



WOODRIDGE BAPTIST CHURCH OF KINGWOOD BYLAWS

Approved by the Church
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ARTICLE I CHURCH MEMBERSHIP

Section 1. General

This is a sovereign and democratic Southern 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 foundational “message of faith” for Woodridge Baptist Church of Kingwood is the 1963 Baptist Faith & Message adopted by the Southern Baptist Convention on May 9, 1963.

The membership reserves the exclusive right to determine who shall be Members of this Church and the conditions of such membership.

Section 2. Candidacy

Any person may be a candidate for membership in this Church. All such candidates shall be presented to the Church at any regular church service for membership in any of the following ways:

1. By Profession of Faith and for Baptism according to the policies of this Church.
2. By promise of a letter of recommendation from another Baptist Church
3. By restoration upon a statement of prior conversion experience and prior baptism by Immersion.

Section 3. New Member Orientation

New Members of this Church are expected to participate in the Church’s New Member Orientation program, as available.

Section 4. Rights of Members

1. Every Member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the Member is present.
2. Every Member of the Church is eligible for consideration by the membership as candidates for elective offices in the Church.
3. Every Member of the Church may participate in the ordinances of the Church as administered by the Church.

Section 5. Termination of Membership

Membership shall be terminated in the following ways:

1. Death of the Member
2. Transfer to another church
3. Exclusion by action of this Church
4. Erasure upon request

Section 6. Discipline

It shall be the practice of this Church 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 the 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, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the Church to take action to exclude a Member, the following procedures will be used:

1. Upon a recommendation by the Pastor and the Deacons, a special meeting of the Church will be held to discuss the nature of the problem and the efforts which have been taken to resolve the problem without success. The person in question will be given the opportunity to discuss their position concerning the problem if they desire.
2. Following the discussion period, the Church Members present would vote by secret ballot whether to exclude the person in question. Exclusion from the Church will require two-thirds vote of the Members present and voting.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. The Church may restore to membership any person previously excluded upon request of the excluded person to the Deacons and by vote of the Church upon a recommendation by the Deacons.

ARTICLE II CHURCH OFFICERS, COMMITTEES & MINISTRIES

All who serve as officers of the Church and those who serve on Church Committees shall be Members of this Church.

Section 1. Church Officers

The Officers of this Church shall be the Senior Pastor, the Church Ministerial Staff, Church Clerk, Treasurer and Trustees.

A. Senior Pastor

The Senior Pastor is responsible for leading the Church to function as a New Testament Church. The Senior Pastor will lead the congregation, the organizations, and the Church Staff to perform their tasks. The Senior Pastor will be personally accountable to the Church through the Pastoral Advisory Committee.

The Senior Pastor is leader of Pastoral Ministries in the Church. As such he works with the Deacons and Church Staff to:

1. Lead the Church in the achievement of its mission
2. Proclaim the Gospel to believers and unbelievers
3. Spiritually nurture and care for the Church's Members and other persons in the community

A Senior Pastor shall be chosen and called by the Church when a vacancy occurs. The election shall take place at a meeting called for that purpose of which at least two weeks' public notice has been given.

If it becomes necessary to seek out another suitable Senior Pastor, the Personnel Committee may recommend a plan of transition to the Church. If no such plan is adopted by the Church, the Committee on Committees will nominate a Senior Pastor Selection Committee after consulting with the Woodridge Leadership Council and the Deacons. The Senior Pastor Selection Committee will be elected by the Church and its recommendations will constitute a nomination for the pastoral position. The Committee shall bring to the consideration of the Church only one name at a time. Election shall be by ballot, an affirmative vote of two-thirds of those present and voting being necessary for a choice. The Senior Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request.

The Senior Pastor may relinquish the office of Senior Pastor by giving at least two weeks' notice to the Church at the time of resignation. The Church may declare the office of Senior Pastor to be vacant. Such action may be taken only after the following procedures are used:

1. The Pastoral Advisory Committee must make every reasonable effort to reconcile alleged problems with the Senior Pastor in accordance with Matthew 18.
2. Upon the recommendation by the Pastoral Advisory Committee, a Special Church Meeting will be held to discuss the nature of the alleged problems with the Senior Pastor so that every Member present will be informed of the seriousness of the situation. The Moderator for this meeting shall be designated by Pastoral Advisory Committee. At this meeting, a decision will be reached whether or not a vote should be taken to declare the office of Senior Pastor vacant. Two-thirds of the

Members present and voting must vote, by secret ballot, in favor of bringing the issue to a vote by the Church.

3. After two weeks' public notice has been given, a meeting of the Church will be held to vote to declare the Senior Pastor Office to be vacant. The vote shall be by secret ballot; an affirmative vote of two-thirds of the Members present and voting being necessary to declare the office vacant.
4. Except in instances of gross misconduct by the Senior Pastor so excluded from office, the Church will compensate the Senior Pastor with not less than one-quarter of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

In the event of death or inability of the Senior Pastor to fulfill his duties, the Personnel Committee, in consultation with the Pastoral Advisory Committee and Executive Pastor, shall establish a plan of leadership and organization for the interim period.

B. Pastoral Staff

The Pastoral Staff of the Church shall be recommended and called in accordance with the procedures as may be established from time to time as defined and described in the Personnel Policies and Procedures Manual.

C. Non-Pastoral Staff

Non-Pastoral staff members (i.e. administrative, facilities, IT and other support staff) shall be employed as determined by the church's leadership and as outlined by the Personnel Policies & Procedures Manual.

D. Deacons

In accordance with the meaning of the work and the practice in the New Testament, Deacons are to be servants of the Church. Their duties are to serve with the Senior Pastor and Staff in performing the tasks of:

1. Leading the Church in the achievement of its missions
2. Proclaiming the Gospel to believers and unbelievers, and
3. Caring for the Church's Members and other people in the community.

Biblical qualifications for the office of Deacon are found in Acts, Chapter 6 and 1 Timothy 3. The Church may impose additional qualifications for the office of Deacon as recommended by the Deacon Nominating Committee and approved by the Church.

Upon the recommendation of the Deacon Nominating Committee, the Church shall

elect Deacons by majority vote by ballot at a Regular Business Meeting. There shall be at least one Deacon elected for assigned service for every twelve Church families.

Deacons shall serve on a rotation basis. Each year the assigned term of office of one third of the number of Deacons shall expire, and election shall be held to fill vacancies and to add to the Deacons such numbers as the Church size warrants. In case of death or removal or incapacity to serve, the Church may elect a Deacon to fill the unexpired term. After serving a term of three years' assignment, a Deacon shall be eligible for re-election in the same manner provided in these Bylaws for election of Deacons. There shall be no obligation to elect a Deacon who has been a deacon in another Church; but in such instances as one might be chosen by this Church for assignment as a Deacon, one's previous ordination by another Baptist church shall suffice.

E. Moderator

The Senior Pastor or his designee may serve as Moderator and Presiding Officer. In the absence of or at the desire of the Senior Pastor, the Executive Pastor shall preside; or in the absence of all Pastors, the Chairman of Deacons will preside unless specified otherwise in these Bylaws (See Article II a-b). In the absence of all of the above, the Church Clerk will call the Church to order and preside for the election of an acting Moderator.

F. Church Clerk

The Church shall elect annually a Clerk as its clerical officer. The Clerk shall be responsible for keeping a suitable record of all official actions of the Church, except as otherwise herein provided. The Clerk shall be responsible for keeping a register of names of Members, with dates of admission, dismissal, death or erasure, together with a record of baptism. The Clerk shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these Bylaws. The Clerk shall be responsible for preparing the Annual Letter of the Church to the Association.

The Church may delegate some of the clerical responsibilities to a church secretary who will assist the elected Clerk. All Church records are Church property and shall be kept in the Church office when an office is maintained.

G. Treasurer

The Church shall elect annually a Church Treasurer as its financial officer. It shall be the duty of the Treasurer to receive, preserve and payout, upon receipt of vouchers, approved and signed by authorized personnel, all money or things of value paid or given to the Church, keeping at all times an itemized account of all

receipts and disbursements. It shall be the duty of the Stewardship Committee to render to the Church at each Regular Business Meeting an itemized report of the receipts and disbursements of the preceding quarter. The financial reports and records shall be reviewed annually by an independent Certified Public Accountant. A full audit of the financial reports and records by an independent Certified Public Accountant shall be completed at a minimum of every three years. If deemed necessary by the Church, the Treasurer shall be bonded. Any costs associated with securing the bond shall be paid by the Church.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the Church, the records shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve the account as a part of the permanent records of the Church.

H. Trustees

The Church shall elect three Trustees to serve as legal officers for the church. They shall hold in trust the Church property. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Trustees shall serve on a three-year rotation basis, with one new Trustee being elected every year.

Section 2. Church Committees

The Members may create one or more Committees to undertake various facets of the governance and mission of the Church. Committees for this purpose include groups described and operating as Committees, task forces, and any other group designed to study, consider, advise and make recommendations regarding Church governance and significant activity in the mission of the Church. The term Committees as used herein shall not include service ministries whose duties or functions are solely to perform or implement ongoing work or ministries of the Church such as ushering at Church services, operating the audio-visual equipment of the Church and like duties. The Committee on Committees may recommend establishment of committees in addition to the standing committees. Regardless of the Committee which first begins consideration of a particular matter, Committees are encouraged to enlist the help of each Committee whose responsibility may cover a significant part of the matter under consideration.

The standing Committees of this Church may include, but are not limited to, the following:

- Bylaws and Policy Committee

- Pastoral Advisory Committee
- Committee on Committees
- Stewardship Committee
- Long Range Planning Committee
- Personnel Committee
- Properties Committee
- Benevolence Committee
- **Missions Committee**

Upon establishing a Committee, the Members of the Church shall determine the authority and responsibility of the Committee. Committee members shall be determined by the Church Members pursuant to such procedures as the membership shall adopt from time to time. For example, currently the Committee on Committees nominates persons to serve on Committees, the nominations are presented at a Business Meeting and the Members then elect the Committee members. All Church Committee members shall be nominated and elected in this manner with the following exceptions:

- a. The members of the Committee on Committees will be recommended by the former Committee on Committees and elected by the Church.
- b. The Deacon Nominating Committee will be comprised of the Senior Pastor, the Chair of Deacons, two other active Deacons (selected by the Deacons), and two Members at large (selected by the Committee on Committees and elected by the Church).
- c. The Pastoral Advisory Committee will be comprised of the Chair and Vice-Chair of Deacons, plus at least two Members at large (selected by the Committee on Committees and elected by the Church). This committee shall meet at least one time a year.

In all events the Committee members shall be Members of the Church. The Members desire to encourage a system of rotating Committee members and chair so as to offer the general Membership the opportunity for service to the Church, to best utilize the skills of the Membership, and to train the Membership in leadership.

Committee Members shall serve on a five-year rotation basis with one-fifth to be elected each year except for members of Special Committees and permanent Committee members holding a concurrent Church Staff position. If a member leaves or is relieved of their committee duty before the end of their five years, the Committee on Committees will be required to select a new member for that Committee. Depending on time of year, this may require some members to serve beyond five years. For example, if a member is added in July, they will be asked to serve the remainder of that year, plus the five years required of all Committee members.

The duly elected Chair of each Committee shall serve as Chair of such Committee. The Committees of the Church may prepare Policies governing the function and operations of such Committee which policies shall then be recommended to the Bylaws and Policy Committee for compliance with church Bylaws and approval. Each Committee may also adopt a Statement of Purpose, Policies & Procedures setting forth the goal and purpose of such Committee. Committees may, from time to time, as determined necessary for the operation and functioning of the Committee, restate or amend its Policies and/or Statement of Purpose. Amendments to Policies shall be submitted to the Bylaws and Policy Committee for approval or disapproval. If amendments to policies are not approved by the Bylaws and Policy Committee and the submitting Committee appeals this decision, proposed amendments may be presented to the church for church vote at any regular scheduled business meeting.

It shall be the goal of the Church to maintain 7-9 Members on each Committee. The actual number of Members elected to serve on any given Committee, however, shall be governed by the need and function of each Committee as may be determined from time to time.

Section 3. Church Ministries

Where determined by the Church, from time to time, the ongoing work and mission of the Church shall be performed and implemented through Ministries. These Ministries may include, but are not limited to the following:

- a. Creative Arts Ministry
- b. Preschool and Children Ministry
- c. Women's Ministry
- d. Men's Ministry
- e. Student Ministry
- f. Missions Ministry

All Members of the Church desiring to use their time and talents in service of the Lord are encouraged to actively participate in the Ministries of the Church.

ARTICLE III CHURCH PROGRAM ORGANIZATIONS

The Church shall maintain programs and organizations which the Church deems beneficial to the advancement of church objectives. The Church shall provide the spiritual, human, physical and financial resources for the appropriate advancement of these programs.

**ARTICLE IV
WOODRIDGE LEADERSHIP COUNCIL**

The Woodridge Leadership Council shall consist of the Chairmen of all standing Committees, Chairman of Deacons and the Senior Pastor.

The Woodridge Leadership Council exists to accomplish the mission and vision of the Church as follows:

1. The sharing of information in regard to the current work of each group among the Committee chairpersons and Ministry leaders.
2. Give council to and support of the elected leaders of Committees and Ministries and the Senior Pastor.
3. Facilitate the flow of information about the work of the Committees and Ministries to the Members of the Church and of information back to the Committees and Ministries.

The Senior Pastor shall serve as Chairman of the Woodridge Leadership Council and shall preside at all meetings of the Council, which will meet at least once a year.

All matters agreed upon by the Council which call for action needing Church approval, not already approved, shall be referred to the Church for approval or disapproval.

**ARTICLE V
CHURCH ORDINANCES**

Section 1. Baptism

This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The Senior Pastor, or whomever the Senior Pastor shall authorize, shall administer baptism. The Deacons shall assist in the preparation for and the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the Church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Senior Pastor and/or Staff or

Deacons.

Section 2. The Lord's Supper

The Church shall observe the Lord's Supper at least four times per year. The Pastoral Staff and Deacons shall administer the Lord's Supper with the Deacons being responsible for the physical preparations. All those believers in Christ as Savior and Lord are invited to participate in the Lord's Supper.

ARTICLE VI CHURCH MEETINGS

Section 1. Worship Services

The Church shall meet regularly each Sunday morning to worship the Almighty God through prayer, praise, preaching, instruction and evangelism. Sunday evening, Wednesday evening, and other services will be scheduled as deemed appropriate by the Church. The Senior Pastor shall direct the services for all the Church Members and for all others who may choose to attend.

Section 2. Special Services

Revival services and any other Church meetings essential to the advancement of the Church's objectives shall be placed on the Church Calendar.

Section 3. Regular Business Meetings

The Church shall hold regular business meetings quarterly on a designated date.

Section 4. Special Business Meetings

The Church may conduct special called business meetings to consider matters of special significance. A two-week notice must be given for the special called business meeting unless extreme urgency renders such notice impractical. Written notice shall be made available during the services preceding the date of the special called business meeting. The written notice shall include the subject, date, time and place of the meeting. An announcement of the meeting shall also be made at Sunday services preceding the day of the special meeting.

Section 5. Quorum

The quorum consists of those Members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the Church. A parliamentarian shall be elected annually by the Church to ensure that Robert's Rules of Order, Revised, are followed during all church business meetings.

ARTICLE VII CHURCH FINANCES

Section 1. Budget

The Stewardship Committee and Executive Pastor shall be responsible for managing and overseeing the church's financial affairs according to church approved policies and procedures. This will be done in consultation with the appropriate staff, organizational and program leaders, this group shall prepare and submit to the Church for approval an inclusive budget indicating all expected expenses and revenues for the upcoming fiscal year.

Section 2. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Church Treasurer, or Financial Manager or Financial Assistant, and be properly recorded on the books of the Church. Those who have responsibility that involves actual handling of funds shall be bonded, the Church paying the bond, if deemed necessary by the Church. (See Article II, Section 1(6), regarding the Church Treasurer.)

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Committee.

Section 3. Fiscal Year

The fiscal year will be determined by the Stewardship Committee.

ARTICLE VIII CHURCH POLICY & PROCEDURES

The Executive Pastor shall consult with the Church Staff and Standing

Committees to develop and maintain the Church's Policies and Procedures to include Church Policies and Standing Committees' Purpose Statements and Procedures. The Church's Policies and Procedures will be kept and maintained by the Administrative Office and shall be available to any Member of the Church. The Executive Pastor shall maintain the manual. The Bylaws and Policy Committee shall review the manual at least annually, with authority to recommend changes to the Executive Pastor. Addition, revision, or deletion of Church policies requires:

- 1. The recommendation of the Pastoral Staff or Committee to whose areas of assignment the procedures relate**
- 2. Approval by the Bylaws and Policy Committee**
- 3. Approval of the Church as deemed necessary by the Bylaws and Policy Committee**

ARTICLE IX MARRIAGE POLICY

Woodridge Baptist Church, in accordance with God's Word, defines marriage as the exclusive, comprehensive, and conjugal "one flesh" union of one man, male at birth, and one woman, female at birth, as ordained by God. As such, ministers of Woodridge Baptist Church will adhere to this definition of marriage in performing wedding ceremonies as well as all other aspects of ministry. Also, any persons requesting the use of Woodridge Baptist Church facilities for the purpose of conducting a marriage ceremony must adhere to this policy.

ARTICLE X DISSOLUTION

That upon dissolution of Woodridge Baptist Church of Kingwood, the assets will be transferred to another charitable religious or other similar organization that is qualified as a charitable organization under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XI AMENDMENTS

Changes in the Bylaws may be made at any Regular or Special Called Business Meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting held at least two weeks prior to the Regular Business Meeting, and copies of the proposed amendment shall have been furnished to each Member present at the earlier meeting and be made available to any Church Member upon request. Amendments to the Bylaws shall be by two-

thirds vote of the Church Members present and voting.