. **Statement** of Faith: When a letter of transfer cannot be obtained—such as from a  
57 dissolved or unlocatable church—upon a credible [statement](#) of faith and baptism from a  
58 church of like faith and order.<sup>1</sup>
- 59 3. **Declaration** of Faith: For individuals with no prior church membership or no affiliation  
60 with a church of like faith and order. In this case, membership is granted upon meeting  
61 the requirements above and, if needed, receiving baptism by immersion.

62 A majority vote of active members present at a regular or special business meeting ([Church](#)  
63 [Conference](#)) shall be required to approve any candidate for membership.

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<sup>1</sup> Like Faith and Order simply refers to a church that substantively operates and believes the same as expressed in these bylaws and our faith summary and statement.

## 65 Rights of Membership

66 Membership in the church includes the following rights:

- 67 1. **Christian Accountability and Leadership:** Members are accountable to one another in  
68 their Christian walk. As well as Spiritual guidance by the church's pastors and ministers.
- 69 2. **Leadership Eligibility:** Church leadership is reserved for active members.
- 70 3. **Voting Rights:** Active members, **age 16 or 18** and older, will vote on significant matters,  
71 including:
- 72 ○ Annual operating budget and elected leadership.
  - 73 ○ Indebtedness for real estate purchase or construction.
  - 74 ○ Cumulative indebtedness exceeding 2% of the annual budget for other matters.<sup>2</sup>
  - 75 ○ A single purchase at or exceeding 5% of the previous fiscal year's undesignated  
76 contributions.<sup>3</sup>
  - 77 ○ Amendments or restatements to the [articles of incorporation](#), constitution, bylaws,  
78 or faith summary or statement.
  - 79 ○ Disposition of substantially all church assets.
  - 80 ○ Merger or dissolution of the church.
  - 81 ○ Removal of a member following church discipline.
  - 82 ○ Confirmation or calling of pastors.
  - 83 ○ Accepting of new members
  - 84 ○ Other extraordinary actions deemed necessary by pastors or Ministry Teams.

85 **Notification:** All items requiring a vote will be communicated to the church at least 14 days in  
86 advance.

87 **Voting Method:** All votes [should be](#) taken in person and are public except for Church Discipline  
88 [and other sensitive matters. In such cases a ballot will be used with the results reported.](#) Unless  
89 otherwise stated in the bylaws, a simple majority vote [of the active members present](#) is required  
90 for passage.<sup>4</sup>

91 **Delegation and Authorization:** The Church delegates authority to the appropriate staff  
92 members and/or Ministry Teams to make all other administrative and operational decisions not  
93 specifically outlined above.

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<sup>2</sup> The Stewardship Team is authorized with advice and consent of the pastor and trustees to enter into small-scale financial agreements on behalf of the church, such as leases for office equipment or service contracts similar in nature to cell phone or internet plans. These agreements may involve modest debt or ongoing financial commitments. While the team has discretion in such matters, the cumulative indebtedness incurred through these agreements should remain reasonable and not place undue burden on the church. The church body should be informed of any such agreements to ensure transparency and accountability.

<sup>3</sup> In this case the idea is the expenditure of cash on hand.

<sup>4</sup> The intent of this policy is twofold: (1) the results of all votes should be publicly disclosed (e.g., 60% in favor, 40% opposed), and (2) voting should ordinarily be conducted publicly, with members expressing their vote by standing, raising a hand, or speaking. However, in cases where it is necessary to confirm membership status [or other sensitive matters](#), a ballot vote may be used.

## 95 **Membership Expectations**

96 Active membership reflects an ongoing commitment to Christ and His church. These  
 97 expectations are intended to foster faithful discipleship, meaningful accountability, and effective  
 98 pastoral care. They are not burdens, but ordinary expressions of Christian faith and fellowship.  
 99 Individuals are considered Active Members when they regularly, within their abilities and unless  
 100 good cause is given<sup>5</sup>, pursue the following:

- 101 1. **Attendance** of Worship Gatherings and/or Small Groups<sup>6</sup>
  - 102 2. Volunteer **service** in some aspect of church life and/or programming
  - 103 3. **Financial** contribution and support
  - 104 4. Continued **harmonious cooperation** with the church's Faith Summary
- 

## 106 **Inactive Membership**

107 Members who, over a period of six (6) months, neglect participation in at least three of the  
 108 Membership Expectations and the life of the church, without good cause, may be moved to the  
 109 inactive roll. This designation is not disciplinary in nature, but serves to promote responsible  
 110 stewardship of church membership, clarify eligibility for participation in significant  
 111 congregational decisions—including financial, doctrinal, associational, and missional matters—  
 112 and support appropriate pastoral awareness and care. Inactive members may not vote and are  
 113 ineligible for leadership roles. They may be restored to active status upon repentance,  
 114 reaffirmation of commitment to the Membership Expectations, and renewed faithful  
 115 participation.

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## 117 **Removal of Membership**

118 Church membership is relinquished and the individual's name removed from the membership  
 119 roll for any of the following reasons:

- 120 1. Death.
  - 121 2. Request for removal by the member.
  - 122 3. Transfer of membership to another church.
  - 123 4. Failure to uphold Membership Expectations for more than 18 months, following **gracious**  
 124 admonishment<sup>7</sup>.
  - 125 5. Unrepentant sin leading to church discipline.
- 

126

<sup>5</sup> Situations such as the **unforeseen major expenses**, loss of a job, nursing homes stays, rehab, professional or military service in which the individual is physically incapable of attending, **legal proceedings**, **highly contagious illness**, **family obligations** or the like.

<sup>6</sup> Both public worship gatherings and small groups are expected of members, however attendance is only tracked in the small groups and thus is the "attendance" standard that is considered when evaluating active status

<sup>7</sup> In mind here is some sort of correspondence such as an email, letter or call from the church office.

## 127 Church Discipline

- 128 1. **Definition:** Church discipline addresses members who are neglectful of their Christian  
 129 duties or engage in conduct dishonoring to Jesus Christ and detrimental to the church's  
 130 welfare. Following the biblical instructions in Matthew 18:15–17, discipline occurs when  
 131 private, [gracious](#) admonition fails.  
 132
- 133 2. **Steps of Discipline:**
- 134 ○ Private, [gracious](#) admonition — [biblical correction and counsel aimed at repentance](#)  
 135 [and restoration \(Colossians 1:28; 3:16; 1 Thessalonians 5:14\)](#) — by pastors,  
 136 ministers, or other members.
  - 137 ○ Suspension from certain privileges (e.g., the Lord's Supper etc.) for a definite period.
  - 138 ○ Removal from leadership or office.
  - 139 ○ Removal of Membership, if necessary, [will occur with a two-thirds vote of the active](#)  
 140 [members present at a regular or special business meeting](#) provided the member in  
 141 question is given seven days advance notice and an opportunity to be heard at such  
 142 meeting prior to the vote.
- 143 3. **Restoration:** The church may restore to membership any person previously excluded,  
 144 upon request of the excluded person, and by two-thirds vote of [active](#) members present at  
 145 a regular or special business meeting upon evidence of the excluded person's repentance  
 146 and reformation  
 147
- 148 4. **Purpose:** The purposes of church discipline are:
- 149 ○ **Repentance and Growth:** To encourage repentance, reconciliation, and spiritual  
 150 growth in the disciplined member (e.g., Proverbs 15:5, Galatians 6:1).
  - 151 ○ **Instruction for Others:** To provide a godly example and instruction in righteousness  
 152 to the congregation (e.g., 1 Timothy 5:20, Titus 1:11).
  - 153 ○ **Church Spiritual Health:** To maintain the church's holiness and integrity (e.g.,  
 154 Ephesians 5:27, 1 Corinthians 5:6–7).
  - 155 ○ **Witness to Non-Believers:** To uphold the church's testimony before the world (e.g.,  
 156 Matthew 5:16, John 13:35).
  - 157 ○ **Glory to God:** To reflect God's holy character (e.g., Deuteronomy 5:11, 1 Peter  
 158 2:12).
- 159 5. **Mediation:** Members agree to resolve disputes with the church through mediation before  
 160 pursuing legal action. Mediation will:
- 161 ○ Be conducted by a mutually agreed-upon mediator.
  - 162 ○ Follow the Rules of Procedure for Christian Conciliation (Institute for Christian  
 163 Conciliation).
  - 164 ○ Remain confidential, with outcomes not admissible in legal proceedings.

165 This provision does not apply to allegations of criminal conduct. Any suspected or known  
166 criminal activity—including abuse, exploitation, or financial misconduct—shall be  
167 reported promptly to the appropriate civil authorities, and the church will fully cooperate  
168 with any investigation. Nothing in this provision is intended to discourage or prevent any  
169 individual from reporting suspected criminal conduct to civil authorities.

170 This process reflects the biblical principle of resolving disputes within the church  
171 community (1 Corinthians 6:1–7).



## 172 **Pastors and Staff**

### 173 **Pastors**

#### 174 **Qualifications**

- 175 1. Pastors must meet the Qualifications of a Pastor. These qualifications are outlined in the
- 176 appendix to this document.
- 177 2. Each pastor must also be an active, giving, and serving member of the church.
- 178 3. Additional qualifications in the job description.

#### 179 **Responsibilities**

180 Pastors oversee the ministry and resources of the church. Their primary focus is:

- 181 1. Prayer and the ministry of the Word (Acts 6:1–6).
- 182 2. Shepherding the congregation (1 Peter 5:1–4).
- 183 3. Examining and instructing prospective members.
- 184 4. Conducting worship services and overseeing baptism and communion.
- 185 5. Equipping members for ministry and encouraging sound doctrine.
- 186 6. Administering church discipline and promoting global missions.
- 187 7. Ensuring that all who minister the Word align with the church's fundamental convictions.

#### 188 **The Lead Pastor**

- 189 1. The Lead Pastor is recognized as particularly gifted and called to full-time ministry,
- 190 focusing on preaching, teaching, and administration of ordinances.
- 191 2. The Lead Pastor oversees the staff, administration, and ministries of the church.

#### 192 **Lead Pastor Selection**

- 193 1. A selection team of 7–9 members, nominated by the Nominating Team and approved by
- 194 the congregation, will work to identify a candidate after seeking advice and counsel from
- 195 the Texas Baptists.
- 196 2. The new Lead Pastor will be called upon a three-fourths majority vote of the active
- 197 members present at a duly called church conference.
- 198 3. [During the interim period, the Trustees will serve as the church's administrative](#)
- 199 [authority. The composition of the Trustees will not change until a new Lead Pastor is](#)
- 200 [secured, except in cases of death, incapacity, resignation, relocation, or other](#)
- 201 [extraordinary circumstances that make continued service impossible, in which case a](#)
- 202 [replacement may be elected in accordance with these bylaws.](#)
- 203 4. The Lead Team, [as defined in these bylaws](#), may secure one or more individuals to cover
- 204 the preaching responsibilities. However, the administrative duties of the church including
- 205 the management of the staff are to be the responsibility of the Trustees

## 206 **Lead Pastor Dismissal**

- 207 1. The church may vacate the Lead Pastor's position by a majority vote of the Lead Team  
208 (excluding the Lead Pastor) and a three-fourths majority vote of active members at a duly  
209 called church conference.
- 210 2. Notice of such action must be given at least 14 days in advance during a regular Sunday  
211 service, and it must be communicated by a member of the Lead Team. During this 14-day  
212 period, the Lead Pastor will be placed on administrative leave.
- 213 3. The Lead Pastor must be informed of any charges and given an opportunity to address the  
214 congregation.
- 215 4. The Lead Team may release the Lead Pastor earlier than the notice period, and may  
216 provide an appropriate severance not to exceed 60-days of pay and benefits as determined  
217 by the Human Resources Team.

## 218 **Lead Pastor Resignation**

- 219 1. The Lead Pastor may resign at any time, providing at least 14 days' notice.
- 220 2. The Lead Team may release the Lead Pastor earlier than the notice period.

## 221 **Associate Pastors**

- 222 1. Additional pastors may be called as associates to assist the Lead Pastor.
- 223 2. These roles may include titles such as Executive or Associate Pastor and are tailored to  
224 support the Lead Pastor's responsibilities.

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## 226 **Church Staff**

### 227 **Tiers, Hiring and Termination**

228 The church shall operate with three distinct tiers of staff employment, in addition to that of  
229 the Lead Pastor.<sup>8</sup> Each tier is primarily defined by the nature and scope of responsibility and  
230 authority.

231 All personnel decisions must comply with the Human Resources Policy Manual.

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<sup>8</sup> The church recognizes four employment tiers: **Lead Pastor, Tier One, Tier Two, and Tier Three**. These tiers are solely intended to indicate employment levels and should not be interpreted as theological or ecclesiological rankings.

## 232 Tier One (Executive)

233 This tier includes all pastoral staff and any roles with overarching, church-wide authority. This  
 234 includes, but is not limited to, the Executive Pastors, Associate Pastors and other senior  
 235 executive positions.

236 **Hiring:** Individuals in this tier require the recommendation of the Lead Pastor and must  
 237 be approved by a majority vote of both the Human Resources Team and the active  
 238 members present at a duly called Church Conference.

239 **Termination:** Termination requires the action of the Lead Pastor and the approval of the  
 240 Lead Team. All terminations must follow the procedures outlined in the Human  
 241 Resources Policy Manual.

## 242 Tier Two (Minister/Administrator)

243 This tier includes ministers and directors with responsibility over defined areas of ministry or  
 244 administration.

245 **Hiring:** Requires the recommendation of the Lead Pastor and a majority vote of the  
 246 Human Resources Team. No Church Conference vote is necessary.

247 **Termination:** May be initiated by the Lead Pastor and/or the staff member's immediate  
 248 supervisor, following approval of the Human Resources Team. Terminations must adhere  
 249 to the Human Resources Policy Manual.

## 250 Tier Three (Professional)

251 This tier includes support staff employed to assist church leadership. In addition to regular staff,  
 252 the church may engage contract or temporary personnel such as interns, residents, or ministry  
 253 trainees. These individuals serve under the direction of a supervisor with the approval of the  
 254 Lead Pastor. Terms of service must align with guidelines set forth in the Human Resources  
 255 Policy Manual.

256 **Hiring:** Conducted by the relevant Supervisor with the consent of the Lead Pastor  
 257 following the notification of the Human Resources Team.

258 **Termination:** May occur at-will by the Supervisor and Lead Pastor, following the  
 259 notification of the Human Resources Team, subject to the Human Resources Policy  
 260 Manual.

## 261 Qualifications

262 1. All tier one and two staff must meet the [Qualifications of a Pastor or Servant Leader, as](#)  
 263 [defined in the appendix of these bylaws.](#)

- 264 2. Teach and affirm the church's faith summary and statement in all private and public  
265 venues and mediums.  
266 3. Other requirements as specified by the specific job description.

### 267 **Responsibilities**

- 268 1. Staff responsibilities are determined by the pastor(s) or supervisor and detailed in written  
269 job descriptions.  
270 2. Staff must adhere to the Church Human Resources Policy Manual issued by the Human  
271 Resources Team.

### 272 **Duration of Service**

273 All church staff serve indefinitely at the discretion of the pastor(s), subject to the terms and  
274 procedures set forth in the Human Resources Policy Manual.

### 275 **Grounds for Termination**

276 Staff employment may be terminated for any of the following reasons:

- 277 1. Voluntary resignation.  
278 2. Dismissal due to immorality, misconduct, or failure to perform assigned duties.  
279 3. Any cause or process specifically outlined in the Human Resources Policy Manual.

### 280 **Staff Vacancies During a Lead Pastor Vacancy**

281 In the event of a Tier 1 or Tier 2 staff vacancy occurring during a Lead Pastor vacancy, the  
282 position may be filled on a temporary or interim basis. The Human Resources Team will  
283 determine the appropriate tier designation for the interim or temporary hire.

## 284 Lay Leadership

### 285 Church Officers

286 The designation of church officers identifies those authorized to make decisions, execute  
 287 documents, manage church operations, and represent the church in legal and financial matters.  
 288 This designation provides clarity, ensures accountability, defines roles and responsibilities, and  
 289 establishes an orderly chain of command for effective governance and external transactions.  
 290

291 Church Officers and are entrusted with leadership and administrative responsibilities essential to  
 292 the ministry and governance of the church, as approved by the congregation.  
 293

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### 294 Church Officers – Ex Officio

295 The following individuals are designated officers of the church by virtue of their calling and  
 296 position.

- 297 • Lead Pastor
- 298 • Tier 1 and 2 Staff

299

300  
 301

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### 302 Church Officers – Elected

303

#### 304 Qualifications and Conduct

305

306 Church Officers must:

- 307 1. Be active and faithful members, participating in worship, service, and financial support.
- 308 2. Promote unity and avoid behavior that could be perceived as unethical or divisive.
- 309 3. Meet the qualifications of a Servant Leader, as defined in the appendix of these bylaws.

#### 310 Terms and Rotation

- 311 1. All **elected** officer roles, with the exception of Trustees, are elected to one-year terms.
- 312 2. **Elected** officers, with the exception of Trustees, are nominated annually by the
- 313 Nominating Team and confirmed by a majority vote of the active members present at a
- 314 duly called Church Conference.
- 315 3. The Trustee body shall consist of **three (3) to five (5)** members serving staggered five-
- 316 year terms.
- 317 4. Trustees are nominated by the Nominating Team and confirmed by a majority vote of the
- 318 active members present at a duly called Church Conference.
- 319 5. **All elected officers must be active members of the church in good standing for at least**
- 320 **two (2) years prior to nomination and throughout their term of service.**

## 321 **General Governance Rules**

- 322 1. Elected officers may be lay or staff members
- 323 2. No individual may serve in more than one **elected** officer position at the same time.

### 324 **Elected Officers**

- 325 • The Clerk
- 326 • The Treasurer
- 327 • The Trustees
- 328 • **The Moderator**
- 329 • Deacon Chair

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## 331 **Officers Roles**

### 332 **Trustees**

#### 333 **Role and Authority**

334 The Trustees serve as the legal representatives of the congregation, safeguarding church property  
 335 and overseeing legal and financial matters in accordance with applicable laws, the church's  
 336 governing documents, and the direction of the congregation.

#### 337 **Responsibilities**

338 Trustees are authorized, as approved by the congregation **via vote or Ministry Team action**, to:

- 339 • Buy, sell, lease, or transfer real or personal property.
- 340 • Obtain mortgages or loans.
- 341 • Execute contracts and incur obligations of substantial value.
- 342 • Authorize disbursement of church funds.
- 343 • Monitor the proper handling of church assets.
- 344 • Review church policies to ensure they are current, comprehensive and aligned with the
- 345 church's mission.
- 346 • **No less than two** Trustees' signatures are required for all legal documents.

347 Each year the Trustees shall elect a Chairperson and a Secretary from among their members to  
 348 serve one-year terms. The Chairperson convenes and guides meetings and represents the  
 349 Trustees as needed, and the Secretary maintains accurate records of Trustee actions. Neither role  
 350 may be held for consecutive terms.

### 351 **Interim Administrative Authority**

352 In the event of a Lead Pastor vacancy, the Trustees shall serve as the church's administrative<sup>9</sup>

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<sup>9</sup> This provision does not diminish the responsibilities or authority of any staff members serving during a Lead Pastor vacancy, but is intended to support them in carrying out functions typically assigned to the Lead Pastor.

353 authority until a new Lead Pastor is called, in accordance with these bylaws and congregational  
354 policy.

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### 356 **Treasurer**

#### 357 **Responsibilities:**

- 358 • Receiving, preserving, and disbursing funds or things of value given to the church.
- 359 • Keeping an itemized account of all receipts and disbursements.
- 360 • Presenting a report of receipts and disbursements to the church at regular intervals.
- 361 • Ensuring periodic audits of financial records by a public accountant.

362 Financial records are the property of the church and will be retained accordingly.

363 Clerical responsibilities may be delegated to a staff member to assist the elected Treasurer.

364 All church records remain the property of the church.

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### 366 **Clerk**

#### 367 **Responsibilities:**

- 368 • Maintain an accurate and current record of all official actions of the church.
- 369 • Maintain and safeguard the official membership roll, including records of admission,  
370 transfer, dismissal, death, baptism, and changes in membership status.
- 371 • Record changes in membership status in coordination with the Pastors and in accordance  
372 with the procedures outlined in these bylaws, ensuring proper pastoral review and  
373 congregational action where required.
- 374 • Issue letters of transfer or dismissal as authorized by congregational action.
- 375 • Preserve official communications, reports, and governing documents of the church.
- 376 • Provide required notices for Church Conferences and other meetings as specified in these  
377 bylaws.
- 378 • Prepare and submit the annual church letter to the association.
- 379

380 Clerical responsibilities may be delegated to a staff member to assist the elected Clerk.

381 All church records remain the property of the church.

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### 383 **Moderator**

384 **Responsibilities:**

385 **The Moderator** will serve to guide the Church Conferences and business meetings in accordance  
386 with the Rules of Procedure, **as defined in the appendix of these bylaws.**

387 In the absence of **the Moderator**, the Clerk shall open the Church Conference and oversee the  
388 selection of a Moderator to preside.

389 \_\_\_\_\_

390



## 391 **Ministry Teams**

### 392 **Definition**

393 For the purposes of church governance and administration, *Ministry Teams* shall be defined as  
 394 the standing teams of lay leadership established to assist in guiding and supporting the mission,  
 395 ministries, and operations of the church. This designation collectively includes all Ministry  
 396 Teams, the Deacon Team, and the Lead Team.

### 397 **Purpose**

398 Ministry Teams are formed to support the vision, ministry, and operations of the church. These  
 399 teams serve as advisory and administrative bodies, enabling lay leaders to partner with the  
 400 pastoral staff in fulfilling the church's mission. Each team operates as a representative body of  
 401 the church, entrusted with decision-making authority within a clearly defined scope of  
 402 responsibility.

### 403 **Formation and Dissolution**

404 With the exception of the Deacon Team and Lead Team, Ministry Teams shall be established on  
 405 an as-needed basis. A Ministry Team may be dissolved when its responsibilities are assumed by  
 406 church staff or when its function no longer aligns with the church's mission, priorities, or  
 407 operational capacity. The formation and dissolution of Ministry Teams shall be recommended by  
 408 the Lead Team with a congregational vote to change these bylaws.

### 409 **Qualifications**

410 Members of Ministry Teams must:

- 411 1. Be active church members who meet attendance, financial contribution, and length-of-  
 412 membership requirements as determined by the Nominating Team.
- 413 2. Meet the Qualifications of a Servant Leader, as defined in the appendix of these bylaws.

### 414 **Composition**

- 415 1. Ministry Team composition will aim to reflect the church's diversity (gender, race,  
 416 generation, etc.)
- 417 2. Each team will consist of six members unless otherwise defined, plus the Lead Pastor or  
 418 staff designate.<sup>10</sup>
- 419 3. In addition, one active member between the age of 16-18 may be nominated to serve as a  
 420 non-voting member of each Ministry Team. Such non-voting members may be dismissed  
 421 by the Chair for matters of sensitivity such as personnel matters.
- 422 4. Efforts will be made to ensure that members bring relevant skills and experiences to their  
 423 respective teams.
- 424 5. Immediate family members shall not serve concurrently on the same Ministry Team.
- 425 6. Apart from the Lead Team, members may not serve on more than one Ministry Team, be  
 426 employed by the church or the immediate family member of any staff member without

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<sup>10</sup> The staff delegate serves to ensure communication and continuity between staff and lay leadership, and is not present to direct, control, or act as an informant for staff.

- 427 approval by the Lead Team and a special, majority, vote of active members at a duly  
 428 called church conference.
- 429 7. All Ministry Team members will be nominated by the Nominating Team and elected by a  
 430 church vote. Nominees for the Nominating Team will be made by the Lead Team and  
 431 **elected** by church vote.

## 432 **Terms of Service**

- 433 1. Ministry Team members will serve three-year terms, with a yearly recommitment, to  
 434 ensure fresh perspectives and shared leadership opportunities.
- 435 2. Members may not serve consecutive terms without at least a one-year hiatus unless  
 436 otherwise approved by the Lead Team and a special, majority, vote of active members at  
 437 a duly called church conference.

## 438 **Leadership and Expectations**

- 439 1. Each team will annually select a Chairperson and a Secretary for a one-year term.
- 440 ○ The Chair sets agendas in consultation with pastoral staff and represents the team  
 441 on the Lead Team.
- 442 ○ The Secretary maintains accurate minutes, submitting them to the church office  
 443 and the clerk, for record-keeping and team approval.
- 444 ○ Neither position may serve consecutive terms.
- 445 2. Ministry Team members are expected to:
- 446 ○ Attend all regular team meetings and respond to team communication in a timely  
 447 manner.
- 448 ○ Promote church unity and maintain confidentiality in discussions and decisions.

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## 450 **Specific Teams**

### 451 **Stewardship Team**

452 **Purpose:** To oversee the judicious management of the church's financial resources, ensuring  
 453 integrity and accountability.

### 454 **Responsibilities:**

- 455 • Initiate and lead the annual budget process by setting preliminary allocations for each  
 456 ministry/team, collaborating with them to refine amounts, and retaining overall  
 457 responsibility for budget creation while ministries/teams manage approved funds within  
 458 established controls.
- 459 • Present the annual budget to the congregation for approval.

- 460       • Review monthly expenditures and, in partnership with the Church Administrator<sup>11</sup>,  
 461       enforce adherence to budgeted spending limits with grace and flexibility while ensuring  
 462       financial health.  
 463       • Maintain oversight of financial policies and controls.  
 464       • Work with staff on significant non-budgeted expenditures and funding allocations.  
 465       • Ensure regular third-party audits of the church's financial records.

#### 466 **Human Resources Team**

467 **Purpose:** To assist pastors with personnel management and policy development.

#### 468 **Responsibilities:**

- 469       • Advise and consent on staffing, tier assignments, and job descriptions and establish  
 470       salaries and benefits in coordination with the Stewardship Team.  
 471       • Where needed approve hirings and terminations.  
 472       • Review annual performance evaluations.  
 473       • Oversee personnel policies, ensuring compliance with legal standards.  
 474       • Assist with staff recruitment, celebrations and transitions.

#### 475 **Buildings and Grounds Team**

476 **Purpose:** To ensure the church's physical campus remains safe, functional, and well-maintained.

#### 477 **Responsibilities:**

- 478       • Oversee repairs, maintenance, and campus improvement projects.  
 479       • Monitor facilities budgets and work with staff to prioritize needs.  
 480       • Maintain a biennial property review and report including a personal property inventory.

#### 481 **Nominating Team**

482 **Purpose:** To identify and present qualified candidates for all Officers, Ministry Teams and  
 483 Deacons.

#### 484 **Responsibilities:**

- 485       • Develop and oversee the process for selecting candidates.<sup>12</sup>  
 486       • Interview and vet all nominees to ensure alignment with church values and qualifications.  
 487       • Strive for a diverse and representative pool of nominees across the whole of the ministry  
 488       teams and other nominated leadership roles.

#### 489 **Missions Team**

490 **Purpose:** To coordinate the church's local and global mission efforts.

#### 491 **Responsibilities:**

- 492       • Maintain active relationships with supported missionaries and mission organizations.

---

<sup>11</sup> In the absence of a Church Administrator, the Stewardship Team will carry out this responsibility in cooperation with the Lead Pastor, maintaining the same standards of accountability and alignment with church leadership.

<sup>12</sup> It is expected that the Nominating Team will utilize the assistance of other groups and volunteers as appropriate. In particular, the Deacon Team may assist in identifying and vetting potential deacon candidates, given the number of nominees required each year.

- 493 • Obtain and review an annual report from each mission partner.
- 494 • Invite mission partner representatives to engage with the church when feasible and
- 495 economical.
- 496 • Visit foreign mission partners on the field, when feasible and economical, and report
- 497 back to the church.
- 498 • Promote missions' awareness within the church.<sup>13</sup>
- 499 • Administer the distribution of mission funds, including budgeted and designated
- 500 contributions not otherwise pre-allocated.

### 501 **Safety Team**

502 **Purpose:** To protect the church community by implementing security measures against potential  
503 physical threats and enforcing policies that ensure the safety of children and vulnerable  
504 individuals.

### 505 **Responsibilities:**

- 506 • Develop and oversee a church security plan, including emergency response protocols for
- 507 active threats.
- 508 • Train and coordinate a security response team, including collaboration with local law
- 509 enforcement and first responders.
- 510 • Regularly assess and improve the church's physical security, including access control,
- 511 surveillance, and emergency exits.
- 512 • Create and enforce policies that prevent abuse of children and vulnerable individuals by
- 513 church staff or volunteers, including background checks, screening procedures, and
- 514 training.
- 515 • Ensure all volunteers and staff working with minors complete required safety training and
- 516 adhere to established child protection policies.
- 517 • Oversee compliance with all applicable legal and insurance requirements regarding
- 518 church safety and child protection.
- 519 • Conduct periodic safety drills and evaluations to improve preparedness and response.

520

---

### 521 **Deacon Team**

522 **Purpose:** To assist pastors in ministering to the congregation's practical needs, particularly the  
523 vulnerable.

524 **Composition:** Due to the reactive nature and scope of care ministry, this team will be comprised  
525 of no less than 7 but no more than 45 **men or women** holding an active membership.

### 526 **Responsibilities:**

- 527 • Provide care for widows/**widowers**, orphans and fostering families.
- 528 • Oversee hospital and benevolence ministries.
- 529 • Encourage and strengthen the church staff.

---

<sup>13</sup> In mind is something like - Plan and host an annual missions partnership awareness event, coordinate mission trips and service projects (including at least one local project with ministry staff), and communicate mission opportunities and updates to the congregation.

- 530       • Support other church projects as requested by the pastors.

531

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532 **Lead Team**

533 **Purpose:** To provide high-level counsel and administrative oversight in extraordinary  
534 circumstances.

535 **Composition:** Comprises the Chairperson of Ministry and Deacon Teams, all pastors, and the  
536 Chairperson of the Trustees.<sup>14</sup>

537 **Responsibilities:**

- 538       • Advise the Lead Pastor on major projects, and long-term strategy that is not already in the  
539 purview of other ministry teams or ministers.
- 540       • Ensure alignment and resolution across Ministry Teams, Deacons, Officers, and Staff and  
541 arbitrate any disagreements.<sup>15</sup>
- 542       • Nominate candidates to serve on the Nominating Team.
- 543       • Assist the Trustees in church administration in the absence of a Lead Pastor.

544

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545 **Select Teams**

546 **Purpose**

547 Select Teams exist to assist in accomplishing specific events, projects, or tasks that support the  
548 ministries and mission of the church. They provide flexibility and mobilize members for defined  
549 objectives without establishing permanent or authoritative bodies.

550 **Formation**

551 Any minister or staff member responsible for a specific ministry area or event may form a Select  
552 Team to accomplish a designated purpose. Select Teams are not standing teams and dissolve  
553 automatically upon completion of their assigned task or event.

554 **Membership**

555 All Select Team members must be active members of the church. Team size and composition are  
556 determined by the minister or staff member overseeing the project, who may invite participants  
557 based on relevant skills, interests, and availability.

558 **Authority and Accountability**

559 Select Teams do not carry governing or policy-making authority. They operate under the  
560 direction and oversight of the minister or staff member who initiated their formation. Each Select  
561 Team is accountable to that individual and, by extension, to the church's pastoral leadership.

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<sup>14</sup> There is no prohibition against bringing in non-team-members as needed.

<sup>15</sup> [The role of the Leadership Team is not to overstep boundaries and meddle in others business but rather serve as the location for overarching coordination, alignment, and, if needed, resolution.](#)

**562 Duration**

563 A Select Team's existence is usually temporary, limited to the completion of its assigned task or  
564 event. No Select Team may continue beyond its defined purpose without reauthorization by the  
565 supervising minister or staff member.

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566

**567 Temporary Volunteer Appointments**

568 The Lead Pastor may appoint individuals or ad-hoc volunteer teams, comprised of church  
569 members, to address specific needs or business functions. These teams should generally include  
570 individuals with relevant experience, education, or technical skills, and may provide advisory  
571 support, perform designated tasks, or temporarily fulfill vacant staff roles on an interim basis.

572 Appointments are intended for no more than twelve (12) months, unless extended by the Lead  
573 Pastor until project completion. The Lead Pastor will notify the church at a regular business  
574 conference of each appointment, including the team's purpose and the names of appointed  
575 volunteers.

## 576 **Church Business**

### 577 **Church Governance**

578 The Church recognizes itself as a Jesus-ruled, Pastor-led, minister<sup>16</sup>-served, and a  
579 congregationally accountable body in accordance with New Testament principles.

580

---

### 581 **Doctrinal Alignment**

582 All pastors, ministers, and all vocational or lay leaders serving in positions of spiritual authority,  
583 teaching, or governance on behalf of the church must fully affirm, support, and teach the  
584 church's Faith Summary in all private and public venues and mediums.

585  
586 Expectations for doctrinal alignment for other employees, contractors, and program-based staff  
587 and/or volunteers shall be defined and implemented through the Church's Human Resources  
588 policies and/or ministry-specific guidelines, consistent with the church's faith and mission.

589

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### 590 **Ordinances**

#### 591 **Baptism**

- 592 1. Baptism by immersion will be administered to those who have professed faith in Jesus  
593 Christ as their Lord and Savior.
- 594 2. Baptism will be conducted as part of a regular worship service or other church gathering.
- 595 3. Baptism may be administered by any active member of the church or by an individual  
596 from a church of like faith and order, with the approval of the [Lead](#) Pastor.

#### 597 **Lord's Supper**

- 598 1. The church will celebrate the Lord's Supper no fewer than three times each year.
- 599 2. All who have professed faith in Jesus Christ and are in good standing with the church are  
600 welcome to participate.
- 601 3. The Lord's Supper is reserved for church gatherings under the administration of the  
602 pastors.

603

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### 604 **Worship Gatherings**

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<sup>16</sup> In this sense minister refers to those on staff as well as those that serve in lay capacities such as a ministry team, deacons, etc.

- 605 1. Regular weekly worship gatherings will be held to glorify God, edify believers, and  
 606 proclaim the gospel.  
 607 2. Gatherings may include prayer, worship through music, biblical teaching, and ordinances  
 608 as appropriate.
- 

609

## 610 **Church Programming**

611 The primary and anchoring programming of the church will consist of worship, evangelism,  
 612 fellowship, discipleship, ministry and missions.

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613

## 614 **Business Meetings (Church Conferences)**

- 615 1. The church will hold at least three Church Conferences annually to update members on  
 616 financial status, ministry progress, and other significant matters.  
 617 2. All active members are encouraged to attend and participate in discussions [and those of](#)  
 618 [age participate in voting](#).  
 619 3. Additional Church Conferences may be called to address matters of significant and  
 620 urgent nature, as determined by the Lead Team. These may include, but are not limited  
 621 to, the confirmation of Executive or Associate Pastors, or decisions regarding pressing  
 622 business or financial concerns. Any other requests for agenda items must be submitted to  
 623 the Lead Team, who will determine their appropriateness and timing for inclusion in the  
 624 agenda of a subsequent regular Church Conference.
- 

625

## 626 **Orderly Conduct**

- 627 1. Church business meetings will follow the Rules of Procedure as specified in the appendix  
 628 of these bylaws to ensure clarity and fairness in discussions.  
 629 2. The Moderator will guide the meeting, ensuring respectful dialogue and adherence to  
 630 meeting procedures.
- 

631

## 632 **Church Finances**

### 633 **Budget Practices**

- 634 1. The church will adopt an annual budget, presented by the Stewardship Team and  
 635 approved by a vote of active members at a duly called church conference.  
 636 2. The budget will reflect the church's priorities, including missions, staff, and ministries.

## 637 **Handling of Funds**

- 638 1. All financial contributions will be counted and recorded by at least two unrelated,  
639 approved individuals, in accordance with the church's established financial-control  
640 policies.
- 641 2. All expenditures must be authorized and documented according to approved financial  
642 policies and standard accounting practices.

643 The Stewardship Team shall maintain financial-handling policies that require multiple  
644 individuals, rotating roles, and appropriate internal controls to prevent misuse or the appearance  
645 of impropriety.

## 646 **Fiscal Year**

647 The church's fiscal year will run from January 1 to December 31.

648

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## 649 **Operation Manual and Policies**

- 650 1. Each Ministry Team will collaborate with staff to develop and maintain an operational  
651 manual detailing their specific responsibilities and procedures.
- 652 2. These manuals will be reviewed **biennially** by the Trustees to ensure alignment with  
653 church policies and objectives.

654

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## 655 **Dissolution**

656 If the church ceases to exist, all remaining assets will be distributed to another Baptist body of  
657 Like Faith and Order, in accordance with the laws of the State of Texas and consistent with the  
658 church's Faith Summary and Statement.

659

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## 660 **Amendments**

### 661 **Policies**

662 Policies developed by Ministry Teams or staff may be amended by the corresponding  
663 team or employee. Amendments should be promptly submitted to the Trustees for record  
664 keeping and alignment check.

## 665 **Bylaws**

666 Bylaws may be amended by a two-thirds majority vote of the active, [eligible](#) members  
667 present at a duly called church conference. Notice of the proposed amendment, including  
668 its exact wording, must be provided in writing at least two weeks in advance.

## 669 **Constitution**

670 The Constitution may be amended by two separate votes of the active members present at  
671 duly called church conferences. Each vote must pass by a two-thirds majority, with a  
672 minimum of 30 days between the votes. Written notice of the [proposed amendment](#),  
673 including its wording, must be provided at least two weeks prior to [each](#) vote.

## 674 **Faith Statement**

675 The Faith Summary and/or the Statement may be amended by two separate votes of the  
676 active members present at duly called church conferences. Each vote must pass by a two-  
677 thirds majority, with a one-year gap between the votes. Written notice, including the  
678 proposed wording, must be given at least two weeks prior to [each](#) vote.

## 679 **Appendices**

### 680 **Summary of Faith**

681  
682 **God**  
683 There is one and only one living and true God. He is infinite in holiness and all other perfections.  
684 He eternally exists as Father, Son, and Holy Spirit—three persons yet one divine essence. To  
685 Him we owe the highest love, reverence, and obedience.

686  
687 *Deuteronomy 6:4; Matthew 28:19; John 1:1–3; 2 Corinthians 13:14; Ephesians 4:6.*

### 689 **Jesus Christ**

690 Christ is the eternal Son of God and the Head of the Church. Conceived of the Holy Spirit and  
691 born of the virgin Mary, He perfectly revealed God's will, lived a sinless life, died for our sins,  
692 was raised the third day, ascended into heaven, and will return in power and glory to judge the  
693 world and consummate His Kingdom.

694  
695 *Isaiah 7:14; Matthew 16:16–18; 1 Corinthians 15:3–4; Ephesians 1:22–23; Acts 1:9–11.*

### 697 **The Holy Scriptures**

698 The Holy Bible was written by men divinely inspired and is God's Word, truth without any  
699 mixture of error. It is a perfect treasure of divine instruction, having God for its author, salvation  
700 for its end, and Christ as its ultimate interpreter. It is the supreme standard by which all human  
701 conduct, creeds, and opinions are to be tried.

702  
703 *Psalms 19:7–11; Matthew 5:18; John 17:17; 2 Timothy 3:16–17; 2 Peter 1:20–21.*

### 705 **Salvation**

706 Salvation is by grace alone, through faith alone, in Christ alone. It involves regeneration,  
707 justification, sanctification, and glorification. It is offered freely to all who repent of sin and trust  
708 in Jesus Christ as Lord and Savior.

709  
710 *John 3:16; Romans 3:23–24; Ephesians 2:8–9; Titus 3:5; Acts 4:12.*

### 712 **The Priesthood of Believers**

713 Every believer is a priest before God, having direct access to Him through Jesus Christ. All  
714 believers share as equals in the responsibility to proclaim the gospel, to serve one another, and to  
715 live under the Lordship of Christ.

716  
717 *Exodus 19:6; 1 Peter 2:9; Hebrews 4:14–16; Revelation 1:6.*

718

## 719 Evangelism and Missions

720 It is the duty and privilege of every believer and every church to endeavor to make disciples of  
721 all nations. Because of the love of Christ, we are urgently compelled to proclaim the gospel,  
722 bearing witness to His saving grace.

723  
724 *Matthew 9:37–38; Matthew 28:18–20; Luke 24:46–47; Acts 1:8; Romans 10:13–15.*

## 725 726 Human Life

727 Human life is sacred from conception to natural death. Every person is fearfully and wonderfully  
728 made by God in His image and is therefore endowed with dignity and worth that must be  
729 respected and protected.

730  
731 *Genesis 1:26–27; Psalm 139:13–16; Jeremiah 1:5; Luke 12:6–7.*

## 732 733 Gender and Humanity

734 God creates each person as male or female, both fully and equally bearing His image. Gender<sup>17</sup> is  
735 a good gift of God and is to be received with gratitude and lived according to His design.

736  
737 *Genesis 1:27; Genesis 2:18–24; Matthew 19:4; Mark 10:6.*

## 738 739 Human Dignity and Love

740 Because all people are created by God and redeemed through Christ's sacrifice, every person  
741 possesses inestimable worth and must be treated with justice, compassion, and Christlike love.

742  
743 *Micah 6:8; Matthew 22:37–39; John 13:34–35; Romans 12:10.*

## 744 745 Marriage and Family

746 Marriage is the uniting of one man and one woman in covenant commitment before God. The  
747 marriage relationship models the union of Christ and His Church, and within it husbands and  
748 wives are called to love and serve one another in faithfulness.

749  
750 *Genesis 2:24; Matthew 19:4–6; Ephesians 5:22–33; Hebrews 13:4.*

## 751 752 The Ordinances of the Church

753 Christ has given His church two ordinances: baptism and the Lord's Supper.

754 Baptism is the immersion of a believer in water, symbolizing the believer's faith in a crucified,  
755 buried, and risen Savior.

756  
757 The Lord's Supper is a memorial of Christ's death and a pledge of His return.

758  
759 *Matthew 28:19–20; Acts 2:41; Romans 6:3–5; 1 Corinthians 11:23–26.*

760

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<sup>17</sup> We affirm that a person's gender is determined by their biological sex, which is rooted in their created, physical nature, including their chromosomal makeup.

761 The Church and Its Autonomy

762 A New Testament church is a local body of baptized believers, associated by covenant in the  
763 faith and fellowship of the gospel. Each local church is autonomous and self-governing under the  
764 Lordship of Christ, with the right to govern its own affairs and ordain its leaders.

765

766 *Matthew 18:15–20; Acts 6:3–6; Acts 13:1–3; Ephesians 1:22–23.*

DRAFT

## 767 **Rules of Procedure**

### 768 **Moderator**

- 769 1. **The Moderator** will preside during all Church Conferences.
- 770 2. The Moderator's responsibilities include:
  - 771 ○ Preserving order during discussions and proceedings.
  - 772 ○ Determining active membership for voting purposes.
  - 773 ○ Stating and presenting motions, facilitating discussions, and calling for votes.
  - 774 ○ Casting the deciding vote in the event of a tie.
  - 775 ○ Deciding all procedural questions, subject to a two-thirds majority reversal by the
  - 776 church.
- 777 3. The Moderator may address the matter at hand as a church member with a majority vote
- 778 of those present.

### 779 **Presentation of Questions**

780 All questions or issues to be considered by the church must be presented as a motion and  
781 seconded before being discussed or voted upon.

### 782 **Submission of Decisions**

783 All motions related to new business, resolutions, or reports must be submitted in writing at least  
784 fourteen (14) days before the scheduled meeting.

### 785 **Decorum**

- 786 1. Only one member may speak at a time, and preference will be given to the member first
- 787 recognized by the Moderator.
- 788 2. Discussion will alternate between members speaking in favor of and those opposing the
- 789 matter under consideration.

### 790 **Public Address**

- 791 1. Members wishing to speak must first be recognized by the Moderator.
- 792 2. Speakers are encouraged to use any provided amplification resources and must
- 793 respectfully address the Moderator.

### 794 **Speaking Limits**

- 795 1. No member may speak more than once on the same subject until all others wishing to
- 796 speak have been given the opportunity to do so.
- 797 2. Members may speak no more than twice on the same subject without the consent of
- 798 active members at the conference through a majority vote.

### 799 **Voting**

800 Method: All votes **should be** taken in person and are public except for Church Discipline **and**  
801 **other sensitive matters. In such cases a ballot will be used with the results reported.** Unless  
802 otherwise stated in the bylaws, a simple majority vote **of the active members present** is required  
803 for passage.

DRAFT

804 **Qualifications of a Pastor**  
 805 (1 Timothy 3:1-7 and Titus 1:5-9)

806 A pastor or elder is called to be a spiritual leader who exemplifies Christ-like character, faithfully  
 807 shepherds the church, and upholds the truth of God's Word.

808  
 809 Personal Character

- 810 • **Above Reproach:** A pastor must live a life of integrity, with no valid accusations against  
 811 their character.
- 812 • **Faithful to his Wife:** If married, he should demonstrate devotion and faithfulness in his  
 813 marriage.
- 814 • **Self-Controlled and Temperate:** He should exhibit discipline, self-mastery, and  
 815 emotional stability.
- 816 • **Respectable:** His behavior should command respect and reflect Christian maturity.
- 817 • **Hospitable:** Willing to welcome and care for others, showing love to both strangers and  
 818 the church family.
- 819 • **Not Given to Drunkenness:** He must avoid intoxication **or impairment** and demonstrate  
 820 self-control in all areas of life.
- 821 • **Not Violent but Gentle:** He should demonstrate patience, kindness, and a peaceful  
 822 demeanor.
- 823 • **Not Quarrelsome:** He should avoid being argumentative or divisive.
- 824 • **Not a Lover of Money:** A pastor should be free from greed and materialism, relying on  
 825 God for provision.

826  
 827 Spiritual Life and Leadership

- 828 • **Able to Teach:** A pastor must have a solid understanding of Scripture and be able to  
 829 communicate it effectively.
- 830 • **Loving What Is Good:** He should have a heart for righteousness and a passion for what  
 831 aligns with God's will.
- 832 • **Upright, Holy, and Disciplined:** His lifestyle should reflect godly character and  
 833 obedience to the Lord.
- 834 • **Holding Firm to Sound Doctrine:** A pastor must defend the truth of Scripture, refute  
 835 false teaching, and faithfully shepherd the flock in accordance with God's Word.

836  
 837 Family Life

- 838 • **Manages His Own Household Well:** A pastor should lead his family with care,  
 839 demonstrating the ability to nurture and guide those in his home.
- 840 • **Children Who Respect Them:** If he has children, the pastor's parenting should inspire  
 841 respect and godly behavior.

842

843 Maturity and Reputation

- 844
- 845
- 846
- 847
- **Not a Recent Convert:** A pastor must be spiritually mature, with a proven track record of faith and godly living.
  - **Good Reputation with Outsiders:** He should be respected even by those outside the church, avoiding actions that would bring disrepute to the gospel.

DRAFT

## 848 **Qualifications of a Servant Leader**

849 (1Timothy 3:8-13)

### 850 Personal Character

- 851 • **Dignified:** A servant leader should be worthy of respect, displaying maturity and  
852 integrity.
- 853 • **Not Double-Tongued:** They should be honest and sincere, not saying one thing to one  
854 person and another to someone else.
- 855 • **Not Addicted to Much Wine:** They should practice self-control and avoid excessive  
856 drinking.
- 857 • **Not Greedy for Dishonest Gain:** They must handle finances and responsibilities with  
858 honesty and avoid selfish motives.

### 859 Spiritual Life

- 860 • **Holding the Mystery of the Faith with a Clear Conscience:** A servant leader should  
861 have a strong, sincere faith and live in a way that aligns with biblical teaching.

### 862 Proven and Tested

- 863 • **Tested First:** Before serving, a servant leader should demonstrate faithfulness and  
864 reliability over time.
- 865 • **Blameless:** Their life should not give cause for accusation or scandal.

### 866 Family Life

- 867 • **Faithful in Marriage:** A servant leader must be devoted to their spouse, [showing](#)  
868 [commitment and mutual, Christ-like submission and leadership](#) in their marriage.
- 869 • **Managing Children and Household Well:** They should lead their family with care,  
870 demonstrating responsibility and the ability to manage their household.

### 871 Promise of Blessing

- 872 • **Serving Well:** Faithful servant leaders gain good standing within the church and a strong  
873 confidence in their faith in Christ.