

**CONSTITUTION AND BYLAWS**  
**OF**  
**NEW BRAUNFELS BIBLE CHURCH, AN EVANGELICAL FREE CHURCH**

**(Amended and restated the 28<sup>th</sup> day of September 2008)**

***ARTICLE I: NAME***

The legal name of the church shall be New Braunfels Bible Church, an Evangelical Free Church. For convenience the Church may assume and use the name "New Braunfels Bible Church." For state law purposes New Braunfels Bible Church is organized as a Texas Nonprofit Corporation and except as otherwise provided herein shall be governed by the provisions of the Texas Business Organizations Code that apply to nonprofit corporations.

***ARTICLE II: PURPOSE***

The purpose of the New Braunfels Bible Church is to glorify God by being and making disciples of Jesus Christ. We will accomplish this purpose by:

1. Worshipping God (John 4:23-24);
2. Building up the local body of believers in Jesus Christ (1 Corinthians 14:12, 26; Hebrews 10:24-25);
3. Loving and serving others (Matthew 22:37-40; John 13:34-35; Romans 12:6-8; 1 Peter 4:10);
4. Sharing the Good News of Jesus Christ with unbelievers (Mark 16:15; 1 Thessalonians 2:4);
5. Pursuing holy living as witnesses for Christ and His Word (2 Corinthians 5:20; 1 Peter 3:15);
6. Spending time in personal and corporate prayer (Philippians 4:6; Ephesians 6:18; 1 Thessalonians:17; 1 Timothy 2:1).

***ARTICLE III: STATEMENTS OF FAITH AND BELIEF***

**EFCA Statement of Faith**

New Braunfels Bible Church adheres to the Statement of Faith of The Evangelical Free Church of America by stating that we believe:

1. The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for Christian faith and life.
2. In one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.

3. That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

4. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.

5. That man was created in the image of God but fell into sin and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

6. That the shed blood of Jesus Christ and His Resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and, thus become children of God.

7. That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

8. That the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the Body of Christ of which He is the Head.

9. That only those who are, thus, members of the true Church shall be eligible for membership in the local church.

10. That Jesus Christ is the Lord and Head of the Church and that every local church has the right, under Christ, to decide and govern its own affairs.

11. In the personal and premillennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.

12. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

### **Statements of Belief**

In addition to and amplification of the above Statement of Faith of the Evangelical Free Church of America, New Braunfels Bible Church sets forth the following statements of belief:

**The Scriptures.** We believe that the Scriptures, both Old and New Testaments, are the written Word of God, without error in the original writings, and they are the divine and final authority for the Christian in faith and practice. (2 Timothy 3:16-17; 2 Peter 1:20-21).

**The Godhead.** We believe in one God, Creator of all things, who exists eternally and perfectly in three persons, Father, Son, and Holy Spirit. These three are one God deserving precisely the same homage, confidence, and obedience. Each one executes distinct but harmonious offices in the great work of redemption. (Genesis 1:1, 26; Deuteronomy 6:4; Psalms 90:2; Matthew 28:19; John 1:1, 10:30; 14:9; 2 Corinthians 13:14).

**Satan.** We believe that Satan is an actual person and not an imaginary influence. He was once a mighty angel, but in pride and ambition he attempted to betray the Almighty and was cast down to earth in judgment. He is the greatest enemy, the mightiest tempter, and the most relentless accuser of the saints. At Armageddon he will be defeated by Christ and eventually be thrown into the lake of fire, the eternal place of punishment prepared for him and his angels. (Job 1-2; Matthew 4:1-11; Isaiah 14:12-17; Ezekiel 28:12-19; 2 Corinthians 4:4; 1 Corinthians 7:5; 1 Peter 5:8; Revelation 12:10; 20:1-10).

**Creation.** We believe that God personally created the heavens and earth; that man was originally created in the image and after the likeness of God; that he disobeyed God, bringing sin (total depravity) and its condemnation upon the whole human race; and that every human being since Adam is born into the world with a nature which not only possesses no spark of divine life, but essentially and unchangeably is evil apart from divine grace (Genesis 1:1, 26 John 1:1-3; 3:17-19; Psalms 14:1-3; 51:5; Jeremiah 17:9; Mark 7:20-23; Romans 1:18-32; 3:10-20 ; 5:12; Ephesians 2:1-3).

**The Person and Work of Christ.** We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. He died on the cross as the perfect sacrifice for our sins, arose bodily from the dead, and ascended into heaven where He sits at the right hand of the Father as our High Priest and Advocate. (Isaiah 7:14; Matthew 1:18-25; 27-28; Mark 15-16; Luke 23-24; John 1:1-4, 14; 19-20).

We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for this regeneration and only those who believe that Jesus died and rose again for the forgiveness of their sins and have trusted in Jesus Christ as their personal Savior are born of the Holy Spirit and thus become children of God. (John 1:12; Romans 3:24-25; 5:8-11; 6:23; Ephesians 1:3-8; 2:8-9).

We believe that Jesus will return for His Church prior to the tribulation, that the dead in Christ will be raised first and then those who are alive will be caught up with them to meet Christ in the air, to be with Him forever. (1 Thessalonians 4:13-18).

We believe that Jesus will return to earth at the end of the tribulation to defeat Satan and his armies, restore Israel, and set up His physical kingdom on earth for a thousand years. (Revelation 19-20; Isaiah 2:2-4; 11; Psalm 110:1-3).

**The Person and Work of the Holy Spirit.** We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate and seal the believing sinner, and indwell, guide, instruct, and empower the believer for godly living, service, and worship. He intercedes for us as we seek to pray as we should. (John 16:7-15; Romans 8:9-11, 26-27; 1 Corinthians 12:7; 2 Corinthians 1:22).

**The Believer's Relationship to God.** We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit are salvation and spiritual life realized. (Genesis 1:26-27; 3; Romans 3:23; 6:4; 1 Corinthians 12:13).

We believe that our spiritual regeneration is the gift of God and the resulting salvation involves three tenses – past, present, and future – and is comprised of:

- Justification: The *past* tense, for when a person places his or her faith in the finished work of Christ, we are saved from the *penalty* of sin (death) and are, by God's grace, declared righteous. (Romans 3:24-26; 6:23);
- Sanctification: In this *present* life, each believer in Christ is being saved from the *power* of sin. This is a lifelong process as the Holy Spirit empowers us to live holy lives as we come to know the Savior more intimately and personally. (John 15:1-11; 17:17; Romans 8; Galatians 5:16-25; 2 Corinthians 3:18; 5:17; Philippians 2:12-13); and
- Glorification: In the *future*, when we meet our Savior face to face, we shall be saved from the *presence* of sin as our earthly bodies are transformed and we are conformed to the image of His glory. (1 Corinthians 15:42-44, 51-53; 1 John 3:2).

We believe that when we believe in Jesus Christ as our Savior, our regeneration is sealed by the Holy Spirit, the life we receive is eternal, and no one is able to snatch us from our Father's hand or separate us from His love. (John 10:28-30; Romans 8:29-39; 1 Peter 1:3-5).

**The Church.** We believe that the Church, the universal body of Christ, is comprised of all those who have professed belief in Jesus Christ as their Savior. It was constituted on the Day of Pentecost. The local church is that assembly of believers who come together in Christian fellowship to carry out God's will – corporate praise and worship, observing the ordinances, evangelizing, building up believers (making disciples), giving, ministering to one another, etc. (Ephesians 1:22-23; Hebrews 12:23; Matthew 16:18; Acts 2; 1 Corinthians 1:2; 14:26; 1 Timothy 2:1-8).

**Church Ordinances.** As a church we will observe the following ordinances in obedience to Christ's teaching. Although not essential to justification, we believe that:

- Christian baptism is the immersion in water of a believer, in the name of the Father, Son, and Holy Spirit, to demonstrate our faith in the crucified, buried, and risen Savior. Baptism is a symbol of our death to sin and resurrection to new life. Water baptism is a significant step of obedience in the life of a believer toward becoming a

mature disciple. The Scriptures demonstrate the importance of baptism in the account of Christ's own baptism, in His commission, and in the immediate baptism of new believers during the establishment of the early church. (Matthew 3:13-17; 28:19; Acts 2:38; 8:38; 16:14-15, 31-33); and

- Communion, the celebration of the Lord's Supper, is a memorial by which, together, we remember the sacrificial love of Christ until He returns, and should always be preceded by solemn self-examination. (Matthew 26:26-29; Luke 22:14-20; 1 Corinthians 11:23-34).

**The Rapture.** We believe in the imminent return of our Lord Jesus Christ to receive to Himself all those who have believed in Him, and so shall we ever be with the Lord (John 14:1-6; 1 Thessalonians 4:13-18; Revelation 3:10-11).

**The Pre-Millennial Return and Reign of Christ.** We believe in the bodily return of Christ with His saints as prophesied in the Davidic covenant prior to the era of Israel's restoration and universal peace for a thousand years, thus fulfilling prophecy. (2 Samuel 7; Isaiah 2:2-5; Zechariah 14; Revelation 19:11-20:5).

**The Eternal State.** We believe that the just and the unjust will be resurrected bodily, the just to the everlasting blessedness of the saved, and the unjust to the everlasting condemnation of the lost. (Psalm 16:8-11; 49:13-15; Isaiah 26:19; Daniel 12:2; John 5:28-29; 1 Corinthians 15:20-24; 1 Thessalonians 4:13-18; Revelation 20).

#### ***ARTICLE IV: THE CHURCH'S AUTHORITY AND LEADERSHIP***

1. **Christ.** New Braunfels Bible Church recognizes Christ as Head, the supreme authority over all things including His church; the Scriptures as the guide to the church's faith and practice; and the Holy Spirit as the teacher of each individual member (Matthew 21:42; John 16:13; 17:17; Ephesians 1:22; 4:15; Colossians 1:18; 2:19; 2 Timothy 3:16).

2. **Elders.** New Braunfels Bible Church shall be managed, controlled and administered by its board of directors, which shall be called the Board of Elders or the Elder Board. The Elder Board at any point in time shall consist of those men holding the office of Elder pursuant to Article VI below. The Elder Board shall carry out the purposes of New Braunfels Bible Church, and, subject only to limitations imposed by law, the Certificate of Formation and this Constitution and Bylaws, may exercise all the powers of New Braunfels Bible Church. The Elder Board shall act for the church in the reception and discipline of members. The Elder Board shall have the responsibility to oversee and lead the entire ministry of the church. This involves assessing the needs of the entire body and planning, evaluating, and appointing those to lead or assist in various areas of ministry. The Elder Board shall appoint ministry teams and personnel needed to effectively and efficiently carry out the purpose of this church. Under the leadership of the Holy Spirit, the Elders shall exercise oversight of the church by shepherding the flock without lording it over them and guarding the purity of doctrine (Matthew 18:15-17; Acts 20:28-30; 1 Timothy 3:1-6, 4:13, 5:17; Titus 1:9-11; James 5:14-15; 1 Peter 5:1-4).

3. Members. The members of New Braunfels Bible Church shall exercise their biblical role in church government through the recognition of elders and deacons, and shall also be involved in the approval of those matters specifically reserved for approval by the members in this Constitution and Bylaws.

## ***ARTICLE V: MEMBERS***

1. Eligibility for Membership. New Braunfels Bible Church shall welcome into its membership any person 16 years of age or older who:

- a. Testifies of a personal experience of being born again through faith in Jesus Christ.;
- b. Acknowledges and accepts the teaching of God's Word as stated in Article III hereof;
- c. If asked to teach, agrees to teach only the doctrine as defined in Article III above;
- d. Agrees to abide by Article V of the Constitution and By-Laws of New Braunfels Bible Church with regard to membership;
- e. Completes the membership process; and
- f. Commits to the Covenant of Membership attached hereto as "Appendix A".

2. Process of Admission to Membership.

a. The membership rolls shall be supervised by the Elder Board. Application for membership shall be made by a written or verbal request to an Elder, Deacon or the church business office, who will ensure that the applicant receives copies of the membership materials which will include copies of the Constitution and By-Laws of New Braunfels Bible Church, a Covenant of Membership form, and any other documents designated from time to time by the Elder Board.

b. If an applicant desires to pursue membership after having read the membership materials, he or she shall indicate agreement with the doctrines and practices of New Braunfels Bible Church by signing the Covenant of Membership. He or she shall also request a meeting with two church representatives consisting of (i) two Elders, (ii) an Elder and a Deacon or (iii) any two individuals approved by the Elders. The church representatives will:

- (i) Obtain an oral testimony of the applicant's faith in Christ.
- (ii) Express the importance of believer's baptism, acknowledging that baptism in no way saves us, but is a significant step of obedience in the life of a believer; determine that the applicant has been baptized as a believer, or is willing to study and consider being baptized as a believer.
- (iii) Receive an assurance that there exists no practice of gross immorality in the applicant's life.

- (iv) Verify that applicant acknowledges and accepts the basic Biblical doctrines as stated in Article III above.
- (v) Verify that the applicant, if called upon to teach, will only teach doctrine as defined by Article III above.
- (vi) Obtain a commitment that the applicant will use his/her spiritual gifts to serve within the church body.
- (vii) Discuss any questions or issues.

c. Unless questions remain unresolved after the meeting with the two church representatives, the applicant will immediately be welcomed into membership. Any unresolved questions resulting from the applicant's interview will be presented to the Elder Board and a follow-up meeting with the applicant will be scheduled. If an applicant is rejected, he or she will be given an opportunity to meet with the Elder Board to clarify any issues.

d. Pastoral staff and their spouses shall automatically become members with full voting privileges on receipt and acceptance of a call from the church.

### 3. Withdrawal from Membership.

a. Withdrawal from membership will be allowed upon request of the member. Members in good standing will receive a letter of recommendation, if requested.

b. Any individual absent from church services for a period of more than nine months and from whom no communication has been received may be removed from the membership roll by the Elder Board.

c. Any member who is disciplined in accordance with this Article V shall be removed from the membership roll.

d. Any member who has withdrawn or has been removed from the church membership roll in accordance with this Article V loses membership status.

### 4. Discipline.

a. If any member actively espouses a doctrine or conducts him or her self in a manner which in the studied opinion of the Elders is not in harmony with scriptural principles, he or she shall be interviewed and counseled by the Elders. The purposes of these interviews are the restoration of the erring member and the protection of the spiritual life of the church, and the main motivating force is love.

b. If efforts to bring repentance and restoration fail, the elders will follow guidelines clearly indicated in the Word of God (Matthew 18:15-17; 1 Corinthians 5:11-13; Galatians 6:1-5; 2 Thessalonians 3:6-15; 1 Timothy 5:20, and Titus 3:10-11).

c. If the member cannot be confronted or chooses to continue in an unrepentant condition, he or she may be removed from membership. This can be done only by the church on recommendation of the Elder Board and by a two-thirds majority

vote of the members present at an annual or special meeting of the church. Such a vote shall be taken by secret ballot. No absentee ballots shall be allowed for this purpose.

5. Annual Meetings of the Members. The annual meeting of the members of New Braunfels Bible Church shall be held during the last quarter of each calendar year at a time and place to be determined by the Elder Board. Notice of the meeting start time and location and tentative meeting agenda, shall be given at least two Sundays prior to the meeting by publication in the weekly church bulletin or by announcement at regular Sunday morning services.

6. Special Meetings of the Members. Special meetings of the members shall be called by the Elder Board as deemed necessary or when petitioned in writing and signed by ten percent (10%) of the voting membership of the church. Notice of the meeting start time, location and meeting agenda shall be given for at least two Sundays prior to the meeting by publication in the weekly church bulletin or by announcement at regular Sunday services at least two Sundays prior to the date of the meeting. No business shall be transacted except that stated in the call.

7. Quorums and Voting. Unless otherwise provided herein, those members present or voting by absentee ballot at any properly called annual and special meeting of the members of New Braunfels Bible Church shall constitute quorum. A member who wishes to participate in a meeting but is unable to attend may request an absentee ballot from an Elder or the New Braunfels Bible Church office. Absentee ballots must be signed by the member and received by an Elder or a person designated by the Elder Board prior to the time the vote is taken at the meeting. Proxy voting will not be allowed. The vote of a simple majority of those members voting at a meeting (either in person or by absentee ballot) shall constitute an act of the members except as otherwise provided herein. A vote of a two-thirds majority of those members voting shall be required to approve a "fundamental action" as defined in Section 22.164 of the Texas Business Organizations Code. The Chairman of the Elder Board shall preside over all meetings of the members. In his absence, the Elders may appoint any other Elder to preside over the meeting.

8. Actions Requiring Members Approval. No action may be taken by or on behalf of New Braunfels Bible Church in connection with any of the following matters without the approval of the members:

- a. to amend this Constitution and By-Laws;
- b. to call a Senior Pastor;
- c. to purchase, sell, pledge, mortgage or refinance real property;
- d. to approve major facility construction or modification;
- e. to borrow money or issue evidences of indebtedness for borrowed money in excess of a total outstanding indebtedness of \$50,000 (above any debt secured by real estate) at any time; or
- f. to approve a "fundamental action" as defined in Section 22.164 of the Texas Business Organizations Code.

## ***ARTICLE VI: ELDERS***

1. Qualifications. All elders, except for pastors, shall be individuals who have been members for at least one (1) year prior to their appointment. They shall be persons of Christian character, whose moral and spiritual standards are recognized as reflecting the qualifications contained in scripture (1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-3).

2. Selection. Elders shall be determined as follows:

a. Candidates for elder shall initially be recognized by one or more members of New Braunfels Bible Church by the process established by the Elder Board from time to time with careful attention paid to the biblical qualifications of character and function for the office. This process is meant to encourage members of the church to consider the biblical qualifications of an elder and bring forward the names of those men that they consider to be qualified to serve as an Elder.

b. The Elder Board (excepting the Elder who himself is being considered for recognition to serve another term) shall carefully consider any man recognized as an elder candidate by a member and determine if he meets the biblical qualifications in character and function and desires to serve as an elder.

c. If the Elder Board determines that the candidate is biblically qualified to serve and desires to serve, the Elder Board shall submit the name of the candidate to the congregation by publication in the weekly church bulletin or by announcement at regular Sunday morning services, followed by a review period of one month during which reservations concerning the candidate may be brought to the attention of the Elder Board.

d. Following the one month period of review, the Elder Board shall review any reservations that have surfaced concerning the candidate, and lacking any reservations surfacing which preclude the candidate from serving as an elder, the Elder Board shall approve the person to serve as an Elder and soon thereafter publicly announce the person as having been appointed as an Elder at a regular Sunday morning service.

3. Term of Service. In order to maintain leadership and provide for regular accountability, elders (except for the Senior Pastor) will serve a term of no more than three years, at which time they may be again recognized to serve another term, following the recognition process indicated above.

4. Accountability. The Elder Board shall also evaluate itself and its members. It shall be a self-disciplining board according to Matthew 18:15-20; 2 Thessalonians 3:14-15; and 1 Timothy 5:19-20. However, the Elders are directly accountable to the Lord of the Church, Jesus Christ, for all their actions and decisions (Hebrews 13:17). They are also accountable to the congregation.

5. Termination. In any removal action taken, the Elder Board will advise the elder in question of the charges against him in writing. The elder shall have the opportunity

to answer the charges in the presence of his accusers. He shall not be present during discussions concerning him or during voting regarding his removal. If the Elder Board is unsuccessful in bringing the matter to a satisfactory conclusion, the matter shall be presented to the Congregation in accordance with scriptural principles (1 Timothy 5:19-22). An elder may be removed from office by a three-fourths majority vote of the members present and voting by secret ballot in a properly called congregational business meeting. No absentee ballots shall be accepted for this purpose.

6. Meetings of the Elder Board.

a. Meetings. There shall be an annual meeting of the Elder Board to be held in the last quarter of each calendar year at the time fixed by resolution of the Elder Board. Regular meetings of the Elder Board shall be held at such times as may be fixed from time to time by resolution of the Elder Board. Special meetings of the Elder Board may be called by the Chairman or by any two Elders.

b. Notice. Notice of the time and place of meetings of the Elder Board shall be given by the Chairman or the Secretary not less than one day before the meeting by mail, telephone, facsimile, electronic or other type of communication reasonably expected to reach each Elder. Such notice need not be given to any Elder who attends such meeting in person, nor to any Elder who shall waive notice of such meeting whether before or after such meeting. Notice of any meeting of the Elder Board need not state the business to be transacted at the meeting except as otherwise expressly provided herein or by statute.

c. Quorum. At each meeting of the Elder Board the presence of a majority of the members of the Elder Board shall constitute a quorum. A majority vote of those present at any meeting at which a quorum is present shall be sufficient for any action to be taken by the Elder Board, except as otherwise specifically provided by law, the Certificate of Formation or this Constitution and Bylaws.

d. Withdrawal from Meeting. During the consideration of a proposed action, the withdrawal from the meeting of a member of the Elder Board pursuant to the church's conflict of interest policy shall not affect the existence of a quorum.

e. Action by Written Consent. Any action required or permitted to be taken at any meeting of the Elder Board or of any committee created by the Elder Board may be taken without a meeting if a written consent, setting forth the action so taken, is signed by a sufficient number of directors or committee members as would be necessary to take that action at a meeting at which all of the directors or committee members were present and voted.

f. Meeting by Telephone. Subject to provisions of this Constitution and Bylaws and the provisions of the Texas Business Organization Code for notice of meetings, members of the Elder Board, or members of any committee designated by the Elder Board, may participate in and hold any meeting required or permitted under this Constitution and Bylaws by telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a

meeting shall constitute presence in person at such a meeting, except where a person participates in the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

## ***ARTICLE VII: OFFICERS***

1. Designation. The officers of the New Braunfels Bible Church shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer and such Assistant Treasurers and Secretaries, as the Board shall elect. The Chairman and Vice-Chairman shall be members of the Elder Board and shall be elected by the Elder Board. All other officers of New Braunfels Bible Church need not be members of the Elder Board and shall be elected by the Elder Board. Each officer shall serve until the officer's replacement is elected or until the officer resigns or otherwise ceases to serve.

2. Election. Unless otherwise determined by the Elder Board, the annual election of officers shall take place at the annual meeting of the Elder Board each year. Any officer shall be eligible for re-election to the same or a different office.

3. Vacancies. A vacancy in any office may be filled by the Elder Board at any meeting.

4. Chairman. The Chairman shall serve as the presiding officer at all meetings of the Elder Board at which he is present and the annual and special meetings of the members at which he is present. He shall also serve in the position of President of the corporation and may sign all official documents as the Chairman of the Board and/or President of New Braunfels Bible Church.

5. Vice-Chairman. The Vice-Chairman shall preside, in the absence of the Chairman, at meetings of the Elder Board. The Vice-Chairman shall perform such other duties as from time to time may be assigned to him by the Elder Board.

6. Secretary. The Secretary shall keep all minutes of the meetings of the Elder Board and members and shall perform other usual duties of the office. The Elder Board may ask another officer or Elder to record the minutes of the meeting if the Secretary is unable to attend a board meeting or a meeting of the members.

7. Treasurer. The Treasurer (directly or indirectly by supervision of church staff and volunteers) shall (i) be responsible for deposit of the funds and securities of the church in such banks, trust companies, or deposit vaults as may be designated by the Elder Board; (ii) be responsible for the appropriate disbursement of the church's money; and (iii) see that a proper accounting system is maintained to give a true and accurate accounting of the character, value and amount of property and funds of the church with such books being at all times open to the inspection of the Elder Board. The Treasurer and other individuals with access to the giving records shall hold such records in the strictest confidence.

8. Other Offices. Assistant Secretaries, Assistant Treasurers and other officers, if any are appointed, shall perform duties as designated by the Elder Board.

9. Resignation. Any officer may resign at any time by giving written notice to the Chairman or Vice Chairman. Such resignation shall take effect at the time specified therein or, if no date be specified, on the date of its receipt.

### ***ARTICLE VIII: COMMITTEES***

The Elder Board may create one or more special committees to exercise such authority of the Elder Board in the business and affairs of the New Braunfels Bible Church as the Elder Board may delegate, except as prohibited by law. All committees shall act within the scope of their committee charter and shall have authority only to advise and make recommendations to the Elder Board with respect to matters assigned to them. The designation of any committee and the delegation to it of authority shall not operate to relieve the Elder Board or any member thereof of any responsibility imposed on it or such member by law. Any member of a committee may be removed at any time by the Elder Board.

### ***ARTICLE IX: DEACONS***

1. Qualifications. All Deacons shall be persons of Christian character, whose moral and spiritual standards are recognized as reflecting the qualifications contained in scripture for Deacons.

2. Selection. Deacons shall be recognized in a manner established from time to time by the Elder Board which emphasizes the biblical qualifications and functions of a deacon (1 Timothy 3:8-13).

3. Function. The Deacons shall serve as needed (either directly or by supervision of other church volunteers) to ensure that the physical properties of the church are kept in good repair. The Deacons shall also perform other practical ministries of the church and oversee specific programs of the church assigned to the Deacons by the Elder Board. All actions of the Deacons are subject to review and approval by the Elder Board.

### ***ARTICLE X: CHURCH STAFF***

1. Senior Pastoral Call. The calling of a Senior Pastor shall be administered and overseen by the Elder Board. The Elder Board may (at its discretion) appoint a special pastor search committee to assist the Elder Board to select a candidate. Once the Elder Board decides on a candidate for Senior Pastor, the congregation shall be convened (following proper notice) for special meeting of the members. The congregation shall vote on whether or not to affirm the call. The call shall be extended if the candidate receives a three-fourths majority vote of the members voting at the meeting or voting by absentee ballot. If not, the matter goes back to the Elder Board for the selection and presentation of a new candidate at a subsequent special meeting of the members.

2. Senior Pastor Duties. The Senior Pastor's most important duty shall be to study and teach the Word of God (Ephesians 4:11-16). In addition, he shall serve as an Elder of the church, a member of the Elder Board, and an ex-officio member of all ministry teams, committees, auxiliary bodies, and all other organizations of the church. He shall oversee the hiring or termination, and supervision of, all church staff, in consultation with the Elder Team. He shall be responsible for the day to day supervision of all church staff in consultation with the Elder Board and perform such other duties in connection with the work of the church as shall be delegated to him by the Elder Board and accepted by him. He shall abide by the Word of God in his life, teaching and preaching, taking great care in all his conduct so as to be esteemed a man of respect in the congregation and community.

3. Other Pastoral and Church Staff. Other Pastoral and church staff shall perform such duties in connection with the work of the church as prescribed by the Senior Pastor with the approval of the Elder Team. They shall abide by the Word of God in their life taking great care in all their conduct so as to be esteemed as a person of respect in the congregation and community. Pastors other than the Senior Pastor shall not automatically be an Elder but may serve as an Elder if approved pursuant to Article VI above. Persons serving as non-pastoral church staff shall not be eligible to serve as an Elder while receiving compensation from the church.

4. Termination of the Senior Pastor. The Senior Pastor shall serve an indefinite term of service unless other arrangements are made at the time the call is accepted. The relationship between the Senior Pastor and the church may be dissolved by the pastor by the giving of thirty days notice, or by mutual consent. If the Senior Pastor should radically depart from the Word of God in his conduct or in doctrine as contained in Article III above, or demonstrate proven ineffectiveness in ministry, the Elders shall admonish him in love, and should this not have the desired result, the pastor may be dismissed by the congregation at a meeting of the members properly called specifically for that purpose. After hearing the reasons for his recommended dismissal at the meeting, the Senior Pastor shall be accorded the right of stating his position before the congregation. He (and his family) shall absent himself at the time of voting. A ballot vote of simple majority of the members present shall make valid termination of the term of office of the pastor. No absentee ballots shall be allowed for this purpose.

## ***ARTICLE XI - ANNUAL BUDGET***

1. Approval of Annual Budget. A proposed annual budget for the church shall be prepared for each calendar year under the direction of the Elder Board. The Elder Board may appoint committees, the Treasurer, individual volunteers and/or church staff to assist in the preparation of a proposed annual budget. Members are encouraged to make their suggestions for budget items known to the Elders or those assisting the Elders in the preparation of the proposed annual budget. After a proposed budget is approved by the Elders, it shall be made available to the members at regular Sunday morning services at least two weeks prior to the annual meeting of the Members for consideration, comments and suggestions by the Members. After the annual meeting of the Members, the Elders shall consider the comments and suggestions made regarding the proposed annual

budget. The Elders shall make any changes deemed appropriate by the Elders and approve the final version the annual budget which shall become the approved annual budget. The approved annual budget shall be published at least once in the weekly church bulletin soon thereafter and be made available for the information of the congregation.

2. Expenditures. The Elders, Deacons, Treasurer and various ministry leaders appointed by the Elder Board shall have the authority to approve specific expenditures related to their area of responsibility in compliance within the approved annual budget (subject to the policies and restrictions established by the Elder Board from time to time). If the Elder Board reasonably determines that funds are available, the Elder Board may authorize the expenditure of funds that is not in compliance with the approved annual budget but only to the extent that the total of such expenditures for the year do not exceed ten (10) percent of the total approved annual budget for the year.

3. Amended Annual Budget. If the Elder Board determines that the approved annual budget needs to be modified during a calendar year, the Elder Board shall prepare a proposed amended annual budget. A summary of the proposed changes to the annual budget and a copy of the proposed amended annual budget shall be included in the weekly church bulletin for at least two Sundays to provide an opportunity for questions and comments by the congregation. After the two week period the Elder Board shall consider any comments and suggestions made regarding the proposed amended annual budget. The Elders shall make any changes deemed appropriate by the Elders at that time and approve the final version of the amended annual budget which shall then become the approved annual budget for that calendar year which shall be published at least once in the weekly church bulletin soon thereafter and be made available for the information of the congregation.

## ***ARTICLE XII - AFFILIATIONS***

1. Local Autonomy. New Braunfels Bible Church is and shall remain free and independent so far as it relates to its internal organization and the regulation of its own affairs. It is in subjection to no ecclesiastical body, except by its own consent.

2. EFCA Affiliation. Notwithstanding the previous paragraph, New Braunfels Bible Church, realizing the advantage of united effort, and being in general accord with the aim and scope of the Evangelical Free Church of America, shall apply for membership in and endeavor to cooperate with the Evangelical Free Church at large and its various functions that prove in accord with the purposes of New Braunfels Bible Church. We will actively participate in the EFCA Texas-Oklahoma District Ministry.

## ***ARTICLE XIII - CHURCH PROPERTY***

1. In case of a division of the church (from which may God in His mercy preserve us) the property and all funds of the church shall belong to those who abide by this Constitution and Bylaws.

2. In the event New Braunfels Bible Church ceases to function or should the corporation be dissolved, the right, title, and interest in and to all of the real and personal property of the corporation (after all the liabilities and obligations of the corporation are paid satisfied and discharged) shall accrue to the benefit of, and be vested in the EFCA Texas-Oklahoma District of the Evangelical Free Church of America if such organization shall at the time of distribution, be exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or under such successor provision of the Code as may then be in effect. If such organization is not so exempt at the time of distribution, then such real and personal property of the corporation shall be distributed to the Evangelical Free Church of America provided it is exempt under Section 501(c)(3) of the Internal Revenue Code otherwise to an exempt organization or church that is involved in the proclamation of the Gospel of God's free grace as selected by the Elder Board at that time.

**ARTICLE X – AMENDMENT OF CONSTITUTION AND BYLAWS**

The Constitution and Bylaws may be amended by the vote of a two-thirds majority of the voting membership present (or voting absentee) at any properly called annual or special meeting of the members provided the proposed amendment to the Constitution and Bylaws has been made available in writing to the members at the Church's regular Sunday morning services on at least four Sundays preceding the date of the meeting.

**AMENDMENT AND RESTATEMENT**

This Constitution and Bylaws is adopted by the members of New Braunfels Bible Church the 28<sup>th</sup> day of September 2008 and amends and restates in the entirety, and supersede in all respects the original Constitution and Bylaws of New Braunfels Bible Church.

\_\_\_\_\_, Chairman

Date: September 28, 2008

\_\_\_\_\_, Secretary

Date: September 28, 2008

**Appendix A**

***Covenant of Membership to New Braunfels Bible Church***

A. I believe that Jesus Christ died and rose again for the forgiveness of my sins and have trusted Him as my personal Savior from sin and have assurance of my eternal salvation

B. I have reviewed the doctrines and principles of New Braunfels Bible Church and acknowledge their scriptural basis. Furthermore, if offered the opportunity to teach, I will only teach the doctrines and principles of New Braunfels Bible Church.

C. In the Lord's strength, I will endeavor to do the following:

1. Live a holy and godly life according to the teachings of the Word of God. I will avoid and refrain from that which is destructive of the Christian life and dishonoring to God.
2. If not baptized as a believer, will study scripture referring to believer's baptism, and will consider being baptized as a believer.
3. Guard my tongue from destructive criticism and gossip; exhibit diligence to preserve the unity of the Spirit in the bond of peace"; and follow Matthew 18:15-17 to restore a broken relationship with another member.
4. Pray for my fellow members, church leaders, church activities, and missionaries.
5. Seek opportunities to serve others and support others in their service to the church.
6. Regularly participate in the services of the church.
7. Invest in the support of my church and its projects as a faithful steward according to my ability.
8. Fellowship with a community of believers in the context of a small group.
9. Utilize my God-given gifts to support the body of Christ.
10. Seek to grow in the Holy Spirit through prayer and Bible study.

SIGNED: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Please return this signed Covenant of Membership to the NBBC church office, and an elder will contact you for a membership meeting.*

\_\_\_\_\_ DATE: \_\_\_\_\_  
CHURCH REPRESENTATIVE

\_\_\_\_\_ DATE: \_\_\_\_\_  
CHURCH REPRESENTATIVE