

Updated December 2, 2021

# **Bylaws**

## **Saguaro Canyon Church**

# Bylaws

## Preamble

WHEREAS, it is the express purpose of God our Heavenly Father to call out of the world a saved people who shall contribute to the Body of Christ, built and established on the foundation of the apostles and prophets, Jesus Christ being the Chief Cornerstone.

WHEREAS, the members of the Body of Christ are enjoined to assemble themselves together for worship, fellowship, counsel, and instruction in the Word of God and the work of the ministry and for the exercise of those spiritual gifts and offices provided for in the New Testament, therefore,

BE IT RESOLVED, that we recognize ourselves as a body of Christian believers working together for the common purpose of spreading the Gospel of our Lord and Savior Jesus Christ, and that under the laws of the State of Arizona we may exercise all the rights and privileges granted to religious bodies.

## Language

The masculine gender stated within this document shall refer to both men and women except in reference to Elders and Pastors, who shall only be male as described in scripture.

## Article I Name

The name of this corporation shall be Saguaro Canyon Church.

## Article II Purpose

The specific purpose for which the corporation is organized is to establish and oversee places of worship, teach and preach the gospel to all people, conduct evangelistic and humanitarian outreach, license and ordain ministers of the gospel and to also engage in activities which are necessary, suitable or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

## Article III Tenets of Faith

### God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

## **The Bible**

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

## **The Human Condition**

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

## **Jesus Christ**

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

## **The Work of Christ**

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

## **The Holy Spirit**

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

## **The Church**

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not

The means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

## **Christian Living**

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

## **Christ's Return**

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

## **Response and Eternal Destiny**

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

## **Article IV Ordinances**

### **Baptism in Water**

The ordinance of baptism by burial with Christ should be observed (as commanded in the Scriptures) by all that have repented of their sins and in their hearts have believed on Christ as their Savior and Lord. In doing so, they declare to the world that they have died with Christ and that they have also been released to walk with Him in newness of life (Matt. 28:19; Rom. 6:4).

### **The Lord's Supper (Communion)**

The Lord's Supper, consisting of the elements, bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and a prophecy of His second coming, and is enjoined to all believers "until He comes" (John 6:48,51,53-57; Luke 22:19,20; 2 Pet. 1:4; 1 Cor. 11:25).

## **Article V Membership**

This organization shall have a limited-voting membership. The Board of Directors may create a membership program that details the requirements of membership and procedures for dismissal.

### **Section 1 Voting Rights**

This is a limited voting membership church. Each corporate member shall be entitled to one vote as a member of this church on approved issues. Voting in this corporation is limited to those individuals that have been fully accepted into membership and whose status as a corporate member is active. An annual congregational meeting shall be held no later than the second week of November, where the corporate membership shall cast votes on the proposed budget for the upcoming corporate year as well as affirming of any Elder candidate(s) and any business items, as outlined below, requiring the approval of the corporate membership. The membership shall be given an outline of the proposed budget, a biography of any proposed Elder candidate(s) and any other information required for the meeting and proper notice of said meeting a minimum of 2 weeks in advance. Additional meetings may be called, with proper notice, by the Board of Directors as needed.

The only issues that members are permitted to vote on are as follows:

1. Appointment of Senior Pastor/President; Perspective candidates for Senior Pastor/President shall be presented to the membership at a membership meeting and may only be approved as Senior Pastor/President by a simple majority vote of the corporate membership present at any corporate meeting.
2. Approval of the Annual Budget; The proposed annual budget shall be presented to the membership at the last corporate members meeting of the corporation year in order to establish the budget for the following corporation year meeting and may only be approved by a simple majority vote of the corporate membership present at any corporate meeting. The congregation shall approve any annual budget override of 10% or more.
3. Purchase of land; No land may be purchased without corporate member approval. Proposals to purchase any land shall be presented to the membership at a membership meeting and may only be approved by a simple majority vote of the corporate membership present at any corporate meeting.

All other governing and financial decisions shall be made and carried out by the Board of Directors.

## **Article VI Government**

### **Section 1 Board of Directors**

1. There shall be a Senior Pastor/President.
2. There may be a Vice President.

3. There shall be a Secretary.
4. There shall be a Treasurer.
5. Other individuals may be added as needed.

## **Section 2 Official Board of Directors and Voting Power**

1. The Board of Directors is that group of persons vested with the management of the business and affairs of the corporation.
2. The official Board of Directors shall consist of individuals listed above and those added by official action of the Board of Directors.
3. The majority shall serve without remuneration and not be related by blood or marriage.
4. The Senior Pastor/President shall be chairman of the Board of Directors and chief executive of the corporation.
5. Each member of the Board of Directors shall have equal voting power among all of the other members.
6. A decision of the Board of Directors is considered valid with a simple majority vote including the approval of the Senior Pastor/President, unless otherwise specified in the Bylaws.
7. The Senior Pastor/President shall be an ex officio member of every committee and can at his discretion be the chair of such committee at the time of its creation.

## **Section 3 Removal from the Board of Directors**

Any Board of Directors member may be removed from office with or without cause by a simple majority vote of the Board of Directors including the Senior Pastor/President's approval. The Senior Pastor/President may be removed by a unanimous vote of the Board of Directors.

The following reasons are considered just cause for Board of Directors member removal by the Board of Directors:

1. In absentia at three consecutive Board of Directors meetings;
2. Violation of the mutual interest clause of Article XII;
3. Not acting in the best interests of the organization;
4. Willful nondisclosure of a conflict of interest as interpreted by a majority of the Board of Directors.

## **Section 4 Process for removal from the Board of Directors**

Any Board of Directors member may be removed from office with or without cause by a

simple majority vote of the Board of Directors including the Senior Pastor/President's approval. The Senior Pastor/President may be removed by a unanimous vote of the Board of Directors.

A Board of Directors member may be removed from the Board of Directors in the following manner:

1. By letter of resignation submitted to the Senior Pastor/President;
2. By action of the Board of Directors in which a simple majority of the Board of Directors, vote in favor for removal.

## **Article VII Official Functions**

The officers listed below are ultimately responsible to oversee that all listed duties are properly executed. The actual carrying out of necessary actions may be accomplished by any individual whom the Board of Directors sees fit.

### **Section 1 Senior Pastor/President Qualifications**

The Senior Pastor/President shall have wisdom in handling the corporation's affairs. He shall be of sound doctrine and good judgment.

#### **Duties**

The Senior Pastor/President shall be the leader of the church as provided by the Holy Scriptures.

The Senior Pastor/President shall be chairman of the official Board of Directors and preside over all corporation meetings.

#### **Term of Office**

The term of office of the Senior Pastor/President shall be reviewed every year. The number of consecutive terms that he may serve is unlimited.

#### **Removal**

The Board of Directors is responsible for providing spiritual covering by prayerfully giving necessary aid, instruction, guidance, protection and correction as well as counsel, wisdom and fellowship to the Senior Pastor/President (Galatians 6:1).

The Board of Directors may call a meeting into session without the presence of the Senior Pastor/President to conduct an investigation of accusations against him and make a determination as to whether the Senior Pastor/President has committed any of the following accusations which are grounds for dismissal when substantiated by pattern or by 2 or more witnesses, as outlined in 1 Timothy 5:19

A. Adultery

- B. Embezzlement
- C. Compulsive Lying
- D. Sexual Impurity
- E. Conviction of a felony that is a violation of Scripture
- F. The Senior Pastor/President not acting in the best interest of the church

The Board of Directors will determine if the Senior Pastor/President is guilty or innocent and whether to discipline or dismiss him from office.

Any action taken by the Board of Directors concerning the removal of the Senior Pastor/President is valid by a unanimous vote.

## **Section 2 Senior Pastor/President Successor**

The Senior Pastor/President may nominate a successor at any time. The nominee shall be confirmed by simple majority vote of the Board of Directors, after the nomination is made. Subject to the approval by the corporate membership in accordance with Article V, this person will assume the role of the Senior Pastor/President if the Senior Pastor/President retires, passes away unexpectedly or is otherwise incapacitated.

### **No successor appointed**

Should the Senior Pastor/President fail to appoint a successor, the following shall serve as an order of succession:

1. Vice President
2. Secretary
3. Treasurer

If the retirement, passing, removal or incapacity of the Senior Pastor/President leaves the Board of Directors unbalanced or without a quorum, then the first motion of the person who assumes the role of the Senior Pastor/President through this section, shall be to nominate prospective Board of Director members. The nominee(s) shall be confirmed by a unanimous vote of the remaining Board of Director members.

The successor will automatically and immediately become the Senior Pastor/President. In the event the successor is not prepared to assume both the role of the Senior Pastor and that of the President, the Board of Directors can move to separate the roles of the Senior Pastor and President by a simple majority vote. Such action would require an amendment to the Bylaws. The Board of Directors will begin the search for the replacement Senior Pastor and the successor will assume the role of the President. The Board of Directors may select an interim Senior Pastor until a permanent replacement is found.

### **Section 3 Vice President Qualifications**

The Vice President shall have wisdom in handling the corporation's affairs. He shall be of sound doctrine and good judgment.

#### **Duties**

He will serve as chief advisor to the Senior Pastor/President.

He shall Carry out the responsibilities that the Senior Pastor/President delegates to him.

#### **Manner of Appointment**

The Senior Pastor/President shall nominate and the Board of Directors shall confirm the Vice President to office by a simple majority vote.

#### **Term of Office**

The term of office of the Vice President shall be reviewed every year. The number of consecutive terms that he may serve is unlimited. He is subject to removal at any time in accordance with Article VI.

### **Section 4 Secretary Qualifications**

The Secretary shall be a spiritually minded person and of sound judgment. He must be administratively minded with the ability to multi-task.

#### **Duties**

By virtue of his office, the Secretary shall keep, or cause to be kept, a true and accurate record of all meetings, including business meetings of the corporation. He shall perform clerical duties of the office, and shall ensure the safe keeping of all legal documents.

#### **Manner of Appointment**

The Senior Pastor/President shall nominate and the Board of Directors shall confirm the Secretary to office by a simple majority vote.

#### **Term of Office**

The term of office of the Secretary shall be reviewed every year. The number of consecutive terms that he may serve is unlimited. He is subject to removal at any time in accordance with Article VI.

### **Section 5 Treasurer Qualifications**

The Treasurer shall be a spiritually minded person, and of sound business judgment. He shall be capable of doing the accounting required to maintain the corporation books.

## **Duties**

By virtue of his office, the Treasurer shall keep, or cause to be kept, in a business-like manner, an itemized account of all receipts and disbursements of monies committed to his trust and shall make reports to be presented during the official Board of Directors meetings.

## **Manner of Appointment**

The Senior Pastor/President shall nominate and the Board of Directors shall confirm the Treasurer to office by a simple majority vote.

## **Term of Office**

The term of office of the Treasurer shall be reviewed every year. The number of consecutive terms that he may serve is unlimited. He is subject to removal at any time in accordance with Article VI.

## **Section 6 Directors**

### **Qualifications**

Directors shall be spiritually minded persons, and of sound business judgment.

### **Duties**

By virtue of their office, Directors shall carry out the responsibilities that the Senior Pastor/ President or Board of Directors delegate to them.

### **Manner of Appointment**

The Senior Pastor/President shall nominate and the Board of Directors shall confirm Directors to office by a simple majority vote.

### **Term of Office**

The term of office of the Directors shall be reviewed every year. The number of consecutive terms that a Director may serve is unlimited. Directors are subject to removal at any time in accordance with Article VI.

## **Article VIII Meetings**

### **Section 1 Church Services**

In any established place of worship the appointed Pastor will be responsible for regular church services.

### **Section 2 Corporation Meetings**

The corporation year shall coincide with the calendar year beginning on January 1st, and running through December 31st. Proper notice of two weeks shall be given to all Directors prior to any Corporation Meeting.

The Senior Pastor/President will call the official Board of Directors meeting to discuss the direction of the corporation. The Senior Pastor/President shall set dates and times for Board of Directors meetings. The Board of Directors may have invited guests present at any meeting so long as the Senior Pastor/President has approved it.

The Secretary shall keep, or cause to be kept, an accurate account of the minutes that were discussed at any Board of Directors meeting. He then has to submit them at the next Board of Directors meeting for discussion by the Board of Directors and approval by the senior Pastor/President. Upon approval by the majority of the Board of Directors, the minutes shall be adopted, and all policy and procedure in them will continue to be enforced.

### **Section 3 Waiver of Notice**

Attendance of a Director at any meeting of the Board of Directors will constitute a waiver of notice of such meeting except where such Director attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

### **Section 4 Meetings by Remote Communications Technology**

Subject to the notice provision in Section 2 of this Article, the Directors may also hold meetings by means of a remote electronic communications system, including video or telephone conferencing technology or the Internet, or any combination, only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

### **Section 5 Action by Unanimous Written Consent without Meeting**

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the Directors to so act and such statement shall be prima facie evidence of such authority.

## **Article IX Quorum**

Two-thirds of the Board of Directors members (including the Senior Pastor/President) at an official Board of Directors meeting constitutes a quorum.

## **Article X Ecclesiastical Authority**

This organization is theocratic in government. In any growing congregation, there will be people at all stages of spiritual growth and maturity. For that reason, it is not proper to submit the affairs of the church to a democratic vote as the same is not God's way, for the purpose of the church is not to do the will of the majority, but the will of God.

Any disputes that arise over the interpretation of these Bylaws shall be deferred to the highest authority of this church. In this case it would be the Senior Pastor/President, with the advice of the Board of Directors. The Senior Pastor/President shall be responsible for the day-to-day decisions and shall run the affairs of the church. In *Watson v. Jones*, the court ruled that: "Whenever the questions of discipline, or of faith, of ecclesiastical rule, custom, or law have been decided by the highest church judicatory to which the matter has been carried, the legal tribunals must accept such decisions as Final, and as binding on them . . ."

## **Article XI Mutual Interest**

The behavior of anyone in fellowship with this church is of common interest to the Board of Directors and membership. (Gal. 6:1) This church requires every Board of Directors member and Congregational member to adhere to a life style that is consistent with the doctrines of this church as taught in the Holy Scriptures. Therefore, this church reserves the right to refuse service to any individual, whether member or not, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of church assets.

## **Article XII Prohibited Activities**

### **Section 1**

This church is prohibited from engaging in activities which violate its written doctrines. This church is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines.

### **Section 2**

#### **Homosexuality**

This church is opposed to homosexuality as being an alternative lifestyle. Additionally, this church holds that a homosexual lifestyle is contrary to God's Word and purpose for humanity. The Bible instructs that it is a sin that leads to death. Moreover, this church is instructed to love those living such lifestyles, while abhorring their sin. 1 Cor. 6:9 says the following: "Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders."

## **Homosexual Marriage**

This church will not perform homosexual marriages. It will not condone or recognize such marriages, even if the state passes laws that provide for recognition of such unions.

## **Members and Homosexuality**

Members of the church are forbidden to practice such sin. Any member found to be in such sin and unrepentant shall be subject to dismissal.

## **Article XIII Lead Pastor's Vision**

To establish an efficient leadership infrastructure, the Senior Pastor/President shall be responsible to articulate in clear, concise and simple language the vision of the church. The purpose of this is to create a consistent and logical framework which empowers staff and volunteers to participate in the decision making processes that reflect the Senior Pastor/President's heart and vision for the church.

## **Article XIV Ministry of Helps**

This recognizes the ministry of helps during worship services and shall train and equip ushers to assist the Senior Pastor/President in maintaining order and decency. To that regard, ushers shall:

1. be trained in the policies and procedures of the altar ministry,
2. maintain a worshipful atmosphere in the church,
3. attend to any disruption or emergency situation during worship services.

The department head in charge of the usher's ministry shall:

1. make every effort to train the ushers to be prepared for emergency situations,
2. designate at least one usher to keep a cell phone available to call for help in case of an emergency,
3. train all ushers on the church's altar ministry policy and procedures.

## **Article XV Membership Review of Church Records**

### **Section 1 Requests Made by Members**

To ensure the trust of the membership and to also ensure that a public interest is being served, all church records, financial information and all kinds of financial transactions must always be available for membership inspection and review. At no time may information be supplied that would violate Section 4 of this Article or Article XVII. Any questions by any members shall be addressed to the treasurer either in writing or by scheduled appointment.

## **Section 2 Required Provisions of the Request**

The request must state the name of the member, the reason for the request and that the information shall in no way be made public or shared with any other member in a way that will jeopardize the church.

## **Section 3 Required Fee**

This corporation may require a reasonable per page fee for any copies that are required in order to accommodate approved records requests.

## **Section 4 Confidentiality**

In order to keep the records of the church confidential, records shall not be released to any outside agency, person or entity unless due process has been served and a certified subpoena has been personally delivered. This includes the IRS, except under the provisions of IRS tax code 26 U.S. Section 7611 which shall be limited only to information deemed to be relevant to the inquiry being made. At all times the IRS will be expected to comply with all of the provisions of IRS tax code 26 U.S. Section 7611.

## **Section 5 Denying a Request**

The Board of Directors reserves the right to deny such a request for any of the following reasons:

1. the request is considered by the Board of Directors and deemed to be frivolous;
2. the member making the request has a history of being divisive;
3. the member does not adequately provide the required information on the request as stated in this Article;
4. the person making a request is a non-member or a person whose membership was terminated.

## **Article XVI Privacy**

This church shall diligently watch to keep private all records concerning polity, doctrine, counseling and information on individuals in fellowship with this church. This church must not disclose any records that may compromise information about a member's attendance, membership status, giving and counseling records.

## **Article XVII Order**

For the purpose of conducting business, the Senior Pastor/President shall, in an orderly manner, preside over all of the affairs of the corporation.

## **Article XVIII Finances**

### **Section 1 Audit**

The Treasurer and or other Board of Directors appointed person shall complete an internal audit. This audit of all financial records shall be made after the close of the calendar year, prior to the end of February.

### **Section 2 Checks, Payments and Withdrawals**

The Board of Directors of Saguario Canyon Evangelical Free Church shall adopt a Corporate Expenditures Policy detailing the procedure for properly executing checks, payments and withdrawals.

### **Section 3 Salaries**

All salaries shall be determined in the following manner:

1. The Senior Pastor/President shall consider each candidate and create a compensation package that shall be forwarded to the Board of Directors for approval
2. The Board of Directors shall consider the recommendation of the Senior Pastor/President and shall vote on the package.

Only uncompensated individuals of the Board of Directors shall vote on any recommended compensation package.

All salaries shall be reviewed on an annual basis.

## **Article XIX Property Rights**

All property, real or chattel, shall be taken, held, sold, transferred or conveyed in the corporation's name.

No real or chattel property of the corporation shall be sold, leased, mortgaged, or otherwise alienated without authorization of the Senior Pastor/President.

The Senior Pastor/President of the corporation shall certify in such conveyances, leases, or mortgages.

In the event that the corporation ceases to exist, all assets of THIS CHURCH shall at the discretion of the Board of Directors be given to organizations that are exempt as described in Section 501(c)(3) and/or 170(c)(2) of the Internal Revenue Code of 1986. The receiving organization must be of similar purpose. In the event that this church shall choose to combine with another church, which agrees with these Bylaws, the existing church shall not be considered to have been dissolved, but rather property rights shall be retained by the new, combined church. In the event that a division occurs in the church, the name and all property rights shall be retained by those adhering to these Bylaws.

1. If a dispute as to which faction is adhering to the Bylaws, the designated district within the Evangelical Free Church of America shall review the dispute and make a decision binding on both factions.

2. It is expressly prohibited by the Scriptures to take church disputes to civil courts. (I Corinthians 6:1-7)

## **Article XX Ministers of the Gospel**

The Senior Pastor/President of this ministry shall by virtue of his office automatically be recognized as an ordained minister.

### **Section 1 Classes of Ministers**

This ministry shall have a set number of classes of ministers, as set forth below. Each class of minister will have distinct rights and privileges; they are listed below:

#### **Commissioned Minister:**

This recognition is automatically given to all believers in fellowship with this ministry. They are not authorized to perform any sacerdotal services, but primarily assist others in the Body of Christ. Individuals in this category may include, but are not limited to: teachers, worship leaders, instructors, hospital and jail visitation, ministerial assistance, and lay persons.

#### **Chaplain:**

This recognition is for ministers of the gospel that are called by God and recognized by the Senior Pastor/President to minister primarily in prisons, hospitals and government agencies.

#### **Minister's Apprentice:**

This recognition is given by the Senior Pastor/President of this ministry. This recognition is for those who are starting out in the ministry, but need extensive training. They are to work closely with a licensed or ordained minister. Such persons are not authorized to perform any sacerdotal services.

#### **Licensed Minister:**

This recognition is given by the Senior Pastor/President of this ministry. This recognition is for those who are somewhat seasoned in the ministry, but need further experience. Many of these are individuals that have been working in their chosen vocation, but for some reason or another have never entered full-time ministry, or have only been in full-time ministry for less than three (3) years. Such persons are authorized to perform the following religious functions:

1. Conduct religious worship
2. Religious instruction

3. Administer communion
4. Provide spiritual counseling
5. Serve on the Board of Directors of a church
  
6. And other sacerdotal functions including
  - A. Conduct baby dedication ceremonies
  - B. Perform baptisms
  - C. Perform weddings
  - D. Conduct funerals
  - E. Visit the sick and shut-in
  - F. Minister in prisons

However, this person is not in charge of a congregation. Limited authority is granted to run the affairs of the ministry.

**Ordained Pastor/Minister:**

This recognition is given by the Senior Pastor/President to those persons who have an "established" or "proven" ministry. Ordained ministers are authorized to perform all functions of the Christian ministry and religious functions, and must be capable of doing so. Ordained ministers are authorized to perform all religious functions:

1. Conduct religious worship
2. Religious instruction
3. Administer communion
4. Provide spiritual counseling
5. Serve on the Board of Directors of a church
6. Ministry administration
7. And other sacerdotal functions including
  - A. Conduct baby dedication ceremonies
  - B. Perform baptisms
  - C. Perform weddings
  - D. Conduct funerals

E. Visit the sick and shut-in

F. Minister in prisons

He must be capable, as determined by the Senior Pastor/President, to take charge of a congregation.

## **Section 2 Senior Pastor/President's Authority**

The Senior Pastor/President of this ministry shall have ecclesiastical authority to decide who, how or if a person will be licensed by this ministry to hold any of the classes mentioned above (Matt. 16:13-19).

## **Section 3 Elders**

The Elders purpose is to determine God's will and see that it is carried out. While their primary role is to concern themselves with the spiritual needs of the congregation. They shall also concern themselves with the business matters of the church and serve as the Board of Directors, in the governing of the same, under the direction of the Senior Pastor/President. Any newly affirmed Elder shall become part of the governing board of Directors.

### **Qualifications**

All Elders must qualify by exemplifying the following in their lives:

1. Above reproach (1 Tim. 3:2; Titus 1:6-7)
2. The husband of one wife (1 Tim. 3:2; Titus 1:6-7)
3. Temperate, sober, vigilant (1 Tim. 3:2)
4. Sober-minded, prudent (1 Tim. 3:2; Titus 1:8)
5. Of good behavior; orderly, respectable (1 Tim. 3:2)
6. Hospitable (1 Tim. 3:2; Titus 1:8)
7. Able to teach (1 Tim. 3:2; Titus 1:9)
8. Not a drunkard (1 Tim. 3:3,8; Titus 1:7)
9. Not violent; not pugnacious (1 Tim. 3:3; Titus 1:7)
10. Patient, moderate, forbearing, gentle (1 Tim. 3:3; Titus 1:7)
11. Not a brawler; not contentious, not quick tempered (1 Tim. 3:3; Titus 1:7)
12. Not covetous; not a lover of money; not greedy for money (1 Tim. 3:3; Titus 1:7)

13. Rules his own house well; his children are faithful (1 Timothy 3:4; Titus 1:6)
14. Not a new convert (1 Tim. 3:6)
15. Well thought of, has a good reputation with outsiders (1 Tim. 3:7)
16. Not self-willed (Titus 1:7)
17. A lover of good (Titus 1:8)
18. Just, upright (Titus 1:8)
19. Holy, devout (Titus 1:8)
20. Self-controlled (Titus 1:8)

### **Duties**

The Elders shall devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God's flock. The Elders shall take particular responsibility to examine and instruct prospective Members, equip the Membership for the work of the ministry, encourage sound doctrine and practice. To admonish and correct error, coordinate and promote the ministries of the church, and mobilize the church for world missions. The Elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share our fundamental convictions. They shall work to ensure a healthy spiritual atmosphere within the fellowship. Additionally, they will serve as the Board of Directors, in governing of the business matters of the church.

### **Manner of Appointment**

The Senior Pastor/President shall nominate candidate. Following a minimum 6 month period as an Elder-in-training and with the unanimous, affirmative vote of the residing board, said candidate shall be presented to the congregation for their affirmation and appointment as an Elder.

### **Term of Office**

The term of office of each Elders shall be reviewed every year. The number of consecutive terms that an Elder may serve is unlimited. He is subject to removal at any time in accordance with the Removal section below.

### **Removal**

Should an Elder be found in violation of the Bylaws, the Board of Directors may dismiss him by a simple majority vote.

## **Section 4 Deacons/Deaconesses**

### **Qualifications**

The office of Deacon/Deaconess is described in 1 Timothy 3:8-13 and Acts 6:1-7. The church shall recognize, in accordance with the constitutional provisions on elections,

men/ women who are giving of themselves in service to the church, and who possess particular gifts of service. These members shall be received as gifts of Christ to His church and set apart as Deacons/Deaconesses.

### **Duties**

Deacons/Deaconesses shall care for the temporal needs of members, attend to the accommodations for public worship, and encourage and support those able to help others and those with gifts of administration.

### **Manner of Appointment**

The Senior Pastor/President shall nominate and the Board of Directors shall confirm Deacons/Deaconesses.

### **Term of Office**

The term of office of each Deacon/Deaconess shall be reviewed every year. The number of consecutive terms that a Deacon/Deaconess may serve is unlimited. Deacons/Deaconesses are subject to removal at any time in accordance with the Removal section below.

### **Removal**

Should a Deacon/Deaconess be found in violation of the Bylaws the Board of Directors may dismiss him/her by a simple majority vote.

## **Article XXI Other Considerations**

Anything that has not been discussed in these Bylaws shall be discussed and decided upon at an official Board of Directors meeting.

## **Article XXII Amendments**

Amendments to Articles VII, VIII, IX, X, XIII, XIV, XV, XVI, XVII, XX and XXI of these Bylaws shall be made by a two-thirds majority of the official Board of Directors. Amendments to any other provisions of these Bylaws shall be proposed by a two-thirds majority vote of the Board of Directors and must be approved by a majority of the membership casting votes on such amendments at a corporate membership meeting.

These Bylaws shall replace and supersede any and all previous bylaws and constitution that have governed this organization. It shall further serve as the only governing document for this church.

Signed and certified, to be effective immediately.

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Senior Pastor/President of Saguaro Canyon Church

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Secretary of Saguaro Canyon Church

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Treasurer of Saguaro Canyon Church