

CENTRO CRISTIANO MOREH
CHURCH BY-LAWS

ARTICLE I: MEMBERSHIP

SECTION 1
GENERAL

CENTRO CRISTIANO MOREH (Henceforth in this document: The Church or CCM), is a sovereign and democratic Baptist church **under the lordship of Jesus Christ**. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this body and the condition of such membership.

SECTION 2
CANDIDACY

Any person may present themselves as a candidate for membership in this Church at any regular Church service. Admission to membership in this body shall be based upon the satisfaction of one of the following criteria:

1. By profession of faith and for baptism by immersion.
2. By promise of a letter of recommendation from another Baptist church.
3. By personal statement, satisfactory to the church, that the person comes from another Christian church and was baptized by immersion as a believer, trusting in the grace of God alone for salvation. Acceptance of a candidate for membership would be contingent upon recommendation by the pastor or by another group as designated by the church.
4. By restoration upon a statement of prior conversion experience and baptism by immersion when membership has lapsed, terminated, been lost, or when no letter is otherwise obtainable.
5. Proxy - For reasons of disability where a person cannot enter into the fellowship of the Church through immersion, but has made a public profession of faith, such persons can be received into the fellowship of the Church by majority vote of those members present.
6. **Any person aspiring for candidacy for CCM membership must attend the membership class and sign CCM Membership covenant.**

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths (3/4) vote of those church members (eligible to vote pursuant to Article I, Section 3 of these By-laws) present and voting shall be required to elect such candidates to membership.

SECTION 3 RIGHTS OF MEMBERS

Every member of the church is entitled to vote at all elections and on all questions submitted to the church at a regular or special business meeting, provided the member is present.

Every member of the church may participate in the ordinances of the church as administered by the church.

SECTION 4 TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

1. Transfer: Upon due request from another Church of like faith and order, the Church may grant letters at its discretion.
2. Death: The name of a member will be removed from the roll upon the member's death.
3. Erasure: The name of a Church member who united with another Church of like faith and order may be removed from the roll by erasure when this Church is notified by the members or any other church with which the member has united. exclusion by specific action of this church, by removal from church roll upon request.
4. Exclusion: By action of the Church in accordance with I Corinthians 5:1-13.

SECTION 5 RESTORATION

Any person who has had Church fellowship withdrawn for any offense, may be restored by a majority vote of members present at a regular scheduled business meeting upon evidence of his or her repentance and reformation as set forth in Matthew 18:15-20 and 2 Corinthians 2:3-11.

WATCHCARE

Those Christians who wish to enter into the love and fellowship of the church and will support the objectives of the church but cannot qualify, or choose not to qualify, for membership will be designated as coming under the "watch care" of the church. These Christians are to be encompassed in all the life and love of the church, except for voting and for holding offices or positions of doctrinal and/or policy-making responsibilities.

SECTION 6 DISCIPLINE

It shall be the practice of CCM to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, every reasonable measure should be taken by the pastor and the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should it be determined that the welfare of CCM will be best served by the exclusion of a member, CCM may exclude such member by a three-fourths (3/4) vote of the voting members present at a properly called special business meeting called for this purpose.

Any person whose membership has been terminated for any reason, which has made it necessary for CCM to exclude that person, may upon that person's request be restored to membership by a vote of the church upon evidence of that person's repentance and reformation.

SECTION 7 DEVELOPMENT AND COMMITMENT

As previously mentioned in this bylaws, any person from the congregation, aspiring to membership is required to attend a membership class, which includes a Membership Covenant to be kept in CCM's PPM. Commitment for spiritual formation of the members is included within the signed covenant.

As well, any person aspiring to leadership, deacon, or servanthood within many of the Ministries of CCM need to go through corresponding classes, be committed to maturity and formation, be recommended by pastors or Church leadership, interviewed by the pastors and Church Council and presented to the congregation for vote. While time terms of service are at this time voluntary, evaluations of 6 months to a year are recommended to allow rest, the

amicable dismissal, or continuation of anyone holding a ministry position. This can be subject to changes as CCM grows and solidifies ministries.

ARTICLE II: MEMBERSHIP

SECTION 1

MEETINGS OF MEMBERS

Section 1. Worship and Work

- A. CCM shall hold regular meetings for the purpose of worship, prayer, teaching, training and fellowship on Sunday mornings, Tuesday evenings and Friday evenings.
- B. Other meetings of the Church as a whole shall be set according to the needs of the congregation.

Section 2. Transaction of Business

- A. CCM business meeting shall be held on the 3rd Sunday of the first month of each quarter, unless otherwise scheduled; at which time reports will be received from the Church Clerk, the Church Council, and from teams or organizations as the Church may from time to time require.
- B. A special business meeting may be called for the transaction of business of an emergency nature by giving notice of the time, place, and purpose of the meeting at a regular morning service on the Lord's Day preceding such called meeting. No business except that for which the meeting was called may be transacted.
- C. Quorum: A majority of the voting Board Members present at the beginning of a meeting shall constitute a quorum for purposes of transacting business at a meeting.

ARTICLE III: CHURCH OFFICERS AND STAFF

SECTION 1

GENERAL

All CCM officers must be members of the church. The officers of CCM shall be the Pastor, a clerk, a treasurer, the deacons, and the trustees. The staff of CCM shall be those persons employed by this church, i.e., the Minister of Music, Minister of Education, Minister of Youth, nursery, secretarial, and custodial employees. The person or persons serving as pastor, church treasurer, church clerk and the ministerial staff positions at the time these Constitution

and Bylaws are adopted, shall be considered as elected by CCM pursuant to the appropriate provisions of these By-laws.

SECTION 2

EMPLOYMENT AND TERMINATION

CCM has a Policy and Procedures Manual and it is improving according to the size of the church and its staff. There, there will be outlined instructions of hiring and dismissing any CCM employee. However, for the purpose of this bylaws, the pastor or his designated alternate, shall have authority to employ and terminate employees in accordance with the procedures outlined in the PPM.

If, in the case of dismissal, such consideration would result in a delay that would be deemed harmful to CCM, then the appropriate action as outlined in the PPM may be taken. Dismissal of staff shall be in accordance with the procedures outlined in the PPM.

In the event of resignation by either staff or employees of CCM, at least two weeks notice shall be given to the Church. In the event of termination, at least, two weeks' severance pay shall be given as well as any compensation due for unused vacation time.

SECTION 3

CHURCH OFFICERS

Anyone who holds a leadership position within CCM must be a member of the Church, of good repute, regular in attendance, supporter of the Church's ministries, and qualified to perform the duties demanded by the position to which they are elected as established in the Centro Cristiano Moreh Procedures and Policy Manual (hereinafter referred to as the "PPM").

- A. Senior Pastor.** His job description and duties are described in our PPM document, however:
- The Pastor shall be chosen and called by the Church whenever a vacancy occurs. He will serve as the Spiritual Leader and will promote all interests of the Church. He will serve until the relationship is mutually terminated as prompted by the Holy Spirit of God and in accordance with God's Word
 - The Pastor will lead and administer the general ministries of CCM working closely with staff, Church Council, teams, deacons, and other appropriate organizations in planning and coordinating the overall CCM ministries.

- The Pastor will guide CCM to engage in a fellowship of worship, witness, education, for ministry, and application; to proclaim the gospel to believers and unbelievers; and caring for CCM membership and other persons in the community.
 - The Pastor shall be an ex-officio member of all teams and ministries.
 - The Pastor shall supervise all ministerial and non-ministerial staff members as appropriate.
- B. Associate Pastor.** His job description and duties are described in our PPM document, however:
- The Associate Pastor shall be chosen and called by CCM whenever a vacancy occurs. He will serve as the Associate Spiritual Leader and will promote all interests of CCM. He will serve until the relationship is mutually terminated as prompted by the Holy Spirit of God and in accordance with God's Word
 - The Associate Pastor will, together with the Senior Pastor, lead and administer the general ministries of the Church working closely with staff, Church Council, teams, deacons, and other appropriate organizations in planning and coordinating the overall Church ministries.
 - The Associate Pastor will guide CCM to engage in a fellowship of worship, witness, education, for ministry, and application; to proclaim the gospel to believers and unbelievers; and caring for CCM membership and other persons in the community.
 - The Associate Pastor shall be an ex-officio member along with the Senior Pastor of all teams and ministries.
 - The Associate Pastor shall supervise, along with the Senior Pastor all ministerial and non-ministerial staff members as appropriate.
- C. Ministerial Staff and Non-Ministerial Staff.** Ministerial staff (hereinafter referred to as staff) and non-ministerial staff (hereinafter referred to as employees) shall be called and employed as the Pastor and/or CCM determines the need of such offices in keeping with the procedures outlined in the PPM. A job description shall be prepared and written by the Church Council and maintained in the PPM when the need for a staff member or employee is determined. Applicants for staff positions shall be recommended by the Church Council in conjunction with the pastor and called by Church action. For purposes of clarification, ministerial staff is comprised of those duly licensed to the Gospel Ministry and/or are ordained as such. The Church Council, in conjunction with the pastor or his designated alternate, shall have authority to employ and terminate employees in accordance with the procedures outlined in the PPM. If, in the case of dismissal, such consideration would result in a delay that would be deemed harmful to the Body of Christ, then the appropriate action as outlined in the PPM may be taken. Dismissal of staff shall be in accordance with the procedures outlined in the PPM. In the event of resignation by either staff or employees of CCM, at least two weeks' notice shall be given to CCM. In the event of termination, two weeks' severance pay shall be given as well as any compensation due for unused vacation time.
- D. Administrative Officers:** The Pastors, the Church Clerk, Church Treasurer shall constitute the Administrative Officers of CCM. In the near future, once Deacons are elected, the Chairman of Deacons will also join this group.

E. Moderator. The Senior and Associate pastor will normally serve as Church Moderators, together or one of the both as deemed necessary. The Church Clerk will serve as Moderator in case of the absence of the Pastors or when needed for discussion of a particular item of business. Once Deacons are elected, the Chairman of Deacons will also take this position. The Moderator shall preside over the regular and special Church business meetings.

F. Church Council The Church Council is currently comprised of either the Senior or assistant Pastor as Moderator, Church Clerk, Treasurer, and Assistant Treasurer, a Church Senior Member, IT supervisor and Building supervisor.

- The Church Council shall serve CCM by leading in planning, coordinating, conducting and evaluating the 5 ministry purposes of CCM and its organizations. These 5 purposes being:
 1. Evangelism
 2. Worship
 3. Fellowship
 4. Ministry
 5. Discipleship.
- The primary functions of the Church Council shall be to recommend to CCM suggested objectives and goals in order to fulfill the Church's purpose. The Church Council will review, and coordinate ministry plans recommended by the Church officers, organizations, and teams.
- The Church Council will recommend to CCM the use of leadership, calendar time, and other resources according to ministry priorities and evaluate achievements in terms of Church objectives and goals.
- **Duties of the Church Council Concerning Finances:**
 - Take steps to insure sound procedures are used for receiving, counting, depositing, recording reporting and auditing Church funds.
 - Review Church receipts and set priorities for disbursement if required.
 - Provide adequate stewardship.
 - Recommend annual budget.
 - Review budget and expenditures monthly and meet quarterly.
 - The Church Council has emergency authorization to disburse up to, but not exceeding \$1,000.00 for purchase (payment) of item(s) not generally accepted as routine expenses. Greater amounts shall be approved by the Church.
 - The Church Council will function as a liaison between the church body and the support staff.
 - **The duration of a member** of this council other than the pastors, is comprised of 6 months of service with option to remain or be dismissed amicably either by personal request or by the rest of the Council. This may change as the church grows and more availability of mature and ready members increase to fulfill these positions.

G, Trustees. The trustees of CCM shall consist of 3 members elected by the Church who shall be designated as the legal agents of CCM. The trustees shall serve for a term of 3

years with one of the numbers being elected each year. Any vacancy occurring during the year may be filled at any time with the one elected filling out the unexpired term of the one whose vacancy is being filled. The trustees shall exercise all powers that may be executed or performed by the corporation under the laws of the State of Texas, the Certificate of Incorporation, and the Constitution and By-Laws. All actions by the trustees must follow the instruction of CCM membership. The trustees shall have the responsibility and authority to execute all deeds, ventures, mortgages, liens, transfers, leases, contracts, or any other document for and on behalf of CCM, which has been approved by the Church. The trustees shall have no power to buy, sell, mortgage, lease, transfer, or in any way encumber any property of CCM without a specific vote of the Church authorizing such action.

- H. Church Clerk.** The Clerk shall keep records of all actions of the Church. The Clerk shall keep a register of the names of members, with dates of admission, dismissal or death, together with a record of baptisms, maintain reports, and give legal notice of all meetings when such notice is necessary, as indicated by these bylaws. The Clerk shall issue letters of dismissal voted on by CCM, preserve on file all communication and written reports.
- I. Treasurer.** Supervises all monies coming to and from CCM. Supervises and performs bank deposits in the form and manner disclosed in CCM's PPM. Must keep at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expense shall be made promptly by check and signed by a designated Church officer, and all the funds received for denominational use or other causes shall be remitted at least monthly by check. The treasurer shall render to the Church Council, an itemized report of receipts and disbursements Monthly, and to the Church, Quarterly.

J. Deacons.

- Election: CCM shall elect deacons from the membership, in a number CCM deems necessary to fill its needs, as recommended by the Pastor and/or Deacons.
- Duties: In the event of illness, temporary absence, death or resignation of the Pastors, they shall care for the supply of the pulpit if needed.
- They shall hold meetings monthly or more often if necessary, to transact such business as pertains to their office.
- They shall assist the Pastor in being responsible for the sick of the membership.
- They shall visit new members, seeking to be a brother, and a constant source of strength to them. The new member should at all times have faith in and be eager to call upon the deacon or deacons for any kind of watch care.
- They shall lead CCM to be mission minded and feel free to be missionary in the activity of carrying the gospel to groups or communities of people that need a Church or such spiritual care.
- They shall lead the members of the Church in the spiritual stewardship of their lives, talents, and tithes. They shall serve at the Lord's Table.
- **Qualifications:**
 - Any deacon chosen by CCM shall meet the standard requirements as set forth in 1 Timothy 3:8-13 and Acts 6:1-8.

- A deacon uniting with CCM from another Southern Baptist Church shall not be recommended for active deacon service until he has been a member of the congregation for a minimum of 6 months as has passed through CCM's Membership class and Servanthood class.
 - The six-month minimum may be waived upon the recommendation of the pastor and/or deacon body. However, CCM shall be under no obligation to place on the deacon body any brother who comes from another Church where he served as deacon.
 - The deacons shall elect a chairman of the deacons yearly during a meeting of the deacon body at their discretion.
- K. **Special Teams.** may be established as deemed necessary by the Church Council. Any team may be abolished should the Church Council feel that said team is no longer needed or is no longer serving the purpose for which it was established. Any team member may resign his or her position at any time or may be relieved of his or her duties by CCM for reasons of incompetence or neglect of their position. The duties of each team shall be established and maintained in the PPM. All special teams shall be appointed by the Moderator and approved by the Church as needed; except that a Pastor Search Team shall be nominated from the floor and elected by the Church by secret ballot. Husband and wife shall not serve on the same Pastor Search team. All special teams, after being approved by CCM will meet immediately for the purpose of organization and electing a chairman. All special teams shall be dissolved after they have fulfilled the purpose for which they were called.

ARTICLE IV:

CHURCH MEETINGS

Section 1. Worship Services

CCM shall meet regularly each Sunday morning, Tuesday evening and Friday evening for the worship of Almighty God. Other religious services may be scheduled as desired and as needed by the Pastors for the edification of the Church. Prayer, praise, Bible study, preaching, evangelism, discipleship, and other instructional venues shall be among the ingredients of these services. The Pastors shall direct the services for all Church members and for all others who may choose to attend.

Section 2. Special Services

Any other Church meetings such as revivals, musical presentations, outreach events, etc. shall be conducted as recommended by the Pastors and approved by the Church.

Section 3. Regular Business Meetings

CCM shall hold regular business meetings monthly, or as deemed necessary, except as otherwise recommended by the Pastor. The time of the meeting will be noted in the Church bulletin on Sunday prior to the meeting. The agenda for the meeting will also be published in the bulletin along with the notice. No special notice of the meeting will be required unless it has been rescheduled from the regular approved time. Any other items of business that an active member desires to bring up at the regular business meeting shall be submitted to the Pastor for approval at least one week prior to the scheduled meeting.

Section 4. Special Called Business Meetings

CCM may call special business meetings to consider matters of special nature and significance. The notice of a special business meeting shall include the subject, the date, the time, and the place of the meeting. It must be given as a verbal and written announcement-No business except that for which the meeting was called may be discussed or transacted.

Section 5. Quorum

A quorum shall consist of 5 or the majority of those active members who are present at any regular special business meeting unless specified otherwise elsewhere in these Bylaws.

ARTICLE V

SELECTION OF MESSENGERS

Messengers to the Annual Meeting of the Bell Baptist Association, Texas Baptists (Baptist General Convention of Texas), shall be elected by the Church Council. Messengers shall be selected from active members that have demonstrated faithful service and a supportive attitude. If the Pastor is able to attend, he will always be elected to be a messenger.

ARTICLE VI

THE CHURCH YEAR

The Fiscal year shall run from October 1st to September 30th

The Church Calendar year shall run from January 1st through December 31st.

ARTICLE VII

AMENDMENTS

Changes to these Bylaws may be made at any business meeting of CCM provided each amendment shall have been presented in writing to each active church member at least two

weeks prior to the business meeting or a special business meeting called for the purpose of approving an amendment(s). Amendments shall be adopted by a two-thirds majority vote of active church members present at the business meeting.

**ARTICLE VIII
OPERATION AND DISSOLUTION**

(a) CCM is organized and operated primarily for the purpose of engaging in religious worship or promoting the spiritual development or well-being of individuals. It is to be operated in a way that does not result in the accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered or realization of any other form of private gain.

(b) CCM pledges its assets for use in performing the organization's religious functions. It directs that on discontinuance of the Church by dissolution or otherwise, the assets are to be transferred to a charitable, educational, religious, or other similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1986, as amended.

APPROVAL STATEMENT

The undersigned, being the duly elected and qualified Church Clerk of the Corporation, hereby certifies that the foregoing Bylaws of the Corporation were duly adopted by the Corporation on Sunday, September 2, 2018.

Also, this Constitution and By-Laws was ratified in a business meeting on September 2nd, 2018 and later approved by Centro Cristiano Moreh's congregation on Friday September 7th, 2018.

Church Clerk