

# **2024 BY-LAWS of Creation Church**

## **ARTICLE 1 – PURPOSE**

### **Section 1. Introduction**

These By-Laws constitute the code of guidelines adopted by Creation Church and Elder lead church.

### **Section 1A. Creation Church decree**

Creation church is a non-denominational, Elder lead church.

### **Section 2. Purposes and Powers**

Creation Church reserves the right to expect of those serving in any ministry capacity, conformity in both lifestyle and belief to its established doctrinal positions and to retain or dismiss people based upon said conformity.

### **The purposes of the Creation Church is stated in the Mission Statement:**

*The mission of Creation Church is to lead people into a growing relationship with Jesus Christ by creating environments where people are encouraged and equipped to pursue a loving relationship with God, community within and influence throughout.*

## **ARTICLE 2 – MEMBERSHIP**

### **Section 1. Definition**

The Members of Creation Church are those persons having membership rights in accordance with the provisions of this Article of the By-Laws.

Members of Creation Church shall be defined as those persons who have successfully completed the following requirements:

1. Fourteen years of age or older who have a personal relationship with Jesus Christ and who have been baptized as an expression of that faith.
2. Completion of Creation Church's Discovery Map.
3. An interview with a member of the Board of Elders and other appointed leaders to verbalize their personal testimony and determine the integrity of their faith and desire to be committed to the body at Creation Church.
4. Public affirmation before other Members of Creation Church.

**Section 2. Rights of Members**

A member of this Creation Church as defined by this Article:

1. Is eligible for participation in formal positions of Deacon including the Deacon Board, the Missions Board, Staff, and other Deacon position of Creation Church consistent with these By-Laws.

**Section 3. Resignation of Members**

Any member may resign by filing a written resignation to Creation Church's board of Elders.

**Section 4. Termination of Membership**

The Board of Elders by unanimous vote may suspend or terminate a Member of Creation Church for cause after an appropriate hearing.

**Section 5. Reinstatement of Membership**

Membership may be reinstated by the applicant successfully completing requirements 2-4 listed in Section 1.

**ARTICLE 3 – MEMBERSHIP MEETINGS**

**Section 1. General Meetings**

Members shall meet annually or as required to see and participate in discussion about the annual budget and financial statements. At said annual meeting, Members shall transact such other business as may come before that meeting. Elder board must be present and is charged with facilitating the meeting.

**Section 2. Special Meetings**

Special meetings of the Membership may be called by or at the request of the Board of Elders.

### **Section 3. Notice**

Notice of regular or special meetings of the Membership shall be given at least seven (7) days previous thereto by sending written notification to the Members and by enclosing notice in a regularly published program or newsletter.

### **Section 4. Quorum**

Thirty-three percent of the Membership shall constitute a quorum for the transaction of business at any meeting of the Membership, providing that if less than a quorum is present at said meeting, the majority of the Members present may adjourn the meeting without further notice.

### **Section 5. Manner of Acting**

The act of majority of the Members present at a meeting at which a quorum is present shall be the act of the Members, except where otherwise provided by law or by these By-Laws.

### **Section 6. Place of Meeting**

The notice of meeting, whether general or special, must designate the place of the meeting.

## **ARTICLE 4 – BOARD OF ELDERS**

### **Section 1. General Powers**

The Board of Elders is to oversee the spiritual welfare of Creation Church and is the final authority within the Church.

### **Section 2. Number, Tenure and Qualifications**

The number of members of the Board of Elders of the Creation Church shall not be less than three (providing they are qualified) and may be as many as necessary to fulfill their Biblical functions. Each member will serve a minimum one-year commitment, subject to reaffirmation by the Members of the Elder Board each year. A member of the Board of Elders must be a member of the church.

### **Section 3. Regular Meetings**

Regular meetings of the Board of Elders shall be held at least monthly for the transaction of such business as may come before the meeting.

### **Section 4. Special Meetings**

Special meetings of the Board of Elders may be called by or at the request of any member of the Board.

### **Section 5. Notice**

Notice of special meetings of the Board of Elders shall be by email and or telephone to home or business as shown by the records of the Creation Church. Such notice shall state the business which is to be the intended subject of the special meeting.

### **Section 6. Quorum**

A majority of the Board of Elders shall constitute a quorum for the transaction of the business at any meeting of the Board members, provided that if less than a majority are present at said meeting, a majority of the Board members present may adjourn the meeting without further notice.

### **Section 7. Manner of Acting**

The act of majority of the Board of Elders present at the meeting at which a quorum is present shall be the act of the Board of Elders, except where otherwise provided by law or by these By-Laws.

### **Section 8. Termination of Membership on the Board of Elders**

The Board of Elders by unanimous vote of all the other Board members may suspend or expel a Board member for cause after appropriate hearing.

### **Section 9. Resignation**

Any member of the Board of Elders may resign voluntarily at the annual renewal period or by filing a written resignation with the Board of Elders.

## **Section 10. Elder Board Vacancies**

In all cases in which it is applicable, any vacancy or vacancies created in the member body of the Board of Elders, for any reason(s), may be filled by the Board of Elders for the unexpired portion of the term of the membership so vacated.

## **Section 11. Qualification for Board of Elders**

The following procedures and qualifications shall be followed in the selection of all new Board of Elder members:

1. The bible clearly defines this qualification in 1 Tim 3 and Titus 1.
2. The existing Board of Elders will appoint and or nominate another church member or potential new member for the Elder board.
3. Members of the church may bring candidates to the attention of the Elders for consideration.
4. The Elders will review and interview the candidates which they deem worthy of consideration.
5. The Board of Elders will make a unanimous final selection and present the name(s) of the prospective new Elder to the members the church.
6. After a 30-day trial review period, the prospective members of the Board of Elders will be presented for confirmation.

## **Section 12. Informal Action**

In the absence of a formal meeting, an action may be ratified by oral consent of a majority of the members of the Board of Elders either by a conference telephone call in which the members participate and or email.

## **Section 13. Lead Elder / Pastor**

The Board of Elders shall be responsible to select and retain the Pastor and to fill any vacancies in that position, subject to a two-thirds majority vote by the Board of Elders, and Deacon Board. The same two-thirds majority vote would be necessary should a dismissal occur.

## **ARTICLE 5 – PASTOR**

### **Section 1. Role of the Lead Elder / Pastor**

The Lead Elder / Pastor is empowered by the Board of Elders to give spiritual guidance to Creation Church. His primary responsibilities include his roles on all boards of the Creation Church, regular teaching at the main services of the Creation Church and being the primary vision caster for the future direction of the Creation Church.

### **Section 2. Selection of the Lead teach Elder / Pastor (cf. Article 4, Section 13)**

The Board of Elders shall be responsible to select and retain the Lead teaching Elder / Pastor, subject to annual review.

In the event of a vacancy in that position, the Board of Elders shall be responsible to review candidates and fill the vacancy, subject to a two-thirds majority vote at a meeting consisting of the Board of Elders, and Deacon Board. The same two-thirds majority vote would be necessary should dismissal occur.

### **Section 3. Pastor – Boards, Committees, etc.**

The Elders are an *ex officio* member of all church boards, committees, teams, Deacon groups, and any other formally organized groups within the church. While this does not require the Elder's attendance at all meetings, they nonetheless have a voting privilege by virtue of their position.

## **ARTICLE 7 – DEACON BOARD**

### **Section 1. General Powers**

The Deacon Board is authorized by the Board of Elders to address financial, legal and property issues related to the Church and to find consensus between the Board of Elders and the Deacon Board regarding said issues. The Elder board has final authority of any and all decisions per the nature of their service and biblical authority over the church.

## **Section 2. Number, Tenure and Qualifications**

The number of members of the Deacon Board of the Creation Church shall not be less than five (providing they are qualified) and may be as many as is necessary to fulfill their function. The Board will include, at least, the Lead Elder / Pastor, and two representatives from the Board of Elders. Each member will serve a minimum of a one-year commitment, subject to annual evaluation and review by the Board of Elders, and confirmation by the Board of Elders. A member of the Deacon Board must be a member of the Creation Church.

### **Section 2.A Offices of the Deacon Board appointed by Elder Board:**

1. **Chair:** – Responsibilities for collaboration of deacon board, calling meetings, setting agenda and acts as the liaison to the Elder board. The Chair appointment cannot be held by the same individual for more than 1 year consecutively.
2. **Vice-Chair:** – Assists the Chair in responsibilities as needed or in the absence of Chair, responsible for deacon board morale and continuity. The Vice-Chair is appointed to Chair once the one-year of faithful service has expired. The Vice-Chair appointment cannot be held by the same individual for more than 1 year consecutively.
3. **Secretary:** Responsible for all meeting minutes of Deacon board and emails of said minutes to Elder & Deacon board within 3 days post meeting. The Secretary appointment cannot be held by the same individual for more than 1 year consecutively.

## **Section 3. Regular Meetings**

Regular meetings of the Deacon Board shall be held at least monthly for the transaction of such business as may come before the meeting.

## **Section 4. Special Meetings**

Special meetings of the Deacon Board may be called by or at the request of any member of the Board.

## **Section 5. Notice**

Notice of special meetings of the Deacon Board shall be by email, telephone to home or business number as shown by the records of the Creation Church and placed in the bulletin 2 weeks prior to the meeting. Such notice shall state the business which is to be the intended subject of the special meeting.

## **Section 6. Quorum**

A majority of the Deacon Board shall constitute a quorum for the transaction of the business at any meeting of the Board members, provided that if less than a majority are present at said meeting, a majority of the Board members present may adjourn the meeting without further notice.

## **Section 7. Manner of Acting**

The act of a majority of the Deacon Board present at the meeting at which a quorum is present shall be the act of the Deacon Board, except where otherwise provided by law or by these By-Law.

## **Section 8. Termination of Membership on the Deacon Board**

The Deacon Board by two-thirds majority vote (excluding the person under consideration) may expel a Board member.

## **Section 9. Resignation**

Any member of the Deacon Board may resign voluntarily at the annual renewal period or by filing a written resignation with the Deacon Board.

## **Section 10. Qualification for Deacon Board**

The following procedures and qualifications shall be followed in the selection of all new Deacon Board members.

1. Biblical qualification in 1 Tim 3 and Titus.
2. The existing Deacon Board shall be authorized to solicit and evaluate prospective Board members from the existing membership and submit names to the Board of Elders.
3. After a 14-day trial review period, the prospective members of the Board of Deacons will be presented for confirmation.
4. Following review and affirmation of prospective members by the Board of Elders, the member shall begin their term of service.

### **Section 11. Informal Action**

Any action required to be taken at a meeting of the Deacon Board, or any other action taken which may be taken at a meeting, may be taken without a meeting. An action may be ratified by oral consent of a majority of the members of the Deacon Board either by a conference telephone call upon which the members participate or by a designated member calling each other member individually within a 24-hour period following the action.

### **ARTICLE 8 – TREASURER**

If required by the Deacon Board, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with surety or sureties as the Deacon Board shall determine.

1. He shall have charge and custody of and be responsible for all funds and securities of the Creation Church; keep and maintain adequate and correct accounts of the Creation Church's properties and business transactions; render reports and accountings to the various Boards, receive and give receipts for monies due and payable to the Creation Church from any source whatsoever, and deposit all such monies in the name of the Creation Church, in such banks, trust companies or other depositories as shall be selected in accordance with the provisions Article 1 of these By-Laws.
2. In general, perform all the duties incident to the position of Treasurer and Such other duties as from time to time may be assigned to him by the Deacon Board.

### **ARTICLE 9 – CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

#### **Section 1. Contracts**

The Elder & Deacon Board may authorize any officer or officers, agent, or agents of the Creation Church to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Creation Church and such authority may be general or confined to specific instances so long as such instances are budgeted items not exceeding \$1,000.00. Any non-budgeted items or budgeted items of more than \$1,000.00 requires two signatures of a member of the Board of Elders or designated agents of the above.

**Section 2. Checks, Drafts, etc.**

All checks, drafts, or other orders for the payment of money, notes or other evidence issued in the name of the Creation Church shall be signed by the signatory approved by the Deacon Board and the Treasurer.

**Section 3. Deposits**

All funds of the Creation Church shall be deposited from time to time to the credit of the Creation Church in such banks, trust companies or other depositories as the Deacon and Elder Board may select.

**Section 4. Funds**

1. Budget: The Deacon Board will be responsible for overseeing the development of an annual budget with specific input on staff and ministry issues from ministry heads. Final approval of the budget will reside with the Board of Elders. Staff salaries are to be approved by the Board of Elders.
2. Gifts: The Deacon Board may accept, on behalf of the Creation Church, any contribution, gift, bequest or device for the general purposes or for any special purpose of the Creation Church.
3. Annual Audit: The Deacon Board will authorize an annual audit on all the Creation Church's financial dealings and records. The audit will be conducted by a qualified CPA is a member of the American Institute of Certified Public Accountants (AICPA) and in accordance with the standards of the Federal Accounting Standards Board (FASB).

**ARTICLE 10 – BOOKS AND RECORDS**

The Creation Church shall keep correct and complete books and records or account and shall also keep minutes of the proceedings of its Members and Committees and shall keep at the principal office a record giving the names and address of the Members entitled to vote.

**ARTICLE 11 – FISCAL YEAR**

The fiscal year of the Creation Church shall begin on the first day of January and end on the last day of December in each year.

