

## Article I – Membership

The local church is where believers can be nourished and strengthened; where they can use their gifts to encourage spiritual growth in others and provide accountability for that growth; and where they can partner together in communicating the Gospel to a lost world through word and deed. The best way to describe our relationship together is in the language of a covenant. Just as God framed His relationship with His people according to a covenant, so it is helpful for God's people to use similar language in our life together.

We do not believe that church membership is necessary for salvation. However, we do believe that when a person is joined to Christ and to His universal body by the Holy Spirit through repentance and faith, he/she should also seek to be joined to a local expression of that same body here on earth (the local church).

By becoming a member of Creekside Church you are saying five things:

- I acknowledge the saving work of Jesus Christ in my life (justification) and that His desire is to change me from the inside out using relationships within the church as well as those whom He has placed in the leadership of this local fellowship (2 Peter 1:3-4; Hebrews 3:12-14; Hebrews 13:17).
- I commit myself to the process of growing more like Jesus (sanctification) and acknowledge that I cannot do this alone; I must rely upon the Holy Spirit to use God's Word and the relationship with God's people as vehicles for that growth (2 Peter 3:18; Hebrews 10:24-25).
- I covenant myself to this local body through its teaching, worship, ministry of prayer, and fellowship with other imperfect saints, who are in the process of being transformed by God's grace (Acts 2:42-46; Ephesians 2:8-10).
- I wholeheartedly support this church's commitment to the Great Commission and I desire to share the story of Jesus within my sphere of influence as well as relationally engaging my neighbor(s) for God's glory (Matthew 28:18; Acts 1:8).
- I commit myself to serving this local church according to my spiritual gifts, abilities, and passions, as well as supporting its ministry through a stewardship of my material resources (Romans 12:6-8; Philippians 4:11-19).

### Section I: Membership Covenant

I confess my faith in Jesus Christ as Savior and Lord and it is my sincere desire to serve Him faithfully as a member of this local church. By the power of the Holy Spirit I will order my life according to the Scriptures and will endeavor to follow Christ and witness to others so that they may believe. I will abstain from any activity or lifestyle that is forbidden or strongly discouraged by the Bible that could be a stumbling block in reaching this community and the world for Christ. I purpose to promote the Lord's work through this local church through the giving of myself and my resources, to preserve the unity of this church and to encourage others to love and to good works so that in all things our Lord Jesus Christ may be glorified.

## **Section II: Steps to Church Membership**

Step 1: Any person may offer himself as a candidate for membership in one of the four following ways.

- (1) By profession of faith in Jesus Christ as Lord and Savior and being baptized by immersion, or
- (2) By promise of letter of recommendation from another Baptist church of like faith and practice, or
- (3) By statement of conversion experience and Scriptural baptism by immersion following conversion, or
- (4) By restoration after dismissal.

Step 2: Make known to the congregation of Creekside Church your desire to become a member at any worship service or gathering of the church.

Step 3: Participate in the Creekside Connection Class

Step 4: Meet with the pastor (or another member designated by the pastor or approved by the church) and discuss their testimony, baptism, and desire to partner with Creekside Church; also confirm agreement with the Statement of Faith and membership covenant.

Step 5: Prospective members will be presented to the congregation at a regularly scheduled or special called church member meeting.

## **Section III: Obligations of Members**

All members are expected to live and practice faith in covenant with the Creekside Church body. That includes striving to be a faithful follower of Christ, protecting and promoting unity within the church, and safeguarding his/her Christian testimony and the testimony of the church. In addition, each member makes a commitment to love the pastor, to pray for him, and recognize his spiritual leadership. Every member shall cherish brotherly love for all members of the church, support the church in prayer, and to give generously to fund the work of Creekside Church and the spread of the Gospel around the world.

## **Section IV: Privileges of Members**

Each member, eighteen years and older, shall have the right to vote at any church member meeting. No absentee ballots or voting by proxy will be permitted for any decision brought before the church body. The eligible membership of the church may only exercise voting privileges in those areas that are defined and limited by these bylaws.

This congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the under-shepherd with the counsel of the deacons and other ministry leaders.

Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The pastor

(or in his absence, an individual designated by trustees) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If, after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor, (or in his absence, an individual designated by the trustees), be treated as a trespasser.

A member may inspect or request a copy of the prepared financial statements of the church and the minutes of the proceedings of church and ministry team meetings, provided he/she shall have made a written request upon the church and the church has received the written request at least five business days before the requested inspection date.

Members and/or pastors are not entitled to inspect or copy any record relating to individual contributions to the church. The pastor and clerk shall have access to the entire list of names and contact information of all church members.

### **Section V: Discipline of a Member**

- It shall be the basic purpose of Creekside Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor and deacons are available for counseling and guidance. Redemption rather than punishment should be the guideline that determines the attitudes of one member toward another.
- Any member having cause of complaint against another must seek to remove it as directed in Matthew 18:15-17. If this is not sufficient, the complaint shall be brought to the attention of the pastor and deacons who shall investigate it and respond appropriately. All discipline shall be formulated and carried out in the spirit of Christ in meekness and Godly fear.
- Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastor and deacons to resolve the problem. A spirit of Christian kindness and love shall pervade all such proceedings. But finding that the welfare of the church will be served by the exclusion of the member, the pastor and deacons may take this action on behalf of the church and the church may proceed to declare the offender to be no longer in covenant membership with Creekside Church.
- Any person who has been dismissed for cause in accordance with church discipline may be restored upon recommendation of the pastor and deacons and upon evidence of his/her repentance, reformation, and renewed commitment to serve Christ through this local church.

### **Section VI: Dismissal of a Member**

- Voluntary. Any member shall be entitled to remove his/her name as a member of Creekside Church. This request shall be valid only if it is in writing and submitted to the pastor and then brought to the church at the next church member meeting. Voluntary dismissal is automatic upon receipt of request. No action is necessary by the church, but the church shall be informed of the desire to be removed.
- Transfer. Any member shall be entitled to a letter of dismissal to join another Baptist church of like faith and order. Any member that is in the process of being dismissed for

cause, as described below, shall be entitled to a letter of dismissal but the circumstances of the dismissal for cause shall be included in the letter.

- Dismissal for Cause. Any member who fails to express intent or desire to be in covenant with the church shall be removed from the church membership roll, but only after diligent and compassionate efforts by the pastors and deacons to secure reconciliation have failed. The recommendation of dismissal for cause shall be affirmed in a church member meeting by a majority vote. Any member who practices open and unrepentant sexual sin as defined in the statement of faith, files a lawsuit against another member, openly disagrees with any provision in the Statement of Faith, or secretly attempts to overthrow the pastor or other church leadership shall be subject to the same procedures for discipline of a member. (Section 5)

Any person who has been dismissed for cause in accordance with church discipline may be restored upon recommendation of the pastor and deacons and upon evidence of his/her repentance, reformation, and renewed commitment to serve Christ through this local church. Restoration of church membership will be affirmed by a majority vote of members present and voting at any church member meeting.

- Dismissal for non-attendance. Dismissal of a member for non-attendance without a just cause (missionary work, long-term illness of church member or immediate family member, military deployment, college students unable to attend because of travel distance) for six months or more shall be at the discretion of the pastor and deacons. Information on restoration attempts and encouragement to re-engage the member in the ministry of Creekside Church may be discussed with the pastor and deacons privately. Non-attendance shall be determined by the pastor in consultation with the deacons. Upon good cause being shown to the pastor, this provision for dismissal may be waived on a case by case basis. Restoration for anyone dismissed as a member of Creekside Church for non-attendance shall be at the discretion of the pastor and deacons. The individual may be restored as a member of Creekside Church immediately.
- Removal by Death. The membership of an individual will automatically terminate upon his or her death.
- Uniting with another church. Should it be definitely established a member has united with another church, his/her name shall be automatically removed from the church roll. No member of this church may hold membership in another church.

## **ARTICLE II - OFFICERS**

The church officers are pastor, deacon, trustees, church clerk, and church treasurer. Officers of the church must be elected by a majority of members present and voting at any regular or special called church member meeting. The pastor, from time to time as he deems appropriate, may appoint other church officers, subject to a majority affirmation by members present and voting at any regular or special called church member meeting. The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the Statement of Faith. All church officers, upon request of the pastor, shall affirm their agreement with the Statement of Faith.

**SECTION I: PASTOR**

*DUTIES:*

The pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall administer the ordinances of the church, act as moderator at all church partner meetings for the transaction of church matters, supervise the teaching ministries of the church, and tenderly watch over the spiritual interests of the church members. The pastor shall be free to choose the means and methods by which he exercises the ministry God has given him.

The pastor, or in his absence the deacon team leader, shall recommend the nominating team to the church in the February church member meeting.

The pastor shall be responsible to fill the pulpit for each regularly scheduled church service as well as any special services. In the event of his absence, he (or the deacon team leader in the case of a vacancy in the office of pastor or where the pastor is ill and unable to perform his duties) shall be responsible to invite speakers from within the membership or outside the church to preach in a manner consistent with the beliefs articulated in the Statement of Faith. Bible conferences, missionary conferences, and revivals may be held as the pastor deems beneficial.

The pastor shall be responsible, in coordination with the trustees and deacons, to establish mandatory safety and security procedures for all ministries and programs involving minors.

*PASTORAL SERVICE:*

The relationship between the pastor and the church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The severance of the relationship between the pastor and the church may be considered at any regular or special church member meeting by following the procedures outlined in these bylaws, provided notice of the meeting shall have been given from the pulpit to the church two Sundays prior to the meeting. A two-thirds majority of the eligible members present and voting shall be required to sever the relationship between the pastor and the church. A recommendation for removal of a pastor should come in a form of a motion in any member meeting from the personnel team, deacons, and pastor advisory team. Disciplinary removal of the pastor from office automatically begins the process of church discipline outlined in these bylaws. The grounds for disciplinary removal are the proclamation of heresy according to the Bible and the statement of faith or an unrepentant moral failure.

*CALLING OF A PASTOR:*

Upon the resignation, death or dismissal of the Pastor, the church shall seek a candidate who subscribes to the Statement of Faith, the Covenant and bylaw provisions of this church, and whose life aligns with the qualifications of a pastor as described in I Timothy 3:1-7 and Titus 1:6-9. The church shall abide by the following guidelines for calling a pastor:

The nominating team and deacons jointly shall select a pulpit committee to consist of seven members selected by a simple majority of the voting partnership at a regularly scheduled or special called church member meeting. The pulpit committee shall interview potential candidates and will only consider men who completely subscribe to the Statement of Faith and Covenant

contained in the Church Constitution. The pulpit committee will only consider one pastoral candidate at a time.

After a series of interviews with the prospective pastor and wife if married, the pulpit committee may formally announce the candidate to the church, after which the candidate must preach at a regularly scheduled service and be available for a church-wide question/answer time prior to being voted upon by the congregation. The church shall be called into a special church member meeting the same day the prospective pastor preaches and the church members shall vote by secret ballot. The deacons shall count the ballots.

Notice from the pulpit must be given one Sunday prior to a pastoral candidate's preaching services.

The candidate must be elected as Pastor by a 75% vote of members present and voting. The pulpit committee will only present for consideration to the church one candidate at a time, and an up or down vote must be cast prior to consideration of other potential candidates.

*PASTORAL OVERSIGHT:*

Subject to appropriate budgetary allowance, and on the condition that they shall become a member of the church upon assuming their duties, the pastor may hire associates and assistants to assist him in carrying out his God-given responsibilities. All church staff, whether paid or volunteer, shall be under the supervision of the pastor who has the sole authority to recommend dismissal to the personnel team. No employee or volunteer shall be hired, appointed, or retained who fails to adhere to or expresses disagreement with the Statement of Faith.

The pastor shall be an ex-officio on each ministry team or committee.

*PASTORAL ADVISORY TEAM:*

This team shall consist of three men who provide accountability and Godly counsel to the pastor. These men need to be spiritually mature and able to keep in confidence matters discussed with the pastor. Two of the men will be nominated by the pastor and the third shall be the deacon team leader. These names shall be submitted to the church at the May Church member meeting and approved by a majority of the members present and voting.

**SECTION II: DEACONS**

*DUTIES:*

Deacons are designated servants called out by the church to assist the pastor, allowing him to spend more time in prayer and the study of God's Word. The pastor can call upon them to help meet the needs of the church. Deacons are not overseers of the church. The pastor can call on them for Godly counsel as he deems necessary. Deacons will assist the pastor and serve the church according to their spiritual gifts and will also assist the pastor in carrying out the two ordinances of the church: baptism and the Lord's Supper. They shall also serve as the benevolence team of the church (food pantry, etc.) with the help of their wives or others who are able and willing. Deacons shall help the trustees in coordinating the care of the buildings and grounds.

*CALLING OF A DEACON:*

The pastor and deacons currently serving shall determine if additional men need to be called-out to serve as a deacon. If there is a need, then the pastor will make a recommendation of candidates for deacon to the current deacon fellowship. After an interview with the pastor and current deacon fellowship and if there are no reservations, the deacon candidate's name will be submitted to the church at any regular or special called church member meeting. A majority of the members present and voting can affirm this calling to the office of deacon. Upon the ordination of the deacon candidate by the church, he shall serve according to the bylaws of Creekside Church.

*DEACON CANDIDATE REQUIREMENTS:*

- Member of Creekside Church for a least one year
- He must be of a good reputation, full of the Holy Spirit and endowed with practical wisdom. (Acts 6:3; 1 Timothy 3:8-13)
- He must be willing to submit to the leadership of the pastor and make a commitment to assist him in the work of the ministry.
- Have demonstrated a commitment to the mission of Creekside Church.
- He must give generously to the church. (tithe)
- He must be at least twenty-five years of age.

*DEACON MEETINGS:*

Deacons may meet as necessary to discuss their service to the church and how it may be strengthened. Each January, the deacons shall meet and select a team leader. The deacon team leader will serve as a member of the Pastoral Advisory Team. The deacon team leader may serve as team leader for two years and then must rotate off for at least one year.

**SECTION III: TRUSTEES**

*DUTIES:*

The trustees shall hold in trust the property of the church until their successors are selected and affirmed at a church member meeting. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church at a regular or special called member meeting authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, purchasing, renting property or other legal documents where the signatures of trustees are required.

The trustees shall have general charge of the administration and upkeep of the grounds and buildings with the assistance of the deacons. Together, the trustees and deacons shall coordinate care of the buildings and grounds.

All non-ministry usage of the facility/property shall be submitted to and approved by the trustees.

*SELECTION:* Trustees shall be three men recommended by the nominating team and approved by the church in the May church member meeting. They shall serve on a rotation basis, with one

being rotated off and a new one being selected each year. The man serving his third year as a trustee shall be the chairman of the trustees and the president of the church corporation, the man serving his second year as a trustee shall be vice-president of the corporation, the man serving his first year shall be the secretary of the corporation.

**SECTION IV: CHURCH CLERK**

*DUTIES:*

The Church Clerk is responsible for keeping a register of member names with dates of admission, dismissal, or death, together with record of baptisms. The Clerk will request church letters and will coordinate issuance of letters of dismissal, preserve on file all communications and written official reports, and coordinate the preparation of the Annual Church Profile before it is transmitted to the Association. The Church Clerk will preserve the records of all actions of the church. The records are the property of the church and will pass to the succeeding Clerk. The Moderator will appoint a clerk pro-tem if the Clerk cannot attend a church member meeting.

**SECTION V: TREASURER & ASSISTANT TREASURER**

*DUTIES:*

Keep in the church office an accurate and permanent record of all financial transactions of church funds. Make reports of itemized disbursements and the financial condition of the church as requested by the pastor and stewardship team, and for annual, quarterly or otherwise special or regular church member meetings; deliver such records to successor upon leaving office.

Prepare a financial statement summary of the church to be presented at all regularly scheduled church member meetings.

Receive and give receipt for all contributions, gifts, and donations to the church;

Verify all funds received from the stewardship team, and deposit these and all other funds received in appropriate amounts at an approved banking facility or trust company as shall be approved by the church.

Draft, sign (with a signature of another member on the stewardship team), record, and mail checks in payment of church bills and routine expenses approved by the pastor (or in his absence or if the office of pastor is vacant, the president of the corporation) and stewardship team as well as disburse funds and salaries as directed by the church.

Maintain a permanent weekly record of individual giving for all donations, offerings, contributions and gifts, and shall guard said records confidentially as a sacred trust. The treasurer shall issue an official receipt to each contributor at the end of the fiscal year.

No persons shall be permitted to sign checks written to themselves, and no expenditures of the church shall be made by cash.

An assistant treasurer will be selected in the same manner as the treasurer and shall have the same duties. The assistant treasurer will serve in conjunction with the treasurer at all times so



they are familiar with the normal operating procedures. This provides accountability and transparency.

**SECTION VI: DUTIES OF ALL OFFICERS**

All officers shall surrender any records in their possession to the church clerk at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office.

Any officer who neglects his duties as outlined in the bylaws for a period of three months may be removed from his office, at the discretion of the pastor, and another may be appointed by the pastor to serve the un-expired term.

**SECTION VII: ELECTION OF OFFICERS**

The annual election of officers by the church members shall occur during the month of May at the scheduled church member meeting. The term of service for all offices and positions in the church, except the pastor and deacons, shall be one year unless specifically designated in these bylaws, at the expiration of which the officers may be re-selected or re-appointed.

A vacancy occurring in any office or ministry team except in the case of the pastor, may be filled at any regular church member meeting by a majority of members present and voting.

All selected and appointed officers shall serve in their respective offices until their successors are duly selected or appointed.

**SECTION VIII: DESIGNATION OF CORPORATE OFFICERS**

As an accommodation to legal relationships outside the church, the trustee serving his third year of rotation as a trustee shall be the chairman of the trustees and the president of the church corporation, the one serving his second year as a trustee shall be vice-president of the corporation, the one serving his first year shall be the secretary of the corporation.

**ARTICLE III: MEETINGS**

**SECTION I: MEETINGS FOR PUBLIC WORSHIP**

Unless otherwise determined by the pastor, the church shall meet each Sunday for public worship and at least once during the week for Bible study and prayer.

**SECTION II: MEETINGS FOR CHURCH ADMINISTRATION**

Church member meetings will be held in February, May, August, and November. The meeting can be held on any day of the week. The meeting must be announced two weeks in advance.

The pastor shall serve as the moderator. In the event, the pastor is unable to serve as moderator, the deacon team leader shall serve as moderator. If neither are available to serve as moderator, the clerk shall begin the meeting with a vote for a temporary moderator.

A quorum shall consist of at least 10% of the total membership.

The moderator shall generally determine the rules of procedure according to Robert's Rules of Order.

For any meeting under this article, the moderator shall have the discretion to request nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence.

**SECTION III: SPECIAL MEETINGS**

The pastor (or deacon team leader if the office of pastor is vacant or the pastor is the subject of possible disciplinary action) may call a special meeting by giving notice of such a meeting and the purpose for which it is called to the church from the pulpit at least one Sunday and not less than one week prior to said meeting. A meeting for the calling of a pastor or the severance of the relationship between the church and pastor shall be called in accordance with the provision in these bylaws.

**SECTION IV: MOTIONS**

Members who desire that a certain motion be made or subject matter be discussed during a regular or special church member meeting must file a written recommendation with the pastor two days prior to the set meeting. The pastor in conjunction with the church leadership team will then consider the proposal and proceed according to their conscience and what they understand to be in the best interests of the church.

**SECTION VI: FISCAL YEAR & CHURCH YEAR**

The fiscal year of the church shall begin January 1st and end December 31st.

The church year for serving on ministry teams and election of officers shall begin June 1<sup>st</sup> and end May 31<sup>st</sup>.

**SECTION VII: EXTRA-BUDGET EXPENDITURES**

The treasurer may, in the ordinary course of his/her duties, make or authorize the making of any expenditure or obligation in any amount not exceeding One Hundred dollars (\$100). The pastor and trustees may make or authorize the making of any expenditure or obligation in any amount not exceeding Five Hundred dollars (\$500). The membership may make or authorize the making of any expenditure or obligation in any amount whatsoever.

**SECTION VIII: EMERGENCY EXPENDITURES**

The pastor, trustees, and deacons may, in an emergency situation, make or approve the making of any expenditure or obligation exceeding the limit imposed on them under the following conditions:

The pastor, trustees, and deacons, by a majority vote, must determine that the matter is of such urgency that it cannot wait until the next regular church member meeting or until a special meeting can be held. The pastor shall report the action taken by the pastor, trustees and the deacons to the next church member meeting for approval. If the members refuse to approve, the action shall be reversed insofar as possible, but the pastor, trustees, and deacons shall not be

personally liable for such action, provided that they have, in good faith, followed the procedures set forth in this section.

## ARTICLE IV: MINISTRY TEAMS

### SECTION I: STANDING MINISTRY TEAMS

Standing teams are those that meet on an on-going basis with functions that continue on a year to year basis. The standing ministry teams are: Church Leadership Team, Nominating Team, Personnel Team, & Stewardship Team.

#### *CHURCH LEADERSHIP TEAM*

The Church Leadership Team shall consist of the pastor, chairperson of each standing team, chairperson of each special team, deacon team leader, clerk, treasurer, chairman of the trustees in addition to all other ministry directors (youth, music, children, Sunday School, nursery, VBS, Bus, etc.). The pastor shall serve as the leader of this team (in the absence of the pastor or if the office of pastor is vacant, the deacon team leader will be responsible to lead this team). This team has no authority over the pastor, and acts in an advisory capacity only. The Church Leadership Team may make recommendations to the church at church member meetings.

Team Task: adopting and maintaining the church calendar, review the constitution and bylaws annually and make any recommendations to amend, review of ministry and program plans, and other tasks as requested by the pastor. The team shall meet in January, April, July, and October. The specific date will be set by the pastor and communicated to the team in a timely fashion.

#### *NOMINATING TEAM*

The Nominating Team shall consist of six at large members recommended by the pastor and approved by the church annually in the February church meeting.

They may serve two years and rotate off for at least one year before being recommended to serve on this team again. Two will rotate off each year.

Team Task: responsible for selecting and presenting to the church active members to fill vacant roles on standing teams, other teams, ministry directors approved by the church, and church officers.

#### *PERSONNEL TEAM*

The Personnel Team shall consist of three members recommended by the nominating team and approved by the church in the May church member meeting.

They may serve three years and rotate off for at least one year before being recommended to serve on this team again. One of which will rotate off each year.

Team Task: responsible for recommending salary and benefits for pastor, assist the pastor in recommending salary and benefits for any paid staff positions, assists the pastor when interviewing all candidates for employment and all matters of employed personnel administration

*STEWARDSHIP TEAM*

The stewardship team shall consist of five total members recommended by the nominating team and approved by the church in the May church member meeting. The Treasurer and Assistant Treasurer are included in this number with three other at large members serving three years and rotating off for at least one year before being considered to serve again. The treasurer and Assistant treasurer will not rotate off. A trustee may not serve on the stewardship team.

Team Task: prepare budget in October and present to the church in the November church member meeting, counting offerings, assist the pastor in developing an overall stewardship strategy for Creekside Church, oversee all financial obligations of the church.

**SECTION II: SPECIAL MINISTRY TEAMS**

Special ministry teams are those with a short-term function and formed for a special purpose when needed. They shall be recommended by the pastor in conjunction with the Church Leadership Team and approved at any regular or special called church member meeting. Names to serve on a special ministry team shall be recommended by the Nominating Team.

**SECTION III: ACTIONS OF MINISTRY TEAMS & COMMITTEES**

Ministry Teams and Committees, whether standing or special, have no authority to act on behalf of the church/corporation. Their primary function is to research, recommend, and carry out the will of the church. Ministry teams shall make available upon request all records and materials to the pastor or deacons. Each ministry team or committee shall have a secretary that keeps minutes of each meeting and shall timely submit the minutes to the pastor and church clerk to be filed with church records.

Ministry teams shall develop and amend policies and procedures not covered in the bylaws. These policies and procedures shall not conflict with the Constitution or Bylaws of Creekside Church. They shall be presented in the writing to the church members at least one week before being considered at a regular or special called church member meeting.

**ARTICLE V: DESIGNATED CONTRIBUTIONS**

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. All contributions to these funds shall be deemed advisory rather than mandatory in nature and shall remain subject to the exclusive control and discretion of the church members. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of its tax-exempt purposes.

**ARTICLE VI: LICENSING & ORDAINING**

Licensing and ordaining ministers shall be under the authority of the church and at the recommendation of the pastors and deacons.

## **ARTICLE VII: AMENDMENTS**

Proposed amendments or changes must be made available to voting members for review at least two weeks prior to the meeting at which the vote to amend the bylaws will be taken. 2/3 of the members present and voting will be required to adopt any amendments.

### **ADOPTION**

These bylaws were adopted by a two-thirds majority vote of the members present and voting at a duly called member meeting of the church.