Church of the Savior Bylaws

PREAMBLE

Recognizing that Jesus Christ is Savior and Lord and that we are called to Christian service, we adopt these bylaws, not to restrict or impair the process of carrying on the work of the church, but to facilitate our ministry and to seek to work together, doing all things "decently and in order." (I Corinthians 14:40)

ARTICLE 1 – NAME

This congregation is duly incorporated under the laws of the State of Texas under the corporate name of Church of the Savior, Austin, Texas.

ARTICLE 2 – PURPOSE

Church of the Savior is a group of people who hold in common the beliefs that God loves us, that God is active in our world, creating and renewing, and that God seeks to be known to us, especially in Jesus Christ. Because our lives are being transformed by these beliefs, we are committed to helping each other and our world come to a deeper understanding of how God through Jesus Christ calls us to service and makes us fully alive.

ARTICLE 3 - COVENANT OF CHURCH OF THE SAVIOR

We, the family of believers called Church of the Savior, led by God's spirit and trusting in God's power, most solemnly and joyfully make this covenant

- to be a community shaped by the spirit of Jesus Christ - open, accessible, and inclusive of all people;
- to foster a community of care in the church family by making ourselves available to each other in times of joy, sorrow, or stress in order that we might truly be priests to one another;
- to seek personal growth as believers for ourselves and our families through study of the Bible and Christian literature;
- to discover in ourselves and each other the unique gifts given us by God and to develop them to be used for God's glory;
- to pray for ourselves, our family, congregation, nation, and world;
- to gather regularly for times of worship, personal renewal, and celebration of God;
- to live with integrity, being constantly mindful of the example of our Lord;
- to cheerfully offer the gifts of our lives and possessions to God through giving regular offerings to support the ministry and work of the congregation;
- to seek opportunities to communicate our personal experiences with the God of Jesus Christ to those whose lives we touch.

Adopted by the organizing group on the twenty-seventh day of March in the year of our Lord 1985.

ARTICLE 4 - DENOMINATIONAL AFFILIATION

Section 1 - Relationships: Church of the Savior is affiliated with the American Baptist Churches USA, Alliance of the Baptists, and American Baptist Churches of the South (ABCOTS

Section 2 - Support: Church of the Savior shall send messengers, when possible, to conventions or other meetings of these organizations, and shall support their ministries.

ARTICLE 5 – MEMBERSHIP

Qualifications: A person desiring membership in Church of the Savior should consider these questions

a. Can I affirm "Jesus is the Christ?"
b. Am I willing to accept the beliefs and practices which comprise the basic Baptist tradition as understood within the context of Church of the Savior?
c. Am I committed to the on-going life of Church of the Savior as depicted in the Church Covenant?

A person who can answer in the affirmative to these questions and who expresses the desire to be a member of Church of the Savior is publicly presented to the congregation at an appropriate gathering and is affirmed by the congregation and welcomed as a member into the church family.

Section 2 - Duties of Members: In all matters governed by these bylaws the term "active and faithful member" (of Church of the Savior) refers to any person who has been affirmed as a member (per Section 1) and who continues to demonstrate, through regular fellowship and sharing in the work of the congregation, a cooperative interest in the life and ministry of Church of the Savior.

Section 3 - Transfer of Membership: A Confirmation of Membership letter will be written by the vice chairperson or church secretary upon the request of any member who desires to join another Christian church, and his/her name shall be removed from the membership roll.

Section 4 - Resignation: The name of any member, who requests such, may be removed from the membership roll.

Section 5 - Removal: The name of any member who has not made contact with the congregation by their presence, correspondence or contributions for two years shall be dropped from the membership roll by the Vice Chairperson

ARTICLE 6 - THE CHURCH COUNCIL

Section 1 – Church Council Members and size:

Council Member Roles	Regular Sunday attendance < 100	Regular Sunday attendance < 200	Regular Sunday attendance > 200
Chairperson	X	X	X
Vice Chairperson	X	X	X
Treasurer	X	X	X
Member-at-large #1	X	X	X
Member-at-large #2	X	X	X
Member-at-large #3		X	X
Member-at-large #4			X
Senior Pastor (ex-officio non-voting member)	X	X	X

Section 2 - Congregational Authority: The Council shall be responsible for the management of both the spiritual and temporal affairs of the congregation, but subject to the authority of the membership of the congregation. All matters pertaining to or affecting the work and policy of the congregation shall be subject to the supervision and direction of the Church Council. Decisions of the Council affecting matters of policy shall be reported to and ratified by the congregation before becoming effective. The Council shall:

- Receive and hold for the use of the congregation all estate, real and personal, which at any time becomes the property of the congregation;
- shall keep the properties in repair, and shall exercise supervision over all matters relating to the operation and maintenance of the church property, including the placing of adequate insurance coverage against fire, casualty, liability, etc.;
- approve or deny requests by any committees, groups or individuals to collect special offerings;
- administer budget not ascribed to any other committee. The Council in connection with actions required to protect the congregation or church property may make expenditures of up to $500 that are not already authorized by the budget. The Council shall inform the congregation of such emergency actions in a timely manner. The Council may not place a mortgage upon the church property, nor shall any portion of it be sold, without an approving vote of 2/3 of the congregation.

Section 3 - Duties and Responsibilities:

a. The **Chairperson** of the Church Council shall:
   1. Call and preside over church council meetings, Quarterly Business meetings, Leadership Retreat meetings, and other special meetings;
   2. Develop agendas for the meetings noted in item 1;
   3. Request monthly treasurer reports for review at monthly council meetings;
   4. Facilitate council and congregation discussions and ensure decisions are made and documented in accordance with the bylaws;
   5. Perform quarterly financial audits and report findings at church council meetings and to the Treasurer;
   6. Lead and facilitate the annual pastor evaluation process.

b. The **Vice Chairperson** of the Church Council shall:
   1. Scribe meeting minutes for Council meetings, Quarterly Business meetings, Annual Leadership Retreat meeting, and other special meetings called by the Church Council;
   2. Ensure meeting minutes records are distributed to other council members within 2 weeks of meeting;
   3. Ensure meeting minutes are filed in an accessible location and readily available for review;
   4. Track progress of annual goals identified at the Annual Leadership Retreat;
   5. Maintain an accurate membership roll;
   6. Preside over church council meetings and congregation business meetings in the absence of the Council Chairperson;
   7. Fill Chairperson position in the event of a vacancy until a new Chairperson is elected.

c. The **Member-At-Large** of the Church Council shall:
   1. Serve as liaison to committee chairpersons;
   2. Ensure bi-directional communications between council and committees in terms of special requests, status of annual goals, special events, etc;
   3. Fill Chairperson or Vice Chairperson position in the event of a vacancy until a replacement is elected.

d. The **Treasurer** shall:
   1. Lead and facilitate the annual budget process starting at the Annual Leadership Retreat and present budget proposal for adoption at the November business meeting;
   2. Make certain that an accurate record is kept of all receipts and disbursements;
   3. Have custody of all monies of the congregation; ensure that a system is in place such that monies are disbursed by the Financial Secretary only after appropriate approvals are obtained;
   4. Appoint, with the approval of Church Council, up to eight active and faithful members of Church of the Savior to countersign all financial transactions made by the Financial Secretary. This is known as the Authorized Signature List.
   5. Ensure that all financial transactions conform to accepted bookkeeping practices;
   6. Attend all regularly scheduled Church Council meetings* and provide monthly financial reports to the Council, Committee chairs and other leaders of the Congregation as requested by the Council.
   7. Provide financial records to the Chairperson and Sr. Pastor for quarterly audit process.
   8. Produce and provide annual giving statements to contributors.

d. The **Church Council** shall:
   1. Organize the Annual Leadership Retreat at the beginning of each church year (September) to establish yearly congregational and budget goals based on input gathered from the attendees. These goals shall be presented to the congregation for adoption at the November business meeting. Required attendees: Incoming council members, committee chairs, and Sr. Pastor. Optional attendees: outgoing council and committee chairs.
   2. Assist with planning and tracking annual congregation goals.
   3. Act as the coordinator of the church calendar.
   4. Receive and review committees' budget recommendations, present an annual budget for adoption by the congregation at the regular meeting in November, and present modifications to the congregation for action as necessary.
   5. Submit reports and recommendations to the congregation at regular business meetings.
   6. Recommend to the congregation new committees or task forces not otherwise provided for in these bylaws, as needed.
   7. Serve as the direct supervisor of the Senior Pastor.
      - Maintain the Pastor's job description;
      - Review and approve the Senior Pastor's goals and objectives on an annual basis;

- Evaluate the pastor's performance on an annual basis;
- Review the Pastor's management of the Pastoral and Administrative staff members on an ongoing basis;
- Recommend the Pastor's annual salary;
- Review and approve all other benefits such as vacation, continuing education leave, and speaking engagements or other major commitments which conflict with normal work hours or regularly scheduled events.

8. Serve as the Personnel Committee.
9. Serve as the communication link between the Council and the standing Committees.
10.
11. Ensure that chairpersons are nominated for all standing committees in the annual nomination process
12. Ensure that standing committee chairpersons are aware of their responsibilities as described in Article 9, Section 4.
13. Ensure that each Committee is allocated time at each quarterly business meeting to present a status of their respective goals and to solicit input or assistance from the congregation.
14. Make a determination each year in May as to whether the Council will form a Nominating Committee as described is Article 9, Section 5 or will serve as the Nominating Committee. The criteria for such decision will be based upon regular Sunday attendance; <100 – Council will serve. >100 – Council will form Nominating Committee.

Section 4 - Council Size: Combined with Section 1.

Section 5 - Terms of Service: All members of the Church Council shall serve a term of two years*. Terms shall begin on September 1 or another date fixed by vote of the congregation, and end November 1, or two months after new terms begin, to provide a two month overlap of outgoing and incoming Council Members. **Outgoing members will serve as ex-officio members of the Council during those two months.**

* The term for Treasurer can be extended beyond two years if the role 1) desires to continue and 2) the Council approves. When such an extension has been approved, the treasurer's attendance and vote are optional at church council meetings.

Section 6 - Election: Church Council members shall be elected using the following procedure:

a. Nominations: The Council Chair or a representative of the Nominating Committee (see Art. 9, Sec. 5) shall make a verbal call for the submission of written nominations in at least two regular Sunday worship services and issue at least two such written calls that receive congregation-wide distribution. At least one verbal and one written call must be issued at least 30 days prior to the election date. Any member of the Church Council is eligible to be nominated for a different position during the second year of his/her term. The nominations shall be closed three weeks prior to the election date to allow prayerful consideration of the list and interviews with the nominees. The Nominating Committee may also add to the list of nominees during the course of their work.
b. Qualifying Candidates: The Nominating Committee shall, after prayerfully seeking the leadership of the Holy Spirit, review the nominees' qualifications, interview the nominees, and select one qualifying candidate for each open position on the Church Council.
c. Qualifications of Candidates: The Nominating Committee shall, by whatever means it finds effective, satisfy itself that each candidate:
   1. Understands the weight of the responsibilities involved and is willing and able to serve;
   2. Is an active and faithful member of Church of the Savior;
   3. Whether male or female, seeks to meet the qualifications for leadership called out in 1 Timothy 3:2-7.
   4. Has not been a Council member for more than three consecutive years.
   5. The candidate for Council Chair must have served on a previous Church Council or as a committee chairperson at Church of the Savior.
   6. The candidate for Treasurer is expected to have demonstrable computer skills and must be familiar with financial statements and standard bookkeeping practices and procedures.

d. **Election**:
   1. Council shall be elected by secret ballot at the regular August business meeting.
   2. Only active and faithful members of Church of the Savior are eligible to vote. Refer to Membership Role.
   3. No more than half of the Church Council will be elected in any given year (with odd numbered councils, round up in even numbered years, round down in odd numbered years). The Treasurer's position shall be filled in odd numbered years in the event that a term extension is not in progress
   4. The candidates shall be presented by the Nominating Committee as a slate of candidates, one candidate designated for each open position. The candidates' names and qualifications shall be submitted in writing to the congregation at least one week prior to the election.

5. Voters shall elect the slate of candidates by simple majority in a single secret ballot vote. In the event that the slate is not elected, the Nominating Committee shall be dissolved, a new Nominating Committee formed in accordance with Article 9, Section 5, and the entire process started again, with elections to be held within one month of the August meeting.

e. Only one member of an immediate family may serve as a member of the Church Council at any given time.

Section 7 - Vacancies: An unscheduled vacancy in any of the Council positions shall be filled in an election held at any regular or properly called church business meeting in observance of the procedures prescribed for originally filling the office.

Section 8 - Appeals to the Church Council: Any member of the congregation may appeal, either in person at a Council meeting or in writing, any action or decision of any officer, committee, the Council or church staff member.

Section 9 - Appeals to the Congregation: Any member of the congregation finding the response of the Council to their appeal to be unsatisfactory may appeal, in person at a church business meeting, any action or decision of the Church Council.

ARTICLE 7 - THE FINANCIAL SECRETARY

This role was removed as part of version 3.0. These responsibilities will be performed by the Church Secretary.

ARTICLE 8 - MEETINGS OF THE CHURCH COUNCIL

Section 1 - Meetings of the Council: The Church Council shall meet at least monthly. Only members of the Council are eligible to vote on matters before the Council. The approval of a majority of the members of the Council present and voting shall be necessary before the recommendations of any standing committee or task force shall take effect. A majority of the voting members of the Council shall constitute a quorum.

Section 2 - Vacancies: Should any Council Member fail to perform the duties pertaining to their office for a period of three consecutive months, the Council is empowered to recommend to the congregation that the office be declared vacant.

Section 3 - Openness: All congregation members may attend Church Council meetings unless Council is seated as the personnel committee. Council shall announce time and location of all official Church Council meetings.

ARTICLE 9 - STANDING COMMITTEES

Section 1 - Membership: The work of our congregation shall be organized, supervised and performed by committees of members responding to Christ's call to personal discipleship. Any member may volunteer to cooperate and support the work of any committee. Each committee shall encourage and facilitate participation of members wishing to serve. A roster of committee members shall be submitted by each committee to the Church Council, and shall be updated as changes in committee membership occur.

Section 2 - Authority: Standing committees shall have the responsibility and authority, within the procedural limits described in these bylaws, to carry out the duties assigned them by these bylaws, the Council or the congregation.

Section 3 - Responsibilities: Each committee shall…

1. prepare an annual budget request for submission to the Church Council by October;
2. invite other congregation members to join the committee;
3. leverage Member-At-Large representative as a communications focal point with the Council when needing to coordinate cross-committee activities;
4. orient new committee members;
5. supervise the expenditure of funds allocated to its work;
6. prepare reports of its activities within 30 days of a request by the congregation or the Council;
7. present status of committee work against annual congregation goals at the quarterly business meeting;
8. elect the Nominating Committee Representative, upon request of the Council;
9. further organize itself into subcommittees in any manner it finds appropriate to its mission;
10. conduct its affairs in recognition of Christian and democratic principles and these bylaws.

The **Standing Committees** shall include:

a. **Christian Education**: This committee shall…
   1. Enable and supervise all aspects of the educational and extracurricular activities for Infants through Youth as well as the educational activities for adults. Programs under the jurisdiction of the committee shall include the Sunday School programs and special classes, seminars or educational programs;
   2. Appoint the supervisor of the paid child care workers employed by the congregation.

b. **Missions**: This committee shall
   1. Enable and manage all benevolent activities of the congregation and the benevolent activities of groups or individuals done in the name of the congregation;
   2. Recommend the percentage of the Church Tithe to the Church Council in connection with the preparation of the annual budget;
   3. Recommend the allocation of the Tithe to local, state, national and world benevolences including denominational associations;
   4. In cooperation with the Christian Education committee, provide for the education of the congregation in matters of missions needs, issues and activities.

c. **Care/Outreach**: This committee shall
   1. Provide support for persons in grief and crisis;
   2. Greet, invite and visit non-members and inactive members;
   3. Maintain a list of visitors;
   4. Propose and implement outreach initiatives;
   5. Coordinate events and activities that will inform the community of Church of the Savior.

d. **Fellowship**: This committee shall…
   1. Plan, coordinate, implement, and supervise fellowship, celebration, and community building activities;
   2. Manage the kitchen.

e. **Worship**: This committee, in cooperation with the Senior Pastor, shall…
   1. Enable, supervise and seek to enhance all aspects of the worship experience of the congregation;
   2. Supervise the music program;
   3. Coordinate the work of the liturgists, ushers and other worship helpers as needed;
   4. Provide for the administration of the ordinances, as well as banners and other liturgical items used in worship.

f. **Operations**: This committee shall…
   1. Assure appropriate stewardship of the physical plant, equipment and grounds of the church as concerns for safety, efficiency, and service life may dictate.

Section 4 - Committee Chairs: Candidates for committee chairs shall be presented by the Nominating Committee for election at the August business meeting following the election of the Church Council. In September, the newly elected Chairperson of each committee shall make a congregation-wide call for the first committee meeting. The assembly of those who commit to serve shall constitute each committee. Additional persons committed to serving on the committee may be added through the year. Each committee may organize itself as it sees fit for the fulfillment of its mission.

Section 5 - The Nominating Committee:

a. **Election**: One member of the Nominating Committee shall be elected from and by each of the standing committees cited in Article 9, Section 3. Each Committee shall advise the Church Council of their selection by May 31 each year. *Note: This procedure can be waived in the event that the Church Council decides to serve as the Nominating Committee. Refer to Article 6, Section 3.

b. **Duties**:
   1. The Committee shall, as specified in Article 6, review nominations for Church Council and Financial Secretary, and present candidates for the congregation's vote.
   2. The Committee shall select and present one candidate for the chairperson's position for each standing committee for election by the congregation.

c. **Qualifications**: Nominating Committee members must be active and faithful members of Church of the Savior.

d. **Terms of Office**: Nominating Committee members may be elected to serve a maximum of three consecutive one year terms. Terms of office shall begin June 1.

e. **Organization**: The Nominating Committee shall elect its own chair and clerk.

ARTICLE 10 - BUSINESS MEETINGS

Section 1 - Authority: We reaffirm the Baptist principle of church organization which recognizes the congregation as the final authority -- under the Lordship of Jesus the Christ -- in all matters. The committee / council / congregation structure affirms that the right to make final decisions rests with the congregation in meetings called for the purpose of conducting business, as prescribed in these bylaws and that such power shall not be finally vested in any individual, organization, or group other than the congregation. Therefore, the congregation shall have the authority to accept, reject, amend or refer to committee any motions brought before the body by Council, committees or individuals, or take any other action it deems advisable in accordance with these bylaws.

Section 2 - Meeting Schedule:
a. Quarterly Meetings: The congregation shall have quarterly business meetings on any Sunday in the months of February, May, August and November to receive reports and recommendations from the Church Council and Standing Committees and to conduct such business as is necessary. Should a pressing need arise, regular meeting dates may be changed by the Church Council.
b. A business meeting may only be held immediately before, or following, any regular Sunday worship service. Such a business meeting shall be deemed a regular meeting of the membership, and any business may be transacted, provided the transaction of such business is not in conflict with any other provision of these bylaws.
c. The congregation shall meet in August for the purpose of receiving annual reports, elections, and transacting any other business that may properly come before this meeting. The pastor, the Church Council, and committees shall give reports at the annual meeting concerning their activities unless such a report is waived by those assembled.
d. A special meeting of the membership may be called by the council chair or upon the written request of seven members to the Church Council.

Section 3 - Notice of Meetings: Notice of regular quarterly business meetings, as well as any special meetings, must be given by public announcement from the pulpit in worship service on the Sunday preceding such meeting. Or by any other reasonably adapted means to notify the membership of the time, place, and purpose of such meeting at least seven days before the meeting.

Section 4 - Quorum: A quorum for the transaction of business at any regular or special business meeting shall consist of 10% of the congregation's membership. This rule shall prevail except in those instances which are covered by another article of these bylaws.

Section 5 - Eligible Voters: Only members* of Church of the Savior will be eligible to vote on any question presented at a business meeting. Refer to Membership Roll.

Section 6 - Voting:
a. Except for routine matters, all voting of the membership shall be by secret ballot. However, this procedure may be waived by unanimous consent of those present and voting.
b. Except in cases specifically identified in these bylaws, the affirmative vote of a majority of eligible voters casting votes at any stated meeting shall be required to carry a motion on any matter of business. A two-thirds vote is required to increase the debt of the congregation.
c. Neither absentee nor proxy voting shall be permitted.
d. The moderator will be responsible for preparing ballots when called for; appointing tellers to assist in distributing, collecting and tabulating results of the ballots; and insuring that no more than one vote per member is registered.

Section 7 - Postponements: The moderator or acting moderator shall have the authority to postpone a meeting in the event of emergency or bad weather, with proper notice being given to the congregation of the newly scheduled date.

Section 8 - Moderator: The Council Chairperson or Vice Chairperson will serve as the moderator of all regular and special meetings to maintain orderly proceedings and to ensure adherence to the agenda In the absence of these two roles, , the role of moderator shall be filled by the Senior Pastor.

Section 9 - Openness: Upon completion of scheduled business, the floor shall be opened to consider new business not included on the agenda.

ARTICLE 11 - CHURCH STAFF

Section 1 - The Senior Pastor:

a. **Role**: The person called by the congregation to serve as the Senior Pastor shall have the responsibility to "equip God's people for the work of the ministry toward the building up of the body of Christ" (Eph. 412). The Senior Pastor is expected to be authentic to God, to himself/herself, and to the congregation, and to preach what he/she believes God leads him/her to preach and to be prophetic in his/her message.

b. **Term of Office**: The term of office of the Senior Pastor may be ended upon thirty (30) days written notice of resignation by the Senior Pastor or immediately in the event of termination by the congregation. A motion to terminate the Senior Pastor's employment may only be voted at a business meeting provided two (2) consecutive weeks written notice as to time and purpose has been given to the members. In the event of a pastor's dismissal, the congregation shall pay the Senior Pastor one (1) month's salary and benefits as a minimum upon termination.

c. **Responsibilities**: The Senior Pastor shall…
   1. preach, teach and witness to the Good News of Jesus Christ;
   2. Supervise the Pastoral Staff and the Administrative Staff;
   3. be available to counsel, as well as officiate at other functions such as weddings, funerals, dedications, etc. Major commitments by the Senior Pastor to work in areas outside the tasks specifically related to the ministry and shepherding of the Church of the Savior shall be discussed with and approved by the Church Council.
   4. keep the congregation informed on a regular basis of his/her accomplishments, priorities, and schedule demands.
   5. present to the congregation, at the November business meeting, goals for the coming year.
   6. perform quarterly financial audits and report findings at church council meetings and to the Treasurer.

d. The Senior Pastor is accountable to the congregation and under the direction of the Church Council, which shall evaluate him/her annually.

Section 2. The Pastoral Staff:

a. **Role**: The Pastoral Staff shall consist of those persons called by the congregation to support the ministries and programs of the congregation. This may include youth director, music director, ministerial interns and other positions as recommended by the Church Council and approved by the congregation.

b. **Terms of Service**: Pastoral Staff members terms may be ended upon thirty (30) days written notice of resignation or immediately in the event of termination by the congregation. Termination by the congregation may only be voted at a business meeting provided two (2) weeks written notice as to time and purpose has been given to the members. In the event of a dismissal, the congregation shall pay one (1) month's salary and benefits as a minimum upon termination.

c. **Responsibilities**:
   1. Each Pastoral Staff member has the responsibility to share in the total ministry of God through the congregation and under the guidance of the Senior Pastor, who is the coordinating member and integrator of the team.
   2. Specific job descriptions shall be written by the Search Committee (described in Section 3) and updated by the Senior Pastor and the appropriate committee, with the approval of the Church Council, as needed.

d. **Accountability**:
   1. Pastoral Staff members are accountable to the Senior Pastor. The Pastoral Staff member shall work closely with the committee directly responsible for his/her area of ministry.
   2. Pastoral Staff members shall be evaluated annually by the Senior Pastor, in cooperation with the members of the committee directly responsible for the staff member's area of ministry, with approval by the Church Council.

Section 3 - Calling a Senior Pastor or Pastoral Staff Members:

a. **Electing a Search Committee**: In the event the position of Senior Pastor becomes vacant or a Pastoral Staff position becomes vacant or is created via a vote of the congregation, the Church Council shall call a meeting of the congregation in order to elect a Pastoral Search Committee. A Search Committee for a Senior Pastor shall

consist of not less than five persons. A Search Committee for a Pastoral Staff member shall consist of not less than three persons, at least one of whom is a member of the most directly related committee. The Church Council shall present nominations representative of the congregation. There may also be nominations from the floor. All nominees receiving a majority of "yes" votes shall become members of the Pastoral Search Committee.

b. **Duties of the Search Committee**: The committee shall be responsible for finding and investigating suitable candidates and making a recommendation to the congregation in the following manner
   1. First Meeting: The committee shall have its first meeting called by the Chairperson of the Church Council, who shall serve as the Moderator until the committee can elect its own chair and secretary. The committee chair and secretary shall take office immediately, ending the Council Chair-persons ex officio membership on the committee.
   2. Interim Pastor: In the case of a search for a Senior Pastor, the committee shall, with the approval of the Church Council, make arrangements for an Interim Pastor. The committee may make such arrangements when in search of candidates for vacant Pastoral Staff positions.
   3. Job Description: In the case of a new or modified Pastoral Staff position the committee shall, with the assistance of the Senior Pastor and key standing committees, draft a job description that adequately describes the duties and responsibilities of the open position for approval by the Church Council.
   4. Notification: When the committee is ready to propose a prospective candidate, it shall send each active member of the congregation the following information
      a) The name and qualifications of the candidate
      b) The duties and responsibilities of the open position.
      c) The date, place and time the congregation will have an opportunity to meet the candidate.
      d) The date, place and time the congregation will meet to act upon the recommendation of the committee.
   5. Voting: The calling of a pastoral candidate shall be by secret ballot and shall require a three-fourths (3/4) affirmative vote of those present and voting. In this case a quorum of twenty-five percent (25%) of the active membership is required.
   6. Issuing a Call: Upon an affirmative vote of the congregation a letter of invitation to the approved candidate shall be jointly issued by the Chairpersons of the Search Committee and the Church Council.

Section 4. The Administrative Staff:

a. **Role**: The Administrative Staff shall consist of those persons hired by the congregation to provide administrative support to the ministries and programs of the congregation. This shall include the church secretary and other positions as recommended by the Church Council and approved by the congregation.

b. **Terms of Service**: Administrative staff members shall be hired by the Senior Pastor with approval of the Church Council. Administrative staff members may be dismissed by the Senior Pastor with approval by the Church Council. In the event of dismissal, the congregation may pay two (2) weeks wages as termination benefits, upon recommendation of the Church Council.

c. **Responsibilities**:
   1. The administrative staff is responsible to provide administrative support to the Senior Pastor and the congregation's ministries and programs.
   2. Specific job descriptions shall be written and updated as needed by the Senior Pastor with approval by the Church Council.

d. **Accountability**:
   1. Administrative staff members are accountable to the Senior Pastor.
   2. Administrative staff members shall be evaluated annually by the Senior Pastor with approval by the Church Council.

ARTICLE 12 – FINANCES

Section 1 - Policy: The financial resources of this congregation are dependent upon personal, voluntary giving as an act of worship.

Section 2 - Budget: At the November meeting the membership will adopt a unified budget for the upcoming January 1st through December 31st fiscal year.

a. The budget shall include all expenditures of the congregation (except for "designated funds"), and the sum of all appropriations shall not exceed the income that is to be reasonably expected.
b. The budget shall be prepared in five general classifications Missions Tithe (a percentage of forecast income), Staff Compensation, Administration, Physical Operations (debt, insurance, utilities) and Ministries (committee

budgets). Each general classification shall be subdivided into specific line items, to show the purposes for which appropriations are made.

Section 3 - Expenditures: Appropriations are to be expended under the direction of each responsible committee and supervised by the Church Council. Money shall not be spent, nor liability incurred, beyond the amount appropriated in the budget, without specific authorization by the congregation.

Section 4 - Barnabas Fund: The Barnabas fund will be administered by the Senior Pastor and shall be used for the purpose of giving emergency relief or aid to members and friends of the congregation, or other occasional worthy benevolent objectives. Monies for this fund shall come from memorial, honorary, or other so designated donations. The pastor shall not be required to account for disbursements from this fund so specifically as to endanger pastoral confidences.

Section 5 - Control of Accounts: All monies of the congregation, except the Barnabas Fund, shall be held in accounts requiring two signatures to effect a draft on, transfer from, or closing of the account. The Treasurer shall not have signature authority on congregation accounts.

ARTICLE 13 - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the congregation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the congregation may adopt.

ARTICLE 14 - AMENDMENT OF THESE BYLAWS

These bylaws may be amended, modified, or rescinded, or new bylaws may be adopted at any regular or special meeting of the membership, provided that due notice is given that such action is to be introduced at such meeting. For the purpose of this Article, due notice may consist either of a written notice mailed to the membership 30 days prior to the date of such a meeting or public announcement from the pulpit at each regular worship service on three successive Sundays prior to the date of said meeting. On matters pertaining to the amendment, modification, rescinding or adoption of new bylaws, such action shall require the approval of a two-thirds (2/3) majority of those present and voting.

ARTICLE 15 – FINANCIAL AUDITS

This content will be developed and added to this section upon Council approval

AMENDMENT HISTORY

AMENDMENT ONE

An Amendment to Article 10, Section 2a: The second quarter business meeting shall be held on the third Sunday in May. Adopted May 19, 1991.

AMENDMENT TWO - SUMMARY OF CHANGESTO BE PRESENTED AT THE MAY, 1993 BUSINESS MEETING

1. Changed "COTS" to "Church of the Savior". (Throughout the Bylaws).
2. Changed Article 6 to include all (and only) Church Council members. (Article 6 in its entirety).
3. Added the Treasurer and a minimum of one additional at-large member to the list of Council Members. (Article 6, Section 1).
4. Increased the number of authorized signatories from four to eight. (Article 6, Section 4).
5. Deleted all references to specific Corporate Officers.
6. Expanded the duties of the Church Council to include liaison with the standing committees, elect from among themselves the Church Clerk, to ensure committee chairpersons are selected each year, and schedule quarterly council/committee chair meetings. (Article 6, Section 3d).
7. Increased the size of the Council from a range of three to seven members to a range of five to eight members. (Article 6, Section 4).
8. Changed Council terms from one to two years, beginning on Sept. 1 and ending on November 1 of the second year. (Article 6, Section 5).
9. Added job qualifications for the position of Treasurer. (Article 6, Section 3c).
10. Changed the election procedure from an at-large process involving approximately two candidates for each position, to a slate of candidates, one designated for each position, to be elected in one vote as a slate. (Article 6, Section 6).
11. Instituted staggered terms, in which no more than half of the Council is elected in any given year; Treasurer to be elected in odd numbered years. (Article 6, Section 6).
12. Changed Article 7 to include only the Financial Secretary. Increased term from one to two years, to be elected in even numbered years. (Article 7 in its entirety).
13. Council to announce meeting times and locations. (Article 8, Section 3).
14. Split Care and Fellowship into two separate standing committees. (Article 9, Section 3).
15. Made the Nominating Committee responsible for the selection of committee chairs, subject to election by the congregation. (Art. 9, Sec. 4 & 5).
16. Removed the proviso that a minimum of three committees must elect representatives to the Nominating Committee; all standing committees must elect a representative. (Article 9, Section 5).

AMENDMENT THREE – Version 3.0, July 31, 2005

COTS Bylaws Amendment Three – Draft Proposal

Prepared by COTS Council Members for May 22, 2005 Quarterly Business Meeting

Dale Kohler (Chair), Linda Nash (Vice-Chair), Fritz Stinson (Treasurer), Melissa Vasquez (M-A-L), Teresa Comer (M-A-L), and Mary Wilson (Sr. Pastor)

Problem Statement

- Bylaws have not been amended in 12 years
- Not complying with some of the procedures

Objectives

- Refresh the bylaws to accommodate varying congregation sizes
- Clarify and streamline roles and responsibilities
- Prepare for COTS leadership succession planning
- Implement revisions prior to the next nominating cycle in August

Summary

1. Update **affiliations** section – Article 4
2. Clarify roles and responsibilities for **Council** members such that…Article 6, Sections 1 and 3
   - Workload is distributed
   - Council and quarterly business meetings are conducted and the results are documented
   - COTS Membership roll is maintained
   - Communications between Council and committees is managed and communicated
   - Treasurer is no longer a member of the Council, but will have specific time-based deliverables that will be submitted to support Council decision making
   - Nominating Committee responsibilities are absorbed with a clause that the Council can delegate to a Nominating Committee
3. Clarify skill set needed for **Treasurer** position and lengthen the term with an option to extend Article 6, Section 3 and 5
4. Incorporate process, procedure, and frequency for **financial audits** to be conducted – article 6, section 3 – A and D; Article 11, Section 1C
5. Clarify skill set for **Financial Secretary** with an option to extend the term beyond two years. Discuss if this should be a paid position. – Article 7
6. Revise **reporting and meeting** requirements…
   - Replace monthly committee reporting with Q-Business meeting reporting; define the outline for committee reporting - Article 9, section 3 #7; Article 6, section 3 #13
   - Replace quarterly Council/Committee meetings with Annual Leadership Retreat – Article 6, section E #1
7. Add **Care** to the Committee list and provide a description – Article 9, section c
8. Clarify when, how, and frequency that the **pastor** will be **evaluated** – Article 6, section 3a and section 3e #7
9. Clarify how **COTS membership** occurs… Membership is a requirement for voting. **What is not clear is how the children of COTS members get added to the membership roll. –** Council decided that article 5 will suffice for membership criteria and that we will arrange events to formally acknowledge our children as COTS members.
10. Solicit feedback and input from congregation – held two meetings: May 22, 2005 and July 31, 2005.

Next Steps

1. Develop the bylaw revisions and conduct a walkthrough review with the Council. Complete on 6/12/2005
2. Plan and communicate special meeting for congregation to review and **vote on the revisions** in accordance with Article 14 in the Bylaws. Complete 7/17/2005
3. Present final revisions to congregation and solicit approval to adopt the revisions. Planned on 7/31/2005
4. If approved, post revised Bylaws on the website and file in other appropriate places.

Congregation review results – July 31, 2005

Church Council initiated communications regarding a special business meeting on July 31, 2005 three weeks prior to the planned meeting. In addition, a soft copy of the bylaw revisions was emailed to the congregation member and hard copies were placed in the foyer. On July 31st 2005 the business meeting was conducted immediately following the service. It is noted that a quorum was represented.

The bylaws revisions were unanimously approved with two minor corrections as follows:

1. Article 4 – Denominational Affiliations: shall read “Church of the Savior is affiliated with the American Baptist Churches USA, Alliance of the Baptists, and American Baptist Churches of the South (ABCOTS)”.
2. Article 8, Section 3 – Openness shall read: “All congregation members may attend Church Council meetings unless Council is seated as the personnel committee. Council shall announce time and location of all official Church Council meetings.”