

# CONSTITUTION AND BY-LAWS OF KINGWOOD BIBLE CHURCH

## CONSTITUTION

Preamble

- Article I - Name and Purpose
- Article II - Doctrinal Statement
- Article III - Membership
- Article IV - Government
- Article V - Fiscal Year and  
Annual Business Meeting
- Article VI - Ordinances
- Article VII - Ordination
- Article VIII - Church Property
- Article IX - Amendments
- Article X - Dissolution

## BY-LAWS

- Article I - Membership
- Article II - Elder Board
- Article III - Board Meetings
- Article IV - Other Offices
- Article V - Ministerial Staff
- Article VI - Business Meetings
- Article VII - Committees
- Article VIII - Amendments

# **CONSTITUTION OF KINGWOOD BIBLE CHURCH**

## **PREAMBLE**

We, the members of Kingwood Bible Church, do ordain and establish the following articles, to which we voluntarily submit ourselves.

### **ARTICLE I – NAME AND PURPOSE**

The name of this local church shall be Kingwood Bible Church, hereinafter called “this Church”.

The object of this Church is to glorify God in worship, biblical education, evangelism, discipleship, fellowship and service, by proclaiming the Word of God in Kingwood and surrounding areas, and supporting missionaries to proclaim the Gospel throughout the world (Matthew 22:37-39; Matthew 28:18-20).

### **ARTICLE II – DOCTRINAL STATEMENT**

The following is the doctrinal position of this Church and the basis of its teaching ministry.

#### **The Holy Scriptures**

The Holy Scriptures of the Old and New Testament are the verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed (II Timothy 3:16-17; II Peter 1:20-21); and the basis for church organization, ministry, this Constitution, and By-Laws of this Church.

#### **God**

There is one true God, who created all things, who is righteous, just, all knowing, eternally existing in three persons – Father, Son and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Genesis 1:1; Deuteronomy 6:4; Matthew 3:16-17, 28:19; II Corinthians 13:14). There are, however, differences in their functional roles.

## **God the Father**

God the Father, first Person of the Trinity, is revealed in Scripture to be the One to whom the Son bows in deference and honor (John 5:19; John 14:13, 28, 31); who sent the Son to earth and the cross (John 5:37; John 6:57; John 7:28; John 18:11; Romans 8:32; I John 4:10,14); who sent the Holy Spirit for His ministry on earth (John 14:26); who created the heavens and the earth (Psalms 102:25); to whom our worship and prayers are directed (Matthew 6:6-9; John 4:23); who forgives sin (Matthew 6:14; Luke 23:34).

## **God the Son**

The Lord Jesus Christ, second Person of the Trinity, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary in order that He might reveal God and redeem sinful men (Luke 1:34-35; John 1:1-2, 14).

The Lord Jesus Christ accomplished our redemption through His death on the cross as the vicarious, substitutionary sacrifice, and the believer's justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; I Peter 1:3-5; I Peter 2:24).

He then ascended to Heaven, and is now exalted at the right hand of God the Father, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-11; Romans 8:34; Hebrews 9:24; I John 2:1-2; Hebrews 7:25).

## **God the Holy Spirit**

The Holy Spirit, third Person of the Trinity, convicts the world of sin, of righteousness, and of judgment; and He is the Supernatural Agent in regeneration, baptizing all believers into one body of Christ, indwelling and sealing them unto the day of redemption (John 16:7-11; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13-14).

He is the Divine Teacher who guides believers into all truth; and it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; I John 2:27).

## **Satan**

Satan is a fallen angel, the author of sin and the cause of the fall of man; he is the open and declared enemy of God and man; and he shall be eternally punished in the Lake of Fire (Genesis 3:1-19; Ezekiel 28:14-16; Matthew 4:2-11; 25:41; I Peter 5:8; Revelation 20:10).

## **Total Depravity of Man**

Man was created in the image and likeness of God, but in Adam's sin the race fell, inherited a sinful nature, and became alienated from God and under His wrath and condemnation; man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:10-23; 5:12; Ephesians 2:1-3, 12).

## **Salvation**

Salvation is the unmerited gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on the Cross for the forgiveness of our sins (John 1:12; Ephesians 1:7; Ephesians 2:8-10; I Peter 1:18-19; John 3:16).

## **The Eternal Security and Assurance of Believers**

All the redeemed, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8:1, 38-39; I Peter 1:5).

It is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty to indulge one's sinful nature (Romans 13:13-14; Galatians 5:13; Titus 2:11-15).

## **The Two Natures of the Believer**

Every saved person possesses two natures, with provision made for victory of the new nature over the old sinful nature through the power of the indwelling Holy Spirit; and all claims to the eradication of the old nature in this life are unscriptural (Romans 6:13; 7:18-24; 8:12-13; Galatians 5:16-26; Ephesians 4:22-24; Colossians 3:10; II Peter 1:4; I John 3:5-9).

## **Spiritual Life**

All the saved should live in such a manner so that Christ is exalted as Savior and Lord of their life. Separation from all religious apostasy, all sinful pleasures, practices and associations is commanded of God (Romans 14:13; II Corinthians 6:14-17; I Timothy 3:1-5; I John 2:15-17; II John 9-11; I Corinthians 10:31).

## **Prayer**

Every saved person is, through his position in Christ, a believer-priest whose privilege and duty it is to pray to God the Father, in the power of the Spirit and in the name of Jesus Christ, our High Priest. We believe that prayer includes confession of sin, thanksgiving, praise, intercession and petition (John 14:13-14; John 15:7; John 16:24; Romans 8:26; I Timothy 2:1, 8; Hebrews 4:16, 10:19; James 5:16; I Peter 2:5; I John 1:9).

## **Spiritual Gifts**

God is sovereign in the bestowment of all His gifts. Every believer possesses at least one spiritual gift. However, we believe, the gifts of tongues and working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:1-8; I Corinthians 12:7, 11, 20-27; I Corinthians 13:8-10; Ephesians 4:7-17; Hebrews 2:1-4; I Peter 4:10).

Even though we believe the spiritual gift of healing passed with the apostles, God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5:14-16; I John 5:14-15).

## **Missions**

It is the obligation and privilege of the saved to witness and seek to proclaim the Gospel to all mankind (Matthew 28:19-20; Acts 1:8; II Corinthians 5:19-20).

## **The Church**

Universal Church – The universal church is the spiritual organism made up of all saved persons of this present age and it is the body and espoused bride of Christ (Acts 2; I Corinthians 12:12-14; Ephesians 1:22-23; 5:25-27).

Local Church – The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 2:42, 14:27; I Timothy 3:1-13).

## **Ordinances**

The Lord Jesus Christ instituted the ordinances of baptism and the Lord's Supper to be observed until His return.

**Communion Service** – The Lord's Supper is a memorial service of the death of the Lord, for all believers, to be observed until the Lord's return. The partaker testifies of his personal faith in the vicarious death for his sin (I Corinthians 11:23-26).

**Baptism** – Water baptism symbolizes the believer's identity with Christ in His death, burial and resurrection. It is a public testimony of the believer's death to the old life and rebirth in new life with Christ (Romans 6:3-13).

## **Dispensationalism**

We acknowledge the dispensational view of Biblical interpretation where God's plan for the ages is divided into the following periods: Innocence, Conscience, Human Government, Promise, Law, Grace and Kingdom Rule (Matthew 28:19-20; I Corinthians 11:23-26; II Corinthians 3:6-18).

## **The Second Advent of Christ**

We look forward to the "Blessed Hope," the personal visible, imminent, pretribulational and premillennial coming of the Lord Jesus for His redeemed ones; and in His subsequent return to earth, with His saints, to establish His millennial kingdom (I Thessalonians 1:10, 4:13-18; Revelation 19:11-16, 20:1-6; Zechariah 14:4-11).

## **The Eternal State**

The Bible teaches the bodily resurrection of all men, the saved to eternal life and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29, 11:25-26; Revelation 20:5-6, 12-13).

The souls of the redeemed are, at death, absent from the body and present with the Lord, where they await resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians, 4:16-17; Revelation 20:4-6).

The souls of the unbelievers remain, after death, in conscious misery until the second resurrection, when the soul and body reunited shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Revelation 20:11-15).

### ARTICLE III – MEMBERSHIP

Section One            **Qualifications** Any person is qualified for membership who confesses faith in Jesus Christ as personal Savior and Lord, accepts the Word of God as His final rule of faith and practice, and who agrees to be governed by this Constitution and By-Laws (John 1:12; Ephesians 2:8-10). All persons who qualify shall be referred to as Members.

### ARTICLE IV – GOVERNMENT

Section One            **Authority** The ultimate authority for the operation of this Church resides in the head of The Church, the Lord Jesus Christ. For purposes of carrying out our Lord's will in the life of this Church, this Church as a body shall have the responsibility to recognize qualified men in this Church as Elders. The government of this Church shall be vested in the Elder Board, made up of all Elders, except in specific matters as set forth in this constitution where approval by the voting Members is required (Acts 15:22; Acts 6:3-6; II Corinthians 8:19). This Church shall remain autonomous, independent, and free from any association that carries with it any obligation to a higher ruling body.

Section Two            **Members** The Members, when meeting as a body in a business meeting, shall have the responsibility for:

- (1) approval of all Elders;
- (2) approval of the General Fund Budget;

- (3) approval of any non-budgeted expenditure item over two percent (2%) of the annual General Fund Budget;
- (4) selection of full-time and permanent part-time paid ministerial staff;
- (5) approval of major decisions relating to purchase, sale, or rental of property and all building programs;
- (6) approval of amendments to this Constitution and By-Laws.

Section Three      **Elders** Elders shall be approved by the Members (See the Constitution Article IV – Section 2) and meet appropriate scriptural requirements for the positions found in I Timothy 3:1-12, Titus 1:5-9, and I Peter 5:1-3. Candidates for this position must be Members of this Church and shall be in full agreement with the doctrinal statement (See the Constitution Article II).

## **ARTICLE V – FISCAL YEAR AND ANNUAL BUSINESS MEETING**

Section One      **Fiscal Year** The Fiscal Year shall be January 1 through December 31.

Section Two      **Annual Meeting** The annual business meeting of the Members shall be held in the last quarter of every year. The purposes of this meeting are to:

- (1) approve new Elders for the coming fiscal year;
- (2) approve the General Fund Budget for the coming fiscal year;
- (3) report on significant accomplishments during the current fiscal year;
- (4) report on significant plans for the coming fiscal year
- (5) transact necessary business as the Elder Board deems appropriate.

## **ARTICLE VI – ORDINANCES**

This Church has two ordinances as stated in Article II, Doctrinal Statement-Ordinances:

- (1) **Baptism** Baptism by immersion is the normal practice of this Church. It is not a condition of membership, but all persons who accept Jesus Christ as personal Savior and Lord are encouraged to give public testimony in this way.
- (2) **Lord's Supper** This ordinance shall be observed periodically as determined by the Elders. All believers, whether or not they are Members of this Church, shall be invited to partake.

## **ARTICLE VII – ORDINATION**

An Ordination Council composed of a Pastor, several Elders and such other men as may be invited to participate, shall examine a candidate as to his calling, gifts and doctrine. After the candidate gives evidence of good character, integrity and Christian discipleship, and after the Ordination Council satisfies itself that the membership has a sense of unanimity concerning the candidate, this Church shall ordain the candidate to the ministry.

## **ARTICLE VIII – CHURCH PROPERTY**

Title to all property owned or hereafter acquired by this Church shall be taken and held in the name of Kingwood Bible Church as a Texas Non-Profit Corporation.

The acquisition, sale, lease, exchange, mortgaging, encumbrance or disposition of real property by this Church must be approved by the Members and the required instruments shall be executed in the name of this Church by the Chairman of the Board or such other officer as shall be designated by the Elder Board.

## **ARTICLE IX – AMENDMENTS**

This Constitution may be revised or amended at a properly called business meeting provided that the amendment or revision has been submitted in writing two (2) consecutive Sundays before the vote is taken.

## **ARTICLE X – DISSOLUTION**

Should this Church corporation cease to be a functioning organization as defined in this Constitution, after financial obligations are met, net proceeds shall be

divided proportionately among the missionaries and organizations that are or were in the most recent missions budget.

**BY-LAWS TO THE CONSTITUTION OF  
KINGWOOD BIBLE CHURCH**

**ARTICLE I – MEMBERSHIP**

Section One            **Admission Procedure** Candidates for membership as part of Kingwood Bible Church, hereinafter called “this Church”, are expected to have read the Constitution and By-laws of Kingwood Bible Church, hereinafter called “the Constitution” and “the By-laws” respectively. They will then be interviewed by at least two Elders and, upon affirmation of their compliance with the stipulations in the Constitution Article III, shall be announced to this Church as Members at the earliest possible worship service and entered in this Church’s rolls as official Members of this Church.

Section Two            **Voting Rights** Members 18 years of age or over shall comprise the voting membership.

Section Three            **Commitment of Members**

1. *I will protect the unity of this Church*  
    ... by acting in love toward other Members  
    ... by refusing to gossip  
    ... by following the leaders  
(Romans 14:19; I Peter 1:22; Ephesians 4:29; Hebrews 13:17; I Corinthians 13)
  
2. *I will share the responsibility of this Church*  
    ... by praying for its spiritual growth  
    ... by inviting the unchurched to attend  
    ... by warmly welcoming those who visit  
    ... by encouraging others in their spiritual walk  
  
(I Thessalonians 1:1-2; Romans 14:19, 15:7; Hebrews 10:24-25)

3. *I will serve the ministry of this Church*
  - ... by discovering my gifts and talents
  - ... by reaching out to those who don't know Christ
  - ... by being equipped to serve by the church leaders
  - ... by individual study of the Word
  - ... by individual and corporate prayer
  - ... by service and ministry to my neighbors

*(Ephesians 4:1-16; Luke 14:23)*
  
4. *I will support the testimony of this Church*
  - ... by attending faithfully
  - ... by living a godly life
  - ... by giving regularly in accordance with God's Word

*(Hebrews 10:25; Philippians 1:27; I Corinthians 16:2)*

Section Four

**Giving** Because proportionate giving is a positive and distinct command in the Scriptures, Members are encouraged to give such portion of their income as they believe God requires of them according to the principles laid down in I Corinthians 16:2 and II Corinthians 9:6-7.

Section Five

**Maintaining Church Purity** In order to maintain church purity in cases of disorderly conduct or heretical doctrine so opposed to this Church's life and faith as to impair church fellowship, the discipline procedure shall be in the manner outlined in Matthew 18:15-18 and II Corinthians 2:6-8 for the purpose of leading the erring individual to repentance and ultimately to full restoration.

Section Six

**Termination of Membership** Membership may be terminated as follows:

- (1) Any Member may voluntarily withdraw his or her membership by written notice to this Church office.
  
- (2) Any Member who indicates a lack of interest in the ministry and worship of this Church for a period of 1 year, and who does not respond to written inquiry from the Elder Board may have his or her membership terminated.

- (3) Any Member who does not respond appropriately to the discipline procedure in the By-laws (Article I – Section Five) may have his or her membership terminated. Such termination will be decided by the Elder Board after due prayer and consideration.

## ARTICLE II – ELDER BOARD

### Section One

**Number** The Elder Board, hereinafter called “the Board”, consists of a minimum of five (5) and a maximum number of twelve (12) Elders, including the Lead Pastor.

### Section Two

**Term** The Lead Pastor is an ex-officio permanent member of the Board. All other Elders shall be approved by the Members (see the Constitution Article IV – Section two) and shall serve a term on the Board for three (3) years unless filling a vacated term. Terms shall be staggered so that approximately 1/3 of the Elders have expiring terms each year.

A vacated term of office shall be filled at the discretion of the Board. If the Board considers it essential to fill the office, a candidate shall be nominated by the Board Candidate Nominating Committee and approved at a special membership business meeting to serve the remainder of the original term.

Upon completion of their term with the Board, Elders may continue in a non-Board voting, non-Board serving capacity within this Church. The Board may ask for their participation as the need arises in various roles and capacities.

### Section Three

**Authority and Responsibilities** The Board, serving under Christ’s authority and leadership, shall be responsible for shepherding this Church and have the authoritative oversight of personnel, content, and function of all church ministries and finances of this Church. The Board shall serve as this Church’s legal trustee. The appointment of Deacons and the church treasurer shall be the

responsibility of the Board. The Board shall also have responsibility for approval of committee chairmen and committee members (see the By-laws Article VII).

Section Four **Chairman of the Board** At the beginning of each Fiscal Year, the Board shall select its own chairman from the lay members of the Board. The chairman shall function as the facilitator of the Board meetings and will be responsible for communicating to the Board all issues, concerns, etc. brought to his attention by Members. He is also responsible for planning, calling, and moderating the annual and special called business meetings (see the By-laws Article VI) and communicating major decisions of the Board to the Members.

Section Five **Board Secretary** At the beginning of each Fiscal Year, the Board shall select its own secretary from the lay members of the Board. He shall keep minutes of all business meetings of the Board as well as the minutes for any membership business meetings. He shall document all decisions made in these minutes.

Section Six **Removal of Elders** An Elder may be asked to resign or be dismissed by a unanimous vote of all of the other members of the Board. An Elder shall be given clear scriptural grounds for his dismissal. Charges that can lead to dismissal are a doctrinal position not in accord with this Church's Doctrinal Statement, unchristian lifestyle and testimony or failure to carry out his assigned responsibilities (I Timothy 5:19-20).

### **ARTICLE III – BOARD MEETINGS**

All meetings of the Board shall require a simple majority of Board members to constitute an official meeting for passage of any item of business. Unless otherwise specified herein, a consensus\* agreement is required for passage of any item of business and time for prayer shall be provided prior to the decisions. The Board shall meet at least monthly. Board meeting minutes will be distributed to all Elders of this Church and made available to the Members through the church office. The Board shall make a report to the Members of all major decisions in a timely fashion.

- (consensus – Agreement by each Elder after the Board vote to support the item of business.)

## **ARTICLE IV – OTHER OFFICES**

Section One            **Deacons**    There shall be an appropriate number of Deacons as determined by the Board (see the By-laws Article II – Section 3).

Section Two           **Term**    Each Deacon shall be appointed by the Board and shall serve a term of no more than one (1) year. Each Deacon shall be eligible for as many terms as they are willing to serve subject to appointment by the Board.

Section Three        **Removal of Deacons**    A Deacon may be asked to resign or be dismissed by a two-thirds vote of all the members of the Board. A Deacon shall be given clear scriptural grounds for dismissal. Charges that can lead to dismissal are a doctrinal position not in accord with this Church's Doctrinal Statement, unchristian lifestyle and testimony or failure to carry out assigned responsibilities.

Section Four         **Duties and Responsibilities**    Deacons will be responsible to and function through the Board. Their authority shall be delineated by the Board.

Section Five         **Church Treasurer**    At the beginning of each Fiscal Year, the Board shall appoint a Church Treasurer from the membership. The treasurer will be responsible for overseeing the disbursements of all church funds. He shall follow standard accounting procedures and make reports at such time as requested by the Board. He shall make a written report to the Members annually and ensure the Members are kept informed on an ongoing basis.

Adequate care shall be taken by the Board to guarantee the propriety of all financial activities, including periodic audits and review of financial records.

## ARTICLE V – MINISTERIAL STAFF

- Section One      **Staff** The ministerial staff shall consist of one Lead Pastor and may include such other supporting ministerial staff as assistants, and/or qualified personnel for areas of ministry to meet the needs of this Church. The size and designation of the ministerial staff shall be determined by the Board.
- Section Two      **Qualifications of the Lead Pastor** The Lead Pastor shall believe in and preach the Gospel (I Corinthians 15:1-4; II Timothy 4:1-5), shall meet the qualifications of an Elder (I Timothy 3:1-7), and shall have the gift of pastor-teacher. He must be in full agreement with the Doctrinal Statement (see the Constitution Article II) and teach accordingly. He must also agree to be governed by the Constitution and By-laws of this Church.
- Section Three     **Calling of the Lead Pastor** When the need arises to obtain a Lead Pastor, the Board shall appoint a Search Committee to seek a candidate. The chairman of this committee shall be an Elder. Any candidate must be recommended by the Search Committee to the Board. Upon unanimous acceptance of the recommendation, the Board shall recommend him to the Members. At the time of the vote by the Members to call the pastor, said candidate must also be approved by the Members as having the qualifications of an Elder (see the Constitution Article IV). If he accepts the call by the Members, he will be considered a Member of this Church and have all voting privileges.
- Section Four      **Authority and Responsibilities of the Lead Pastor** He shall preach the Gospel regularly, administer the ordinances, participate in the teaching ministry of this Church, and lovingly watch over the membership. He shall exercise his gifts of teaching and preaching God's Word. He shall teach and encourage Members to exercise their gifts to do the work of the ministry. He is a shepherd who cares for those under his direction through counseling,

comfort and correction. The Lead Pastor is the spiritual leader and shepherd who oversees the ministerial and office staff. He is a permanent voting member of the Board with ultimate responsibility to the Board.

Section Five

**Dismissal of the Lead Pastor** The Lead Pastor may be dismissed by a unanimous decision of all the other members of the Board. The Lead Pastor shall be given clear scriptural grounds for his dismissal. Charges that can lead to dismissal are a doctrinal position not in accord with this Church's Doctrinal Statement, unchristian lifestyle and testimony, or his failure to exercise his responsibilities. The Board will notify the Members of the dismissal in a timely manner.

Section Six

**Supporting Ministerial Staff** Additional full-time and permanent part-time paid ministerial staff such as Associate Pastor, Minister to Youth, Minister of Music, Children's Ministry Director, etc. shall be selected in an identical process as set forth for the calling of the Lead Pastor in the By-laws (Article V – Section Three) and shall meet qualifications determined by the Board for the position. The Lead Pastor or the appropriate supervisor shall be a member of the Search Committee for the selection and recommendation of supporting ministerial staff. Supporting ministerial staff are ultimately subject to the authority of the Board and will be allowed to participate in some portion of the Board meetings. Reasons for dismissal of supporting ministerial staff and procedures thereof are identical to those outlined for the dismissal of the Lead Pastor (see the By-laws Article V – Section Five).

## ARTICLE VI – MEMBERSHIP BUSINESS MEETINGS

Section One

**Order** Robert's Rules of Order shall be the authority in deciding questions of order in all meetings. A sixty-six and two-thirds percent (66-2/3%) majority vote of the convening Members (see the Constitution Article IV – Section Two) at any meeting are required for approval of any motion or action, except for the calling of any full-time and permanent part-time paid ministerial staff, which shall require a

seventy-five percent (75%) vote. Notices shall be given two (2) consecutive Sundays prior to any business meeting, as well as stating the purpose for which it is called.

Section Two **Annual Business Meeting** This Church shall meet for its Annual Business Meeting at the time and for the purposes stated in the Constitution Article V – Section Two. The meeting shall be planned and moderated by the Chairman of the Board.

Section Three **Special Called Business Meetings** The Board or any representative group with ten percent (10%) of the voting members may call a special meeting of this Church. The purpose must be stated and conform to requirements for meetings in the By-laws Article VI.

## ARTICLE VII – COMMITTEES

Section One **Functions** The Board may establish committees it deems beneficial to assist the Board or the Ministerial Staff in carrying out essential church functions.

Section Two **Standing Committees** The Board shall delegate adequate authority and responsibility to the Standing Committees consistent with their respective missions. Each Standing Committee is responsible and accountable to the Board for carrying out its duties and commitments.

Each Standing Committee is authorized to perform its duties within the constraints of its budget and ongoing directives from the Board, and shall maintain formal records of their proceedings.

(1) **Chairmanship** Each Standing Committee chairman must be a Member of this Church and shall be selected or reconfirmed annually by the committee and approved by the Board. The chairman shall be responsible for the calling of meetings of the committee and insuring that the committee's duties and commitments are carried out.

- (2) **Elder Liaison** The Board will annually appoint an Elder for each Standing Committee to keep the Board apprised of committee activities.
- (3) **Member Selection and Term** Each Standing Committee member must be a Member of Kingwood Bible Church and shall be selected by the committee chairman and approved by the Board for a term of one year. Committee members shall be eligible for as many terms as they are willing to serve subject to the approval of the committee chairman and approval of the Board.
- (4) **Subcommittees** A Standing Committee may at its discretion, appoint subcommittees to perform specific tasks on behalf of the Standing Committee.

Section Three

**Ad Hoc Committees** Besides the Standing Committees, the Board will commission certain Ad Hoc Committees as necessary (e.g. Pulpit Committee, Constitution Revision Committee, Building Committee) to perform specific tasks. The Board shall appoint the committee chairman who will be accountable to the Board for carrying out the duties of the committee. Committee members will be selected by the chairman and approved by the Board for a term of the smaller of one year or completion of the task.

Section Four

**Board Candidate Nominating Committee** Each year, no later than March 31, the Board shall appoint a Committee for the purpose of selecting candidates for inclusion on the Board, either as replacements for those going off the Board or as additions to the Board. The committee's term will automatically expire when the new committee is appointed the following year.

- (1) The membership of this committee shall include the Lead Pastor and the chairman shall be a lay member from the Board.

- (2) This committee shall consider candidates in accordance with the qualifications outlined in the Constitution Article IV – Section Three and present its selections to the Board.
- (3) The names of the approved candidates shall then be publicized by the Board to the membership four (4) weeks prior to the Annual Business Meeting. The nominated Elders shall give testimony of their faith in Christ before the congregation prior to approval and shall be approved by secret ballot at the Annual Business Meeting of this Church.

### **ARTICLE VIII – AMENDMENTS**

These By-Laws may be revised or amended in the same manner as noted for the Constitution under the Constitution Article IX.