

# Tonganoxie Christian Church Bylaws

Revision of Bylaws 2026 (Approved by TCC Elders on August 20, 2026)

**The Christian Church of Tonganoxie, Kansas**

## Preamble

The Christian Church of Tonganoxie, Kansas endeavors to be a Church of the Lord Jesus Christ as described and established by the New Testament. The purpose of these bylaws is to help us carry out the life of this Church in a biblical and orderly manner. The ultimate authority for the Church's organization, governance and operation is the Bible. When a conflict or ambiguity exists concerning these bylaws, deference is to be given to Scripture for resolution.

## Article I: Name and Principal Office

The name of the corporation is **The Christian Church of Tonganoxie, Kansas**. This corporation will be further referred to in the by-laws as the "Church" or "TCC." The Church maintains its principal office at 204 E Washington Street, Tonganoxie, KS 66086.

## Article II: Membership

### Section 1: General

The New Testament depicts groups of people who, once devoted to Jesus, regularly participated with a specific body of believers (see Romans 16:1, 1 Corinthians 1:2, 2 Corinthians 8:1, Philippians 1:1, Acts 11:26). In order to implement the principles of accountability and commitment to such a local body as defined in the New Testament and practiced in the early churches, the Church recognizes the need for formal membership. Membership in this Church will consist of all persons who have met the following qualifications for membership.

### Section 2: Qualifications of Membership

Any person who has accepted Jesus Christ as his or her personal Savior and Lord, has repented of sin, has chosen to be baptized, and is willing to commit himself or herself to the Church's membership agreement as a part of the local body of believers may become a

member by expressing such a desire by signing the Membership Agreement. See Church Policy Manual for the current Membership Agreement.

Active members are defined as those who have attended the Church twelve or more times in the past twelve months.

### Section 3: Responsibilities of Membership

The responsibilities of members are described by, but not limited to, the following: spiritual growth, helping others follow Jesus more closely (“making disciples”), practicing the many “one-anothers” of the New Testament (“love one another,” “serve one another,” “submit to one another,” “share each others’ burdens,” “motivate one another to acts of love and good work,” etc.).

### Section 4: Termination of Membership

Membership of an individual in the Church will be ended by the written request of the member to an elder or minister of the Church, by the individual’s death, or by a consensus decision of the elders.

### Section 5: Discipline of Members

The purpose of church discipline is to glorify God by maintaining purity in the Church (1 Corinthians 5:6), protecting believers by deterring sin (1 Timothy 5:20), promoting the spiritual welfare of the offending believer by calling him or her back to biblical standards of doctrine and conduct (see Galatians 6:1).

See Church Policy Manual for the process to be followed in church discipline, which follows the guidance of Scripture in Matthew 18.

## Article III: Membership Meetings

### Section 1: Location

Meetings of the members will be held at 204 E Washington Street, Tonganoxie, KS 66086 or at a location designated by the Elders.

### Section 2: General Meetings

A general meeting of the members will be held in October on such a date and time as determined by the Elders. This general meeting will be the annual membership meeting. The purpose of this meeting will be to affirm decisions presented by the Elders and to present reports as deemed necessary by the Elders.

### Section 3: Special Meetings

Special meetings may be called at any time by the Elders by giving a two-week notice to the members. Church members may, for any purpose, present to the Chairman of the Elders a petition calling for a special meeting of the membership. This petition will be signed by no less than 25% of the members of the Church and state the purpose for which the meeting is being called. The Chairman will schedule, announce, and conduct the special meeting within 30 days of the receipt of the petition.

### Section 4: Notification Requirements of Meetings

Church members will be given prior notification of membership meetings no less than two weeks prior to the scheduled meeting. Notification of membership meetings and their agendas will be provided by any one of the following methods: written announcement in any Church publication (i.e., newsletter, etc.); verbal announcement to the congregation in attendance at regular worship services; and/or written notification delivered electronically to members at the addresses they request for such notifications.

### Section 5: Quorum

Those members present will constitute a quorum of the membership for the transaction of any and all business.

### Section 6: Affirmations

Affirmation is the process of expressing written support for the decisions of the Elders. Decisions the Elders have made will be presented to the members for their affirmation. Affirmation of Elder decisions will be by two-thirds of the members present. All affirmations will be by those physically present at the membership meeting and no proxy affirmations will be allowed.

Member affirmation must be requested for the following: the amending of the articles of incorporation, amending the bylaws, or dissolution or merger of the Church; and may also be requested for the affirmation of Elders and Deacons; indebtedness that results in a mortgage against Church real estate; candidate selection for the role of Senior Minister.

### Section 7: Meeting Procedures

The Chairman of the Elders will conduct all Church membership meetings, and in his absence such meetings will be conducted by the Vice-Chairman of the Elders. Official minutes will be taken and filed in the permanent records of the Church by the Recording Secretary of the Church.

# Article IV: Elders

## Section 1: General Scope

The Church seeks to be a New Testament Church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith, or structure of the Lord Jesus Christ's Church. The pastoral and administrative structure for a New Testament Church is to utilize a plurality structure of leaders, consisting of, but not limited to, Elders, professional staff, lay leaders, etc. The Elders are accountable before God for the ultimate oversight of the Church. The Christian Church of Tonganoxie, Kansas abides by and practices Elder Governance as described in the Church Policy Manual.

## Section 2: Duties

The Elders will oversee, lead, shepherd, and care for the spiritual condition of the Church as set forth in the Bible. According to scriptural example, the Elders' primary responsibilities in an elder governance leadership model are: Prayer (Acts 6:4); Preaching (Acts 6:4; "ministry of the word"); Policy creation and oversight (Acts 15:22, 28-29); Pastoral care (Acts 20:28); Protection (Acts 20:28-31).

## Section 3: Qualifications

Any man who is an active member of the Church and has demonstrated spiritual maturity over an indeterminate period of time and meets scriptural requirements (see 1 Timothy 3:1-7, 5:17-22; Titus 1:5-9; 1 Peter 5:1-4; Hebrews 13:17), is eligible to serve as an Elder.

## Section 4: Selection

While there is no established biblical mandate for a minimum number of elders, the articles of incorporation limit the number of elders to no fewer than three nor more than six. Those Elders currently serving will determine the appropriate number of Elders to serve at the Church based upon the number of spiritually qualified individuals. When deemed necessary to have additional Elders, currently serving Elders will recruit, orient, equip and integrate new Elders into the eldership through a deliberate vetting process (see Church Policy Manual).

## Section 5: Terms of Service

While each Elder will be asked for a one-year commitment, subject to annual review by their peers and reaffirmation by the Church members, the terms of service will be for an indefinite period of time, assuming the Elder continues in his desire to serve and continues to exhibit the character and qualifications of an elder. Sabbaticals may be granted, and

occasionally encouraged, when Elders experience stresses or other life circumstances that would hinder their effective service as an Elder.

## Section 6: Removal

Service as an Elder in the Church will be ended by the written request of the Elder to the other Elders of the Church, by the individual's death, or by a consensus decision of the other Elders.

## Section 7: Organization of The Elders

The Elders will meet as a collective group as often as necessary and minutes will be recorded. The Elders will appoint annually from their own number, men who serve in the following roles: Chairman, Vice-Chairman and Recording Secretary of the Elders. An Elder will be designated by consensus of the elders as the Chair of the Leadership Team (see By-Laws, Article V: Church Leadership for further information).

# Article V: Church Leadership

## Section 1: General Scope

The following is a description of the various positions of leadership at the Church, which creates a multi-faceted leadership structure and allows us to do ministry in a decent and orderly fashion.

## Section 2: Elders

The Elders, previously described in Article IV, have final authority over all matters at the Church.

## Section 3: Senior Minister

### DUTIES:

The Senior Minister is responsible to the Elders to lead the Church in such a way that the church functions effectively as a New Testament Church, thereby achieving the stated vision and purpose. The Senior Minister will provide a clear voice of leadership to the Church and be responsible for communicating the vision, while preaching/teaching the Word of God so that lives can be authentically impacted by Scripture. He is to lead by precept and example, maturing believers through insightful and accurate presentation of the Word. The Senior Minister will be considered a member of all ministry teams by virtue

of his role (“ex-officio”). The Senior Minister may serve as an Elder, being accountable for, and a representative of, all staff positions.

### QUALIFICATIONS:

The Senior Minister will be a male and will possess the same spiritual qualifications as that of an Elder (see By-Laws, Article IV: Elders, Section 3: Qualifications). The Elders may establish further skill requirements (i.e., preaching, teaching, leadership, etc.).

### SELECTION:

The Elders will appoint a team of individuals (i.e., Search Team), comprised of selected elders and other leaders as deemed appropriate. The Search Team will review Senior Minister candidates, conduct initial interviews, complete background investigations, and recommend candidates to the Elders for their review and approval. After prayerfully reviewing the candidates, the Elders will present one candidate for the role of Senior Minister to the members of the Church for their affirmation (see Article III, Section 6).

## Section 4: Deacons

### DUTIES:

Deacons are responsible to the Elders as individuals who are appointed as key servants in the church. They provide spiritually mature service, assisting the Elders in accomplishing specific ministry tasks of the church. Deacons may serve, minister to those in need, lead ministry teams, or help as key volunteers in ministry areas.

### QUALIFICATIONS:

Any man who is an active member of the Church and has demonstrated spiritual maturity over an indeterminate period of time and meets scriptural requirements (see 1 Timothy 3:8-13, Acts 6:1-7) is eligible to serve as a Deacon. The Elders may establish further skill requirements (i.e., mechanical proficiency, communications, leadership, etc.).

### SELECTION:

While there is no established biblical mandate for a minimum number of Deacons, those Elders currently serving will determine the appropriate number of Deacons to serve at the Church based upon the number of spiritually qualified individuals. When deemed necessary to have additional Deacons, currently-serving Elders will recruit, orient, equip and integrate new Deacons through a deliberate vetting process (see Church Policy Manual).

## TERMS OF SERVICE

While each Deacon will be asked for a one-year commitment, subject to annual review by their peers and reaffirmation by the Church members, the terms of service will be for an indefinite period of time, assuming the Deacon desires to serve and continues to exhibit the character and qualifications of a Deacon.

## Section 5: Officers and Trustees

### GENERAL:

While Scripture indicates that Elders bear the ultimate responsibility for leading the church, it does allow for the delegation of responsibilities. Therefore, the Elders of the Church will specifically delegate to the Leadership Team the responsibility of overseeing the legal, financial, business, and executive matters of the Church. The Leadership Team will create whatever internal structures it deems appropriate to carry out its responsibilities and to fulfill any requirements necessary for them to act as legal and financial representatives of the Church. The Leadership Team will be accountable to the elders.

### OFFICERS:

On an annual basis, the Elders will appoint officers comprising the Leadership Team, who are considered the Church's corporate officers:

*Chairman:* This individual is also an Elder and will preside over the Leadership Team. He is responsible for preparing meeting agendas and leading such meetings. It is his responsibility to keep the Elders apprised of the operational integrity of the church.

*Vice-Chairman:* This individual will be appointed from outside the eldership and fulfill the duties and responsibilities of the Chairman when he is absent and perform other duties as delegated by the Chairman.

*Treasurer:* The Treasurer will be appointed annually from outside the eldership and present monthly financial reports at the Leadership Team meetings, keeping the Team informed as to the status of the general operating budget. The Treasurer oversees the management of all financial investments, non-cash gifts (i.e., stocks, bonds, etc.), and develops a system of financial operation that ensures fiscal integrity.

*Secretary:* This individual will be appointed annually from outside the eldership and be responsible for taking minutes of all Leadership Team meetings and membership meetings. S/he will provide accurate minutes in a timely fashion to the Elders and Leadership Team members. S/he will have the ability of retrieving these records when needed and ensuring

the accuracy of all meeting minutes prior to submitting them as official records of the church.

*Trustees:* The Leadership Team will function as Trustees. Annually, the Elders may appoint additional individuals who will serve as at-large members of the Leadership Team, and who will perform duties as delegated by the Chairman.

## Section 6: Ministry Teams

Ministry teams perform duties related to specific ministry tasks (i.e. outreach team, missions team, worship team, etc.). These teams have been delegated the responsibility and authority to do their ministry within the confines of their operating budget and church policies. Each team is responsible to meet regularly, and they will be accountable to either a staff member or another individual appointed by the Elders. Each team may create a ministry description, outlining the role and responsibilities of the team. Every ministry organization within the Church will be an integral part of the Church and not an entity in itself. The Elders will have ultimate oversight of all ministry organizations/teams connected with the Church; auxiliary ministry teams (i.e. bookstore, school, day care center, etc.) remain within this structure.

## Section 7: Church Staff

The Church may hire additional staff as needed to accomplish its stated vision and purpose.

The Senior Minister provides direction for the Church staff either directly or through those whom he appoints. All staff hiring and employment termination is done through the Senior Minister or the process he creates, subject to the approval of the current Elders.

## Section 8: Removal

Service as a leader in the Church will be ended by the written request of the leader to the elders of the Church, by the individual's death, or by a consensus decision of the Elders.

# Article VI: Indemnification

## Section 1: General Scope

The Church will indemnify any agent (i.e., elders or officers) made a party to any action, suit, or proceeding by reason of the fact that they are or were a director of the Church, against all costs and expenses, including attorney's fees, actually and necessarily incurred by them in connection within any appeal therein, except in relation to matters as to which it

will be adjudged in such action, suit, or proceeding that such person is liable for negligence or misconduct in the performance of their responsibilities. Such right of indemnification will not be exclusive of any other rights to which such person may be entitled apart from the provisions of this article.

## Section 2: Required Standard of Conduct

The agent (i.e., person) seeking indemnification will be found by the elders that they acted in good faith, in a manner they believed to be in the best interest of the Church, and with such care, including reasonable inquiry as an ordinarily prudent person in a like position would use in similar circumstance. In the case of a criminal proceeding, the person will have had no reasonable cause to believe that their conduct was unlawful.

## Section 3: Insurance

The Leadership Team may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent (i.e., person) of the Church against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Church would have the power to indemnify the agent; provided, however, that the Church will have no power to purchase and maintain such insurance to indemnify any agent of the Church for violation of State or Federal laws.

# Article VII: Fiscal Operations

## Section 1: General Scope

The Church will maintain adequate and accurate books and records of accounts (i.e., financial records); minutes of elders' meetings, Leadership Team meetings, and membership meetings; records of membership including names, addresses and contribution records of individuals. All such records will be kept at its principal place of business and the safekeeping of the records will be the responsibility of the Recording Secretary of the Leadership Team.

## Section 2: Organizational, Policy and Procedural Manuals

These manuals have been prepared as a guide to all who serve in leadership positions at the Church. Their purpose is to aid in effectively fulfilling the purpose of the Church, and providing guidelines about the Church's organizational structure and ministry operations. Policy statements guide and protect, and the elders reserve the right to modify, supplement, rescind, or revise any of the policy manual's information, with or without notice, as deemed necessary.

## Section 3: Inspection of Records, Reports and Documentation

An active member may, at any reasonable time, inspect records, reports, and documentation of the church except for personnel salaries and records, contribution records, executive sessions of elder meeting minutes, and counseling records.

## Section 4: Asset and Debt Management

The elders delegate the authority to the Leadership Team to manage all funds of the Church. If there are requests for expenditures exceeding the approved general operating budget, the Leadership Team is responsible to review and approve (or deny) such a request. The Leadership Team may buy or sell church assets up to, but not exceeding, a market appraised value equal to 10% of the approved general operating budget. Purchases or sales greater than 10% of the approved general operating budget require the prior approval of the elders. In instances that would result in indebtedness secured by the real property of the Church, a membership meeting will be held seeking congregational affirmation of the indebtedness. The Leadership Team may obtain short-term, unsecured financing on behalf of TCC up to an amount of, but not exceeding, 10% of the approved general operating budget.

## Section 5: Fiscal Review

The fiscal operation of the Church is subject to annual review as deemed necessary by the Leadership Team, including, but not limited to, an annual compilation by a Certified Public Accountant.

## Section 6: Fiscal Year

The fiscal year of the Church is January 1-December 31.

# Article VIII: Amendments

## Section 1: General Scope

These by-laws, or any provision of them, may be altered, amended, or repealed; and new by-laws may be adopted at any time by the elders, with the affirmation of the change(s) by two-thirds of the active members present at any special or regular membership meeting at which a quorum is present.

## Section 2: Amendments

No amendments have been made.