

**BYLAWS OF  
Community Church at SaddleBrooke**

**Revised February 17, 2021**

**MISSION AND VISION**

The mission of Community Church at SaddleBrooke is to provide varied opportunities for people to establish and develop a spiritual faith in Jesus Christ.

We are a Christian church that is open and inclusive, caring and sharing, serving the spiritual needs of SaddleBrooke, SaddleBrooke Ranch, and the surrounding community, deploying our talents and gifts.

**Article I. NAME AND INCORPORATION**

**1.01.** The name of this church will be the Community Church at SaddleBrooke.

**1.02.** For the purpose of these bylaws, the congregation of the Community Church at SaddleBrooke, is hereinafter designated as “this church.”

**1.03** This church will be incorporated under the laws of the State of Arizona.

**Article II CONFESSIOIN OF FAITH**

**2.01.** In accordance with Scripture, this church adopts the following confession of faith:  
We believe in the Triune God, acknowledge Jesus Christ as Lord and Savior, and accept the Holy Scriptures as the only norm and rule of faith and practice.

See Addendum 1. Sacraments and Addendum 2. Creeds.

**Article III PREROGATIVES AND PURPOSES**

**3.01 To Govern**

This church will have the right to govern itself and to conduct its own affairs according to the standard of the New Testament Scriptures. This right will specifically include such matters as the calling of pastors, the election of the church Board of Directors, the removal of pastors or any officer, director, or employee, and the conducting of its own church services and church program.

**3.02 To Acquire and Dispose**

In connection therewith, or incidental thereto, this church will have the right to purchase or acquire by gift, bequest, or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease, or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes, and to exercise all other powers conferred upon it by its charter or by the applicable nonprofit corporation law of this state; all in accordance with its bylaws as the same may be hereafter amended.

### **3.03 Purpose**

The purpose of this church will be to establish and maintain a place of worship of Almighty God and to provide for Christian fellowship for the residents of SaddleBrooke, SaddleBrooke Ranch and the surrounding community.

### **3.04 To Cooperate**

This all-denominational Christian church is free to cooperate with any and all Christian organizations it so chooses to extend the work and Kingdom of God.

## **ARTICLE IV                      MEMBERSHIP**

**4.01.** Members of this church will be those persons on the roll of this congregation at the time that these bylaws are adopted and those who are admitted thereafter and who have declared and maintained their membership in accordance with the provisions of the church bylaws.

**A.** All applicants for membership will complete the congregation orientation process and be submitted by the Lead Pastor to, and confirmed by, the Board of Directors.

**B.** The Lead Pastor will install new members at a regular worship service of the church.

**4.02.** Members will be classified as follows:

**A.** Regular Members are members who have communed in this congregation and will have made a contribution of record to this church within the last calendar year.

**B.** Associate Members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this church. They have all the privileges and duties of membership except eligibility for elected offices of this church.

**C.** Regular and Associate members will be referred to as Active Voting Members in these bylaws.

**D.** Members who, without good cause, absent themselves from the worship services of the church for a period of twelve (12) consecutive months, or who cease to make a financial

contribution of record for a period of twelve (12) months may be declared inactive non-voting members by the Board of Directors.

## **ARTICLE V                      GOVERNMENT**

### **5.01. The Church Board of Directors**

#### **A. General**

The government of this church will be vested in the congregation, which will administer its responsibilities through a Board of Directors, which will consist of the Lead Pastor, the Treasurer and five other directors. All of the directors, and preferably the Lead Pastor, will be permanent residents of SaddleBrooke or SaddleBrooke Ranch.

#### **B. Qualifications of Church Board of Directors**

Members of the Board of Directors will be Regular Members of this church and persons of mature Christian experience and knowledge. Having been a member for a minimum of one year, they will currently support the church with their tithes and offerings, have a cooperative spirit, participate in the various church ministries, support the church mission, vision and beliefs as stated in the Bylaws and regularly attend church services.

#### **C. Duties of Church Board of Directors**

1. The Board of Directors will have general charge and management of the affairs, funds, and property of the church. The Board of Directors will have the authority to carry out the purposes of the church according to its charter and to these bylaws.
2. The Board of Directors will elect a Chair and a Vice Chair from among its members. The Lead Pastor will not serve as Chair of the Board.
3. The Board of Directors will elect a Corporate Secretary from among its members.
4. The Board of Directors will appoint a Treasurer from the Regular Members of this congregation. The Board may also appoint a non-voting Assistant Treasurer.
5. The Board of Directors will be responsible for the preparation and submission of a comprehensive congregational report to this congregation at the regularly scheduled annual meeting.

### **5.02 Officers**

**A. General.** There will be a Chair, a Vice Chair, a Treasurer and a Corporate Secretary of the Board of Directors.

## **B. Qualifications**

### 1. Chair, Vice Chair, and Corporate Secretary

The Chair of the Board of Directors, the Vice Chair, and the Corporate Secretary, will be Regular Members of this church and duly elected members of the Board of Directors.

### 2. Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer will meet the qualifications for Board of Directors and must be Regular Members of this church.

## **C. Duties of Officers**

### 1. Chair of the Board of Directors

The Chair of the Board of Directors will chair all church board meetings and all regular and special church business meetings.

### 2. Vice Chair of the Board of Directors

Will serve in the capacity of the Chair of the Board of Directors in his/her absence or at the Chair's request.

### 3. Treasurer

(a) Will be entrusted to initiate new accounts, close accounts, and otherwise manage all of the church's accounts at FDIC approve banks and investment advisors subject to the Board of Directors. Will disburse funds in accordance with current procedures approved by the Board of Directors.

(b) Will keep an itemized account of receipts and disbursements, will present a report for each regular meeting of the Board of Directors, and will present an annual report to the church at its annual business meeting.

(c) Will ensure that annual corporation reports are filed as may be required by the State of Arizona and the U.S. Internal Revenue Service. Will assist the church in maintaining its tax-exempt status.

(d) Will perform other finance and tax duties as assigned by the Board of Directors.

(e) The Assistant Treasurer will assist the Treasurer at the direction of the Treasurer. He/she will be prepared to assume the duties of the Treasurer should the Treasurer be unable to perform them as determined by the Board until a new Treasurer is appointed.

### 4. Corporate Secretary

The Corporate Secretary will record the minutes of all the Board and church business meetings.

### **5.03. Pastors**

#### **A. Qualifications.**

All the Team Pastors will be an ordained minister in good standing with the fellowship or denomination of their choice.

#### **B. Duties.**

1. The Lead Pastor will be the spiritual overseer of the church's mission, vision, and beliefs as stated in the church bylaws and will direct its activities in cooperation with the Board of Directors.
2. During the term of his/her tenure, he/she will be a voting member of the Board of Directors. He/she may designate a Team Pastor to attend Board meetings as his/her proxy, with the authority to vote. However, the Lead Pastor remains responsible for the decisions and votes made by his/her proxy.
3. The Lead Pastor will be responsible for the overseeing of the Pastoral Team and preaching assignments.
4. The Lead Pastor, or his pastor designee will be responsible for supervision of all paid staff members. This will include performance evaluations, hiring and termination.
5. The Lead Pastor will be responsible for meeting with the other pastor(s), as needed to talk about pastoral schedules, accomplishments, creative ideas and resources that the pastoral staff may need and any goals that may have been set. The Lead Pastor will present all significant issues, concerns and accomplishments for the Board's action or approval.
6. Team Pastors will work closely with the Board to establish annual goals and objectives.
7. Team Pastors will be an ex officio member of all committees, as assigned by the Lead Pastor.
8. All pastors will remain under the overall supervision of the Board of Directors per the Church Bylaws Section 5.01C1. Pastors will not vote on pastoral contract issues.

### **5.04. Fiduciary Duties**

The law imposes fiduciary duties on officers and directors. Those duties are for actions of due care and diligence, loyalty, avoidance of self-dealing and expending designated contributions for the purposes specified, and not co-mingling personal and corporate funds.

## **ARTICLE VI                      ELECTIONS, VACANCIES, AND REMOVALS**

### **6.01. Elections**

#### **A. Pastors**

All the pastors will be elected by a two-thirds majority vote of the Active Voting Members present at an officially called church business meeting. Secret ballots will be cast in this election and the vote counted and read before the entire membership.

#### **B. Directors**

1. A Nominating Committee, elected by the congregation, will nominate and present to the Church Board, a slate of candidates for the vacant Director positions, including one non-voting alternate. The candidates after majority approval by the Board will then be presented for election by a majority vote of those Active Voting Members present at an annual business meeting.

2. Active Voting Members may recommend nominees to the nominating committee; however, nominations for directors will not be accepted from the floor during any business meeting.

#### **C. Treasurer and Assistant Treasurer**

The Treasurer appointed by the Board, will be affirmed by the congregation at the regularly scheduled Annual Business Meeting. If the appointed Treasurer is unable to perform his/her duties as determined by the Board, the Board may appoint a new Treasurer until the next regularly scheduled Annual Business Meeting.

#### **D. Corporate Secretary**

The Corporate Secretary will be elected by the Board of Directors from among its members.

#### **E. Nominating Committee**

1. The candidates for the Nominating Committee will meet the same requirements as the Board of Directors as stated in 5.01B.

2. The Nominating Committee will present a slate of candidates for the vacant Nominating Committee positions to the Board, including one non-voting alternate. The approved

candidates will be elected by a majority vote of Active Voting Members present at the annual business meeting.

3. Active Voting Members may recommend nominees to the Nominating Committee; however, nominations for Committee membership will not be accepted from the floor during any business meeting.

## **6.02 Terms of office**

### **A. Directors**

1. Directors, exclusive of the Lead Pastor, will be elected for a three (3) year term, and will hold office until the annual business meeting at which their successors are elected. The Alternate elected will serve as alternate until the next annual meeting. The alternate will succeed any Board member, who is unable to complete his/her term for any reason and that Alternate will then complete the remaining duration of the vacated term

2. Directors, exclusive of the Lead Pastor, may not serve more than two consecutive three (3) year terms. The terms of directors will be staggered appropriately.

3. Officers elected by the Church Board of Directors will serve no more than two (2) consecutive one-year terms in any designated officer's position.

### **B. Treasurer and Assistant Treasurer.**

1. The term for Treasurer is two years. The Board may approve additional years on a year-to-year basis.

2. The term for Assistant Treasurer will be on an "as needed" basis, to be determined by the Board.

### **C. Nominating Committee**

1. Nominating Committee members will be elected for a three (3) year term and will hold office until the annual business meeting at which their successors are elected. The designated non-voting alternate will serve as alternate until the next annual meeting. If there is a vacancy in the Nominating Committee, the alternate will then complete the remaining duration of the vacated term.

2. Committee members may not serve more than two consecutive three (3) year terms. The terms of committee members will be staggered.

## **6.03. Vacancies**

**A. Pastor.** The position of a pastor will be vacant upon his/ her submission of a letter of resignation, or upon action of the Board of Directors and the congregation. When a

vacancy in the office of a pastor will occur, the Board of Directors will arrange for a temporary replacement until a new pastor is chosen.

## **B. Directors, Treasurer, and Secretary**

The offices of Director, Treasurer, or Secretary will be vacant upon the expiration of the term of office, upon submission of a letter of resignation, or upon action of the Board of Directors.

## **D. Filling Vacancies of Pastor and Board of Directors**

1. Vacancies occurring in any office or position of leadership in the Church, other than that of Pastor, will be filled as follows: Chair will be replaced by the Vice-Chair, and Directors by the individual who has been elected as the Alternate director member. Said Alternate director will complete the duration of the replaced director's term.
2. In the event the Treasurer is unable to complete his/her term, the Assistant Treasurer will assume the Treasurer's duties.
3. To fill the vacancy of the Pastor, a Pastoral Nominating Committee will be selected by the Board of Directors. The committee will interview pastoral candidates to fill the vacancy, after which, they will make written recommendation(s) to the Board of Directors. The Board of Directors, after conducting its deliberation, will nominate one candidate for affirmation by the congregation at an official church Special Business Meeting called for this purpose. Voting will be by secret ballot.

## **6.04 Removal of Pastor and Officers**

1. Any officer, director, or employee of the church, except a pastor, may be terminated by action of the Board of Directors.
2. The Pastor may be terminated by a two-thirds (2/3) majority vote of the Active Voting Members present and voting at a Special Business Meeting called for the limited purpose of his/her removal.
3. Board members and the Treasurer will be ineligible to vote on any motion regarding his/her removal from the Board of Directors.
4. In the event that a Pastor or any member of the congregation experiences moral, criminal, or personal behavior which is a detriment to the unity and mission of the church, the Board of Directors will pursue corrective and/or restorative action as the circumstances warrant. If restorative action cannot be accomplished, the Board will initiate action leading to removal.
5. The Lead Pastor or other member of the Board of Directors who is the subject of such occurrence will be ineligible to vote in any Board of Directors action concerning such issue.



## **ARTICLE VII. MEETINGS**

### **7.01. Meetings for Worship**

Meetings for public worship will be held on each Lord's Day and during the week as may be provided for under direction of the Lead Pastor or the Board of Directors if there is no Lead Pastor.

### **7.02. Notice of Meetings**

Notice of all meetings of this congregation will be given at the services of worship on the preceding two consecutive Sundays, posted in the Bulletin, and on the church website at least 10 days in advance of the date of the meeting unless otherwise provided in these bylaws.

### **7.03. Annual Business Meetings of the Church Membership**

There will be an annual business meeting of the church at which time the election of officers will take place and the report of all officers will be presented. This meeting will be held on the second (2<sup>nd</sup>) Sunday in February each year. The Chair of the Board of Directors, or another individual selected by the Board of Directors, will chair this meeting.

### **7.04. Special Business Meetings of the Church Membership**

**A.** Special Business Meetings may be called by the Lead Pastor, or by a majority of the Board of Directors, or by a petition signed by not less than one third (1/3) of the members of the church.

**B.** Petitions pertaining to the business affairs of the church will be submitted to the Lead Pastor or to the Chairman of the Board of Directors. Notice of the date, time, place, and purpose of each special business meeting will in accordance with the procedures in 7.02. The Chair of the Board of Directors, or another individual selected by the Board of Directors, will chair this meeting.

**C.** No business other than that specified in the notice of the meeting will be transacted at any special meeting of the church membership.

### **7.05 Maintaining Order in Business Meetings**

**A.** All church business meetings will be in keeping with these bylaws and the spirit of Christian love, unity, and fellowship.

**B.** All actions by the congregation will be by majority vote, except as otherwise provided in these by-laws.

### **7.06. Voting Constituency**

The voting constituency at all church business meetings will consist of all Active Voting Members who are present.

### **7.07. Quorum**

A quorum will consist of a majority of all Active Voting Members present at any duly called business meeting.

### **7.08. Church Board Meetings**

**A.** The church Board of Directors will meet monthly, or at the call of the Lead Pastor, the Chair of the Board, or as called by a quorum of the Directors. Upon agreement of the time and the place, the pastor, Chair of the Board, or the directors calling for the meeting, will make an announcement.

**B.** A majority of the Directors will constitute a quorum.

**C.** Church members are welcome to attend Board Meetings. The Board Chair, at his/her discretion, shall declare an executive session when dealing with sensitive matters. Only Board Members and those called by the Board may attend the executive sessions.

## **ARTICLE VIII. COMMITTEES AND MINISTRIES**

### **8.01. General**

**A.** This church will create and maintain such committees and ministries as may be necessary and advisable for the extension of its work.

**B.** All such committees and ministries will be subordinate to the church and will contribute to the harmony and development of the whole. They will be under the general supervision of the Lead Pastor and Board of Directors, and all pastors will be ex officio members of all committees. Accordingly, all members of committees and leaders of ministries must be Active Voting Members of this church.

## **ARTICLE IX. FINANCE**

### **9.01. In General**

The voluntary contributions, tithes, and offerings of the members and friends of the congregation will provide all funds for the maintenance of the church. Offerings will be

accepted by the church at such times and in such ways as agreed upon by the church Board of Directors and will be administered by the Treasurer under their direction

### **9.02. Handling of Offerings**

All offerings will be counted by at least two authorized church members (stewards) approved by the Board. The Treasurer shall have the oversight of the stewards and will have the authority to appoint or dismiss stewards subject to Board approval. Those counting and depositing the offering will complete the Church Offering Worksheet and the Deposit Summary forms in accordance with the current instructions from the Stewardship Committee. The offering information will be retained by the church.

### **9.03. Pastoral Remuneration**

#### **A. Regular remuneration**

The pastors will be remunerated for their services by a salary defined in a contractual agreement, or by other written means agreed upon by the Board of Directors. The Board of Directors will review the pastors' remuneration at least annually or as set forth in a contract.

#### **B. Reimbursement for Expenses**

The pastors will be given consideration by the church board for expenses as defined in a contract.

### **9.04. Employee Remuneration**

#### **A. Regular remuneration**

Church employee(s) will be remunerated for his/her services by a salary defined in a contractual agreement. The Board of Directors will ensure that a review of the employee's remuneration and performance occurs at least annually or as set forth in a contract.

#### **B. Reimbursement for expenses**

The employee will be given consideration by the church board for expenses as defined in a contract.

## **ARTICLE X. PROPERTY**

### **10.01. Title**

All property of the church will be deeded to the church and held in its name or, if required by law, to trustees acting on behalf of the church and their successors in office.

### **10.02. Purchases and Sales of Property**

A. The Board shall have authority to make necessary purchases, repairs, and replacement of equipment.

B. Sale of any church real estate must be approved by a vote of two thirds of the Active Voting Members present at the Annual or Special Business Meeting.

### **10.03. Discontinuation of Church Services**

Should this church cease to maintain a weekly worship service for a period of three months under the direction of a leader duly authorized it will be dissolved and its properties disposed of in accordance with paragraph 10.04.

### **10.04. Dissolution**

Upon the dissolution of the church, none of its funds or assets will be distributed to any officer, deacon, trustee, or any other individual. The church board will, after paying or making provision for the payment of all of the liabilities of the church, dispose of all the funds and assets of the church to a Christ centered exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). Any such funds or assets not so disposed of will be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, to such organization as the Court will determine which is organized and operated exclusively for religious purposes.

## **ARTICLE XI. ARBITRATION OF DISPUTES**

Inasmuch as the Scriptures require Christians to take their disputes to the saints and not to the civil courts (1 Corinthians 6:1-8), all disputes which may arise (1) between any member of this church and the church itself, or (2) between any member of this church and any pastor, officer, director, employee, volunteer, or other worker of this church, will be resolved by binding arbitration if efforts to mediate or conciliate the dispute have failed. Either party to the dispute may initiate the arbitration process by filing with the other party a written request for arbitration within a reasonable time after the dispute has arisen and efforts to mediate or conciliate have failed. In such a case, the member and the church will each name a, preferably Christian, arbitrator, and the two so selected will name a third. The third arbitrator chosen by the other two will disclose, before accepting the appointment, any financial or personal interest in the outcome of the arbitration, and any existing or past financial, professional, family, or social relationships which are likely to affect impartiality or might reasonably create an appearance of partiality or bias.

Either of the parties to the arbitration, on the basis of such disclosures, may disqualify such a candidate from serving as the third arbitrator. A third arbitrator who serves without

objection from either party has a continuing duty to disclose relationships or interests which may impair his impartiality. Either party, regardless of the stage of the arbitration process, may on the basis of such disclosures disqualify such a person from further participation. The arbitration process will not proceed until the third arbitrator is selected.

The arbitrators will appoint the time and place for the hearing and cause notification to the parties to be served personally or by registered mail not less than 30 days before the hearing. Appearance at the hearing waives such notice. The arbitrators may adjourn the hearing from time to time as necessary and, on request of a party and for good cause or upon their own motion, may postpone the hearing to a later date. The arbitrators may hear and determine the controversy upon the evidence produced notwithstanding the failure of a party duly notified to appear. The parties are entitled to be heard, to present evidence material to the controversy, and to cross-examine witnesses appearing at the hearing. All the arbitrators will conduct the hearing, but a majority of them may determine any question and render a final award. If during the course of the hearing an arbitrator for any reason ceases to act, he will be replaced in the same manner in which he was originally selected.

The arbitrators may in their absolute discretion admit as evidence any affidavit or declaration concerning the matters in dispute, a copy thereof having been given at least 5 days previously to the party against whom the same is offered, but the person whose evidence is so taken will be subject to cross-examination by such party. The arbitrators will have the power to order and direct what they will deem necessary to be done by either of the parties relating to the matters in dispute. Cost of the arbitration will be determined and assessed by the arbitrators. Any submission of a dispute to arbitration will not be revoked by the death of any party to the dispute, and any award will be binding upon such person's heirs and successors.

The decision of the arbitrators will be binding on both parties, and both parties submit themselves to the personal jurisdiction of the civil courts in this state (including federal courts), as well as the courts of any other state, which may have jurisdiction over any dispute contemplated by this Article, for the entry of a judgment confirming the arbitrator's award.

The arbitration process is not a substitute for any disciplinary process set forth in the constitution or bylaws of the church and will in no way affect the authority of the church to investigate reports of misconduct, conduct hearings, or administer discipline. Any matter not provided for herein will be governed by the provisions of the Uniform Arbitration Act.

If a dispute may result in an award of monetary damages, then use of this arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of the church, and the insurer's agreement to honor any arbitration award up to any applicable policy limits.

## **ARTICLE XII. AMENDMENTS**

The bylaws may be amended at a special or annual business meeting of the church by a majority vote of the membership present, except as otherwise indicated herewith. Articles X, XI and XII of these bylaws may be amended only by the affirmative vote of 75 percent (75%) of the Active Voting Members present at any annual or special business meeting called for the exclusive purpose of amending these bylaws. All amendments must be consistent with the constitution and bylaws of the church.

## **ADDENDUMS**

### **1. Sacraments**

#### **A. Holy Communion/Baptism**

The Sacrament of the Lord's Supper will be observed regularly as enjoined in the Scriptures (Luke 22: 19-20; Corinthians 11:23-26). All members and visitors for whom Jesus Christ is Lord and Savior will be welcome at Holy Communion.

Believer's Baptism is the sacrament/ordinance of the Church of Jesus Christ and is practiced in obedience to Jesus as our confession of faith in Jesus Christ as our Lord and Savior.

#### **THE APOSTLE'S CREED**

I believe in God the Father Almighty; Maker of heaven and earth, and in Jesus Christ his only Son our Lord; who was conceived by the Holy Spirit, born of the virgin Mary; suffered under Pontius Pilate, was crucified, dead and buried; the third day he rose from the dead; he ascended into heaven; and sitteth at the right hand of God the Father Almighty; from thence he will come to judge the quick and the dead. I believe in the Holy Spirit; the holy catholic Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting, Amen.  
(Third-fourth centuries A.D.)

#### **THE NICENE CREED**

I believe in one God the Father Almighty; Maker of heaven and earth, and of all things visible and invisible. And in one Lord Jesus Christ, the only begotten Son of God, begotten of the Father before all worlds, God of God, Light of light, very God of very God, begotten, not made, being of one substance with the Father; by whom all things were made; who, for us men and for our salvation, came down from heaven, and was incarnated by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate. He suffered and was buried; and the third day he rose again, according to the Scriptures; and ascended into heaven, and sitteth on the right hand of the Father; and he will come again, with glory, to judge both the quick and the dead; whose kingdom will have no end. I believe in the Holy Spirit, the Lord and Giver of Life; who proceedeth from the Father and the Son; who with the Father and the Son together is worshiped and glorified;

who spake by the Prophets. I believe in one holy catholic and apostolic church. I acknowledge one Baptism for the remission for sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.  
325/381 A.D.