

NEW TESTAMENT BAPTIST CHURCH
OF SAFFORD, AZ, INC.

CONSTITUTION & BYLAWS

November 1, 2015

ARTICLE 1 – NAME AND PURPOSE

SECTION 1.01—NAME

This congregation of believers shall be known as the New Testament Baptist Church of Safford, AZ, Inc.

SECTION 1.02—PURPOSE

This congregation is organized as a church exclusively for charitable, religious, and educational purposes in accordance with Section 501 (c) (3) of the Internal Revenue Code of 1986, or corresponding provisions of future U. S. Revenue Law. Such purposes include, but are not limited to, religious worship, the building of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, daycare centers, and camps; the evangelizing of unbelievers, the Scriptural education of believers, and the maintenance of missionary endeavors throughout the world.

ARTICLE 2 – STATEMENT OF FAITH AND COVENANT

SECTION 2.01—STATEMENT OF FAITH

The following comprise the Scriptural beliefs of this church and its members.

- (A) The Holy Scriptures.** We believe the sixty-six books comprising the Old and New Testaments of the Holy Scriptures to be verbally inspired, inerrant and infallible; the complete and divine revelation of God to man. The Holy Spirit inspired every word (not just the thoughts, concepts or doctrines), caused men to write them without error, and preserved those writings

infallibly – faithful to the originals. Those words are preserved in the Hebrew Masoretic text and the Koine Greek Textus Receptus (Majority Text). In English, the King James Bible is the only translation that faithfully follows those preserved texts, and is the official English translation of our church. No other translation shall be used in the pulpit or classrooms. We believe the Scriptures are to be interpreted according to their normal grammatical-historical meaning, and constitute the final authority in all matters of faith and life. The Word of God is our standard of conduct, and the center of our communion with Christ. (Psalm 12:6-7; 138:2; Prov 30:6; Luke 16:31; Rom 15:4; 2 Tim 3:16-17; 1 Pet 1:23; 2 Pet 1:19-21; and Rev 22:19.)

- (B) **God.** We believe in one triune God, eternally existing in three persons: Father, Son, and Holy Spirit. They are co-eternal in being, co-identical in nature, and coequal in power and glory. As such, the Godhead is unified in plan and purpose while each member works distinctly yet harmoniously. (Gen 1:1, 26; Deut 6:4; Psa 90:2; Matt 28:19; Luke 1:35; 3:22; John 10:30; Acts 5:1-4; Philip 2:5-6)
- (C) **Fall of Man.** We believe that man was created sinless and innocent in the image and likeness of God. When Adam sinned, the entire human race inherited his sinful nature and was alienated from God. (Gen 1:26-27; Rom 5:12)
- (D) **Salvation.** We believe that salvation is the gift of God, by the shedding of His blood, brought to man by grace and received by repentance and personal faith in the Lord Jesus Christ. The sacrifice made by Christ on the cross is the only basis for salvation. Good works cannot earn

salvation but are the natural result and evidence of it. We believe that those who are saved are secure in Christ forever. (Eph 2:8-9; John 10:27-30)

- (E) **The Church.** The membership of this local church is composed of born-again believers (see paragraph 2.01 (D)) who have been scripturally baptized and is autonomous (self governing). We recognize water baptism by immersion and the Lord's Supper as the only scriptural ordinances of the local church. (1 Cor. 12:12-14; Eph 5:25-27; Titus 1:5; Acts 15:19-31; 1 Peter 5:1-4; Matt 28:19-20)
- (F) **Separation.** We believe the Christian is to live separate and apart from sinful practices and vice. This life-long process that begins at salvation and ends in Heaven is known as sanctification. Further, as a church body we are resolved to never join with apostate churches or organizations such as the National Association of Evangelicals or National Council of Churches. (Rom 12:1-2; 1 Cor 5:11-13; 6:19-20; 2 Cor 6:17)
- (G) **The Second Coming.** We believe in the imminent, pre-millennial, pre-tribulation return of Christ for His own. At that moment the dead in Christ shall be raised in glorified bodies and the living in Christ shall be given glorified bodies, without tasting death, and all shall be caught up together to meet the Lord in the air and all believers shall forever be with the Lord. We believe that the tribulation, which follows the rapture, will be culminated by the appearing of Christ in power and glory to sit upon the throne of David and establish His millennial reign (1,000 years). At the end of the thousand years,

Satan is loosed from the bottomless pit where he has been chained, and leads an army against Christ at Jerusalem. Satan is quickly defeated and cast into the lake of fire for eternity with all who reject the LORD Jesus Christ as their personal Saviour. (Psalm 89:3-4; Zech 14:4.11; Mark 13:32; 1 Thess 1:10; 4:13-18; Rev 20:1-6)

- (H) **Eternity.** We believe in the bodily resurrection of all men, the Judgment Seat of Christ, the Great White Throne Judgment, Heaven and Hell. We reject soul sleep and annihilation. We believe that the torment and suffering of Hell is as real as the joy and bliss of Heaven and that neither will come to an end. Man did not exist in body, soul or spirit prior to conception and shall live for all eternity. (Matt 22:30; 25:30, 46; John 5:29; 2 Cor 5:10; Rev 20:11)
- (I) **Satan.** We believe that Satan is a created angel who fell through pride and ambition in his desire to be “like” the Most High. In his fall he brought with him a host of heavenly angels and, as the declared enemy of God, is working today to blind “the minds of them which believe not.” He is already defeated and awaiting final judgment in the Lake of Fire. (Isa 14:12-15; Ezek 28:14-17; Rev 12:7-10)
- (J) **Creation.** We believe God created the universe in six 24-hour days. We reject evolution, the gap theory, the day-age theory, and theistic evolution. We believe that God created man in His own image, higher, separate and apart from all animal life. (Gen 1 – 3; Exod 20:11; Heb 11:3)
- (K) **Secular Authority.** We believe that God has ordained three basic institutions: the home, the

state, and the church. Every person is subject to these authorities and all (including the authorities themselves) are answerable to God. God has given each institution specific, biblical responsibilities and balanced them such that no institution has the right to infringe upon another. Rulers and leaders are to be prayed for, honored, and, except in those things opposed to God's will, obeyed. (Rom 13:1-7; Eph 5:22-24; Heb 13:17; 1 Pet 2:13-14)

- (L) **Human Sexuality.** We believe that scriptural marriage is the joining of one man and one woman until death and that no intimate sexual activity be engaged in outside of marriage. Any form of homosexuality, lesbianism, bisexuality, incest, bestiality, fornication, adultery and pornography are sinful perversions of this union. We believe that God forbids any attempt to alter one's gender. (Gen 1:27; 2:24; 26:8-11; Lev 18:1-30; Isa 3:9; Rom 1:24-32; 7:2; 1 Cor 6:9, 18-20; 7:10-11; Heb 13:4)
- (M) **Divorce.** We believe that God hates and forbids divorce. He intends marriage to last until one of the spouses dies. Persons who are divorced and those who have remarried can serve the church in many ways, but they shall not be considered for the offices of pastor or deacon. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6)
- (N) **Abortion.** We believe that human life begins at conception and that the unborn child is a living human being. Thus, abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth control, or the mental well being

of the mother are acceptable. (Job 3:16; Psa 139:14-16; Isa. 44:24; Jer. 1:5; Luke 1:44)

- (O) **Euthanasia.** We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment. (Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28)
- (P) **Lawsuits Between Believers.** We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. The church is to handle all such issues between members. A Christian may, however, seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)
- (Q) **Missions.** We believe that God gave the Great Commission to the church. We are to proclaim the Gospel of salvation to all nations. As ambassadors of Christ and members of His church, it is our responsibility to participate, pray and financially support this effort. (Matt. 28:19-20; 2 Cor 8:1-6)
- (R) **Giving.** We believe that every Christian is a steward of that portion of God's wealth entrusted to him. Christians cannot biblically be obligated to give. The financial support a Christian freely chooses to provide will normally fall into one of

three categories: tithes, offerings and grace giving. Tithes are used to support the salaries and expenses of running the church. The church determines how these monies are allocated by approving an annual budget. Offerings are used as designated. Grace giving is sometimes referred to as a Faith Promise Offering and is used to supplement evangelistic and missionary efforts at home and around the world. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17)

- (S) **Prayer and Fasting.** We believe prayer is talking to God. Both the unsaved and saved can communicate directly to Him. Prayers will not be answered by saints. Only God will hear and answer our prayers. We have direct communication with God. We further believe that fasting is for today. Christ Himself said, “When the bridegroom shall be taken away from them, and then shall they fast in those days.” (Rom 8:26, 34; Matt 6:9; Mark 2:20; Heb 4:14-16)

SECTION 2.02—AUTHORITY OF STATEMENT OF FAITH

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible and our congregation.

SECTION 2.03—COVENANT

Having been led, we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name

of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines as set forth in the Statement of Faith; to give it a sacred preeminence over all institutions of human origin; and to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to educate our children in Christian principles; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world, to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattlings, backbitings, and excessive anger; to abstain from the use of intoxicating drink as a beverage, and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense but always ready for reconciliation and mindful to the rules of our Saviour, to secure it without delay.

We moreover engage, that when we remove from this place, we will as soon as possible unite with some other church of like faith and practice.

ARTICLE 3 – MEMBERSHIP

SECTION 3.01—QUALIFICATIONS FOR MEMBERSHIP

Upon a majority vote of the members present at any church service or meeting, membership shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior; who renounce sin; who endeavor to live a consecrated life wholly unto the Lord; who fully subscribe to the Statement of Faith contained herein; who enter into the church covenant contained herein; who agree to submit to the authority of the church and its leaders as set forth herein; and upon compliance with any one of the following conditions:

- (A) By baptism (immersion) as a true believer in Christ Jesus as personal Savior;
- (B) By letter of transfer from another Bible-believing church of like faith and practice, or other written statement of good standing from the prior church if the applicant has been baptized by immersion subsequent to a profession of faith;
- (C) By testimony of faith, having been baptized by immersion; or
- (D) By restoration, if having been removed from membership, upon majority vote of the congregation after confession is made publicly before the church membership of the sin or sins involved, and satisfactorily evidencing repentance to the pastor (or the board of deacons if the office of pastor is vacant).

SECTION 3.02—DUTIES OF A MEMBER

Members are expected to submit to the Holy Spirit's work of sanctification in their life. It is a process based on Scripture and what the Bible calls the "foolishness of preaching." Members should strive to know their Bible and remain qualified for membership (see Section 3.01(D)).

SECTION 3.03—PRIVILEGES OF MEMBERSHIP

- (A) Members who meet the requirements of Section 6.04 are authorized to vote in all church business meetings.
- (B) Membership in this church does not afford the members with any property. Although the general public is invited to all of the church's worship services, the church property remains private property. In the event of unruly or ungodly conduct, the Pastor has authority to suspend or revoke the right of any person, including a member, to enter or remain on church property for up to 30 days. Should this become necessary, the 30-days will be used for discipline (see Section 3.05).
- (C) A member may inspect or copy prepared financial statements and the minutes of all church business and deacon's meetings.
 - 1. A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the church.
 - 2. Members may request a personal copy of bank-reconciled monthly financial statements directly from the treasurer.

All other requests for reports or financial history information that is older than the previous 90-days, must be made through the deacon board.

- (D)** Teaching or working with children in any capacity is a privilege with great responsibility. All members who are chosen to work with children (birth through 18 years of age) or help in a classroom must agree to the following minimum requirements:
1. Wear modest, loose fitting dress as determined by the pastor.
 2. Use only the King James Bible in class (to include handouts) and use only approved teaching material.
 3. Submit to a background check and complete a finger print card.

SECTION 3.04—DISCIPLINE OF A MEMBER

- (A)** The Board of Deacons or godly men appointed by the church shall constitute the discipline committee. These men shall have sole authority in determining violations of the church covenant. If a deacon is the subject of the disciplinary matter, he shall not sit as a member of the discipline committee. The Pastor and Deacons shall be entitled to the same steps as other church members and be subject to the same discipline.
- (B)** All members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and

testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and the goal of restoration.

- (C) If reconciliation is not reached at this level, an elder or deacon is to be contacted; an explanation of the offense made; and, if after prayer the two agree, then together they may once again seek resolution of the matter in a spirit of humility and with the goal of restoration.
- (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the discipline committee, as the church representatives Biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the members of the church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.
- (E) If the matter is still unresolved after the steps outlined in subsections (B), (C), and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church by vote of the membership at a meeting called for the purpose of considering disciplinary action.
- (F) No matter may be heard by the discipline committee or the church unless the steps outlined in subsections (B) and (C) have been taken, except in the case of a public offense.

- (G) If an unrepentant offending party is removed from the church membership, all contact with him from that point forward (except by family members) must be for the sake of restoration.
- (H) The procedures provided in this section are based on Matt. 18:15-20; Rom. 16:17-18; 1 Cor. 5:1-13; 2 Cor. 2:1-11; Gal. 6:1; 1 Thess. 5:14; 2 Thess. 3:6, 10-15; 1 Tim. 5:19-20; and Titus 3:10-11.

SECTION 3.05—TRANSFER OF MEMBERSHIP

Members not under the disciplinary process of Section 3.04 may request that letters of transfer be sent to another church of like faith and practice.

SECTION 3.06—TERMINATION OF MEMBERSHIP

- (A) The membership of any individual member shall automatically terminate without notice if the member in question is determined by the Pastor to be inactive. “Inactive” is subjective, but normally means the member has not attended a regular church service in the preceding three months. Upon good cause being shown, this provision for termination may be waived.
- (B) No member of this church may hold membership in another church or any secret, oath-bound organization such as the Masonic Lodge. The membership of any individual member shall automatically terminate without notice if they are thus united.
- (C) The membership of any individual member shall automatically terminate without notice if the member states that he or she is actively involved

in any conduct described in Section 2.01(L) or files a lawsuit in violation of Section 2.01(P).

- (D) A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the elders.

SECTION 3.07—TERMINATION OF PASTOR

- (A) The church shall have the right and responsibility to terminate a pastor who has failed to maintain his Christian testimony or has diverted doctrinally from the statement of faith as defined herein.
- (B) Disciplinary removal of the pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to the requirements of Section 3.01(D).
- (C) A Pastor who is automatically terminated from membership in accordance with Section 3.06(C) is also automatically terminated from his office as Pastor.

ARTICLE 4 – OFFICERS

SECTION 4.01—CHURCH OFFICERS

The church officers are Pastor (see Section 5.01), Deacon (see Section 5.02), Secretary (see Section 5.03), and Treasurer (see Section 5.04). One person may hold two or more offices, except that of Pastor. If a key office suddenly becomes vacant, the Pastor has authority to make a temporary appointment until the church body can act upon it. In the event the office of pastor is vacant, he

is incapacitated or not available to make the decisions required of him in this document the following 'chain of command' is established for those decisions to be made: (1) Chairman, Board of Deacons; (2) Vice Chairman, Board of Deacons; (3) Treasurer.

SECTION 4.02—DESIGNATION OF CORPORATE OFFICERS

As an accommodation to legal relationships outside the church, the pastor shall serve as president of the corporation and the chairman of the board of deacons shall serve as vice president of the corporation. The Deacon Board shall serve as the Board of Trustees. If there are not enough deacons, then faithful men shall be appointed by the church as required to fulfill the legal need for corporate trustees. Trustees of the corporation shall exercise the following specific powers, only upon authorization by vote of the church:

1. Purchase, hold, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church;
2. Sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church, to borrow money and incur indebtedness for the purpose and the use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges; and

3. Exercise all powers necessary for the dissolution of the church corporation.

SECTION 4.03—QUALIFICATIONS FOR CHURCH OFFICERS

- (A) Pastors and Deacons shall be qualified as outlined in the Word of God: Pastors (1 Tim 3:1-7; Titus 1:6-9); and Deacons (Acts 6:3; 1 Tim 3:8-13).
- (B) A man who has been divorced or who is married to a woman who has been divorced shall not be considered for the office of pastor or deacon. No person shall be considered for the office of pastor or deacon whose beliefs and teachings are not in accordance with the articles of faith. No woman shall be considered for nor serve as an elder or deacon of this church.
- (C) Only church members are eligible for election or appointment to any church office or position.

SECTION 4.04—TERMS OF OFFICE

- (A) 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 calling of a pastor or severance of the relationship between the pastor and the church may be considered at any regular church administration meeting, provided notice to that effect shall have been given from the pulpit to the church two Sundays prior to said regular church administration meeting. An 80% super majority of eligible members shall be required to call a pastor or to

sever the relationship between the pastor and the church.

- (B) The term of service for all offices and positions in the church, except the pastor, shall be one year, at the expiration of which the officers may be re-elected or re-appointed.
- (C) A vacancy occurring in any office or board, except in the case of the pastor, may be filled at any regular church administration meeting.
- (D) All elected and appointed officers shall serve in their respective offices until their successors are duly elected and, if necessary, adequately trained.

SECTION 4.05—ELECTION OF OFFICERS

The annual election of officers by the church membership shall occur during the annual church administration meeting (see Section 6.02(A)).

ARTICLE 5 – DUTIES AND POWERS OF OFFICERS

SECTION 5.01—PASTOR

- (A) The Senior Pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of God as the Lord leads. He, or his designated representative, shall administer the ordinances of the church, act as moderator at all church meetings for the transaction of church matters, supervise the teaching ministries of the church, and tenderly watch over the spiritual

interests of the membership. The Pastor shall decide all doctrinal and spiritual questions.

- (B) The Senior Pastor shall publicly inform all newly elected officers of the particular function and responsibilities of their respective offices.
- (C) When approved, the Senior Pastor may hire associates and assistants as he deems necessary in order to carry out his God-given responsibilities. All church staff, whether paid or volunteer, shall be under the supervision of the senior pastor who has the sole authority to dismiss the same. No employee or volunteer shall be hired, appointed, or retained who fails to adhere to or expresses disagreement with the Statement of Faith.
- (D) All special speakers, meetings and revivals shall be under the control of the Senior Pastor.
- (E) The Senior Pastor shall be given in the church budget discretionary authority to:
 - 1. Carefully disperse funds as approved in the budget. Never exceed the annual amount authorized in a given category without first getting church approval. The Pastor should not normally spend or authorize work to be done in excess of \$500.00, even if it remains within the allowable annual budget, without advising the treasurer, deacons or church as prudence would dictate.
 - 2. The Pastor will be given a monthly allowance in the budget to be used as “petty cash.”

3. The pastor will be given an annual allowance in the budget for ministry and project support needs he is exposed to and feels God would be pleased the church take on.

(F) Privileges of the Senior Pastor include:

1. He may request a meeting of the church staff, committees, or boards at such time as experience proves necessary.
2. He may take an annual vacation of 16 days including 3 Sundays with full pay. These 16 days may be taken at his own discretion with proper notification to the Board of Deacons. Other absences must be approved by the Board of Deacons.
3. He may attend camps and conferences throughout the year as part of his Christian service without it being considered part of his vacation. Hotel and other reimbursements must remain within the given budget for staff travel.
4. He may hold no more than two weeks of evangelistic meetings away from home without loss of salary. He must give the deacon board notification and see to it that the pulpit is not left unattended.

SECTION 5.02—BOARD OF DEACONS

- (A)** The board of deacons shall consist of all deacons and the minister of finance (if he is not an elected deacon, he will attend meetings as a non-voting member). Deacons are servants and as such, each shall be appointed to fulfill a specific need

of the church. Their duties shall be as unique as the needs of this body of believers and as the Lord leads, but include:

1. Establish and present a balanced budget to the church for the coming year at the annual church administration meeting. It will be based on previous spending and the spiritual direction of ministry in the church.
2. Establish rules for the safe collection and disbursement of funds.
3. Fulfill their ministry and wisely use the resources budgeted to them.
4. Ensure that the material needs of those on paid staff are commiserate with their duties and consider such additional benefits as housing, medical insurance, life insurance, etc.
5. The Pastor will not normally vote in a deacon's meeting. However, if a deacon vote is tied, the Pastor may, at his own discretion, choose to break the tie.

(B) Immediately following the annual church administration meeting, the board of deacons shall assemble and elect, from their own number, a chairman, a vice chairman, and a secretary.

(C) If there is no board of deacons, any responsibility that this document gives to the board of deacons may be given to godly men selected by the church to fulfill, unless otherwise stated in this document.

SECTION 5.03—SECRETARY

The secretary shall:

- (A) Certify and keep at the office of the church, the original bylaws or a copy, including all amendments or alterations to the bylaws;
- (B) Keep on church property a record of the proceedings of church business meetings (including those of the deacon board) with the time and place of holding, the notice of meeting given, and the names of those present at the meetings;
- (C) Sign, certify, or attest documents as may be required by law;
- (D) See that all notices are duly given in accordance with the provisions of these bylaws. (In case of the absence or disability of the secretary, or his or her refusal or neglect to act, notice may be given and served by the senior pastor or by the chairman of the board of deacons.);
- (E) Be custodian of the records of the church, including the membership roll, baptisms, and certificates of ordination, licenses and commissions;
- (F) See that the reports, statements, certificates, and all other documents and records required by law are properly kept and filed;
- (G) Exhibit at all reasonable times to proper persons on terms provided by law the bylaws and minutes of proceedings of the board of deacons or the minutes of the meetings of the church members;

- (H) Keep an account of any special events in the life of the church which are of historical interest and give a report at the annual church administration meeting of the status of the church membership roll in the past year; and
- (I) Keep all records at the office of the church and deliver them to any successor upon leaving office.

SECTION 5.04—TREASURER

The treasurer shall:

- (A) Have charge and custody of, and be responsible for, all funds of the corporation, and deposit all funds in the name of the church in banks, trust companies, or other depositories as shall be selected by the board of deacons;
- (B) Receive, and give receipt for all contributions, gifts, and donations to the church;
- (C) Disburse, or cause to be disbursed, the funds of the church as may be directed by the pastor, the board of deacons, or the budget adopted by the church, taking proper vouchers for the disbursements and pay all legally presented bills in a timely manner. If a bill is in dispute, payment should be made only with the concurrence of the Pastor and/or the Chairman of the Board of Deacons.
- (D) Keep and maintain adequate and correct accounts of the church's properties and business transactions including account of its assets, liabilities, receipts, disbursements, and capital;

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- (E) Ensure all expenditures of the church (except miscellaneous petty cash disbursements) are made by check, debit card, or ACH transaction;
- (F) When and as requested, render to the pastor and the board of deacons an account of all church financial transactions/activity;
- (G) Reconcile the bank statement within seven days of receipt and post a written report of total income and disbursements for the month reconciled (members may request a copy of reconciled register entries in accordance with Section 3.04(C)2.). Make a general report for the year at the annual church administration meeting; and
- (H) Keep all church financial records at the office of the church and deliver them to any successor upon leaving office.

SECTION 5.05—ASSOCIATE PASTORS

Under the direction and guidance of the senior pastor, the associate elders/pastors of the church shall assist the pastor in carrying out the ministries of the church.

SECTION 5.06—DUTIES OF ALL OFFICERS

- (A) All officers shall prepare a written report of their work for the annual church administration meeting and shall surrender all records in their possession to the minister of records 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.

- (B) Any officer who neglects his duties as outlined in the bylaws for a period of three months (Treasurer: 10 days) may be removed from his office, at the discretion of the pastor, and another may be appointed by the pastor and deacons to serve the un-expired term.

SECTION 5.07—INSTALLATION OF OFFICERS

A public installation service shall be held in which all newly elected officers of the church are to be dedicated to their respective offices following their election.

ARTICLE 6 – MEETINGS

SECTION 6.01—MEETINGS FOR WORSHIP

Unless otherwise determined by the senior pastor, the church shall meet each Sunday for public worship both morning and evening and at least once during the week for Bible study and prayer. The ordinance of the Lord's Supper shall be observed at the discretion of the pastor.

SECTION 6.02—MEETINGS FOR CHURCH ADMINISTRATION

- (A) The annual church administration meeting shall be held on the first quarter of the new year during a Sunday evening service, at which time the regular church administration shall be considered. Other business meetings will be held only as needed. A quorum shall consist of the members present. The annual financial report will be prepared and distributed to all members in attendance two weeks before the annual meeting is scheduled.

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- (B) All church administration meetings shall be opened and closed with prayer for divine guidance and blessing.
- (C) The moderator shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and his decision is final and controlling. The following order shall be observed at the regular church administration meetings:
1. Devotions & prayer
 2. Reading of minutes
 3. Reception of members
 4. Dismissal of members
 5. Report of officers
 6. Reports of standing committees
 7. Reports of special committees
 8. Unfinished matters
 9. Election of officers
 10. New matters
 11. Adjournment
 12. Closing Prayer
- (D) For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require 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. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the

moderator determines, in his sole discretion, that circumstances so warrant.

SECTION 6.03—SPECIAL MEETINGS

- (A) The pastor (or deacons if the office of pastor is vacant or the senior 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 of Section 4.04(A).
- (B) Bible conferences, missions conferences and revivals may be held as the pastor deems beneficial.

SECTION 6.04—VOTING

- (A) In order to vote in a business meeting an individual must:
1. Have been an active member in good standing of New Testament Baptist Church for the previous six months.
 2. Be at least 18 years of age.
 3. Not be under church discipline.
- (B) Except as otherwise provided herein, a two-thirds majority of eligible members present and voting is required for an action to pass (see also Section 6.04 (D))

- (C) Voting for the annual budget or for people (pastor, deacon, missionaries, etc) shall be by hidden ballot. Other votes may or may not be by hidden ballot depending on circumstances and at the discretion of the moderator. If, prior to the day of a vote, input indicates a hidden ballot would be wise, the moderator has the authority to call for a hidden ballot vote.
- (D) There shall be no proxy voting. However, absentee voting may occur by contacting a non-family-related deacon or staff member and requesting and submitting the written ballot through him.

SECTION 6.05—FISCAL YEAR

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

ARTICLE 7 – MINISTRY OF EDUCATION

SECTION 7.01—PURPOSE

The church believes that it is to provide the members' children with an education which is based upon and consistent with biblical teachings. The church believes that the home and church are responsible before God for providing a Christian education. To this end, the church shall engage in ministries in education in keeping with the following dictates.

SECTION 7.02—CHURCH PARTICIPATION

All educational programs or courses of instruction formulated and offered by the church shall be primarily for the benefit of the members of the church; however,

the elders may permit non-church members to participate in church educational programs or courses of instruction if they deem it in the best interest of the church.

SECTION 7.03—STAFF MEMBERSHIP

All instructors, teachers, and administrators shall be members of this church. This provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

SECTION 7.04—STATEMENT OF FAITH ACCORD

All educational programs or courses of instruction shall be taught and presented in full accord with the Statement of Faith of the church. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or expresses disagreement with the Statement of Faith.

SECTION 7.05—UNITY

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the church.

SECTION 7.06—TEACHING

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief which conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

SECTION 7.07—CHRISTIAN WALK

All administrators, instructors, and teachers shall continue in or agree to adopt a lifestyle consistent with the precepts which they teach, whether in or out of the classroom.

ARTICLE 8 – ORDINATION

SECTION 8.01—ORDINATION QUALIFICATIONS

Any member of this church or its mission churches, who gives evidence of a genuine call of God into the work of the ministry and possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel.

SECTION 8.02—ORDINATION PROCEDURE

- (A) Upon a conference with the pastor and after the pastor has approved the candidate for ordination, the pastor shall call a council to examine and pass on the qualifications of the candidate. The ordination council shall consist of the Pastor, ordained staff, deacons, at least one layman church member and, if desired, any number of ordained ministers of like faith the candidate would like to invite to participate in the examination (at their own expense).
- (B) If the candidate is found worthy of ordination by the council, the New Testament Baptist Church will ordain the candidate.
- (C) The Pastor and deacons shall arrange for the ordination service.

ARTICLE 9 – INDEMNIFICATION

SECTION 9.01—ACTIONS SUBJECT TO INDEMNIFICATION

The church may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a pastor, deacon, officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

SECTION 9.02—EXPENSES SUBJECT TO INDEMNIFICATION

To the extent that a pastor, deacon, officer, employee, or agent has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this Article, or in defense of any claim, issue, or matter in that action, suit, or proceeding, he or she may be

indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him or her in connection with the action, suit, or proceeding.

SECTION 9.03—LIMITATIONS OF INDEMNIFICATION

Any indemnification made under this Article, may be made by the church only as authorized in the specific case on a determination that indemnification of the pastor, deacon, officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 9.01. The determination shall be made (a) by a two-thirds majority vote of a quorum consisting of the pastor and deacons who were not and are not parties to or threatened with the action, suit, or proceeding; (b) if the described quorum is not obtainable or if a majority vote of a quorum of disinterested deacons so directs, by independent legal counsel in a written opinion; or (c) by a majority vote of the members of the church.

SECTION 9.04—TIMING OF INDEMNIFICATION

Expenses of each person seeking indemnification under this Article, may be paid by the church as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the board of deacons in the specific case, on receipt of an undertaking by or on behalf of the pastor, deacon, officer, employee, or agent to repay the amount if it is ultimately determined that he or she is not qualified to be indemnified by the church.

SECTION 9.05—EXTENT OF INDEMNIFICATION

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the church, both as to action of

each person seeking indemnification under this Article in his official capacity and as to action in another capacity while holding that office, and may continue as to a person who has ceased to be a pastor, deacon, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

SECTION 9.06—INSURANCE

The church may purchase and maintain insurance on behalf of any person who is or was a pastor, deacon, officer, employee, or agent of the church against any liability asserted against him and incurred by him in that capacity, or arising out of his status in that capacity, whether or not the church would have the power to indemnify him against liability under the provisions of this Article.

ARTICLE 10 – COMMITTEES

SECTION 10.01—STANDING COMMITTEES

The pastor (or the board of deacons if the office of pastor is vacant) shall appoint standing committees and designate a chairperson for each standing committee and, except when otherwise specifically provided in these bylaws, shall determine the membership of each standing committee. In addition to the discipline committee, the pastor may appoint other standing committees as he deems appropriate.

SECTION 10.02—SPECIAL COMMITTEES

The board of deacons, in its discretion, may create special committees to provide the board with advice and information regarding matters submitted to the committee by the board for consideration. The committee shall have no authority to act on behalf of the

corporation. The members of the committee shall be chosen by a two-thirds majority vote of the board of deacons and shall serve solely at the pleasure of the board of deacons. The special committee shall be subject to the control and direction of the board of deacons at all times.

ARTICLE 11 – 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. Contributors may suggest uses for their contributions and every effort will be made to use them as designated, but gifts are received as suggestions and those suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the church. 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 the purposes stated in Section 1.02.

ARTICLE 12 – BINDING ARBITRATION

SECTION 12.01—SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration in any matters which cannot otherwise be resolved, and expressly waive any and all

rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

SECTION 12.02—NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in Section 12.01, above, and such Procedures for Arbitration as are adopted pursuant to Section 12.04, below.

SECTION 12.03—LIMITATIONS ON ARBITRATION DECISIONS

- (A) Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under Section 3.04, were followed.
- (B) Should any dispute involve the removal from office of the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Sections 4.04 or 5.06 were followed.

SECTION 12.04—ARBITRATION PROCEDURES

The Procedures for Arbitration shall be as adopted by the pastor and the board of deacons.

ARTICLE 13 – PROVISIONS

SECTION 13.01—PRIVATE INUREMENT

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 1.02 hereof.

SECTION 13.02—POLITICAL INVOLVEMENT

No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 13.03—DISSOLUTION

Upon the dissolution of the church, the trustees shall, after paying or making provision for payment of all the liabilities of the church, dispose of all of the assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the trustees shall determine. Assets may be distributed only to tax-exempt

organizations which agree with the church's Statement of Faith.

**SECTION
NONDISCRIMINATION**

13.04—RACIAL

The church shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

SECTION 13.05—LIMITATION OF ACTIVITIES

Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Section 1.02.

SECTION 13.06—WEDDINGS

- (A) The only marriages that will be performed on church property or by church staff members (regardless of location) shall be between one man and one woman – no exceptions.
- (B) For weddings to be held at the church both the bride and groom must be a member of this church or one of like faith and practice. Exceptions to this policy are case by case but must be brought before the church and receive an 80% super majority vote to approve.

ARTICLE 14 – AMENDMENTS

These bylaws may be revised or amended by a two-thirds majority vote of the members present and voting at any church administration meeting, provided that said revision or amendment has been submitted in writing and

announced from the pulpit at least fourteen (14) days before the vote is taken.

ADOPTION

These bylaws were adopted by a majority vote of the members present and voting at a duly called meeting of the church in which a quorum was present.

These bylaws supersede any other bylaws of New Testament Baptist Church of Safford, AZ.

November 1, 2015

The original document was signed by:

Randall A. MacDonald, Pastor

Cheryl Abram, Secretary

Ronald Holland, Witness

PROCEDURES FOR ARBITRATION

SECTION 1—SCOPE OF ARBITRATION

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrators. In doing so the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the parties cannot agree upon the scope of the dispute for arbitration, the scope shall be determined by the arbitrators.

SECTION 2—SUBMISSION TO ARBITRATION

(A) The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed, according to Article 12 of the church bylaws, to submit disputes to binding arbitration, and to waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three arbitrators, to be selected as follows:

1. All arbitrators must be born-again Christians of good reputation in the community and who affirm the church's Statement of Faith in its entirety.
2. Each party shall submit a list of three proposed arbitrators to the other party,

and the other party will choose one of the three proposed arbitrators to serve on the panel.

3. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
4. In selecting the arbitrators, each party shall act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will act impartially and with fundamental fairness.
5. No arbitrator may be an attorney.
6. No arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other arbitrator.
7. The arbitrators will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.
8. The arbitration will be held at a neutral site agreed to by the arbitrators.

(B) The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the

church's Statement of Faith, and any applicable church documents.

- (C) Each party may be represented by counsel throughout the process at the party's own expense. Discovery will be allowed as needed, as determined in the discretion of the arbitrators. Formal rules of evidence shall not apply.

SECTION 3—TERMS AND CONDITIONS OF ARBITRATION

- (A) The arbitrators shall have full power to make such regulations and to give such orders and directions, as they shall deem expedient in respect to a determination of the matters and differences referred to them.
- (B) The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.
- (C) There shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and any other individuals not directly involved in the proceedings.
- (D) Normally, the hearing shall be completed within three (3) hours. The length of the hearing, however, may be extended by the arbitrators in their discretion or an additional hearing may be scheduled by the arbitrators to be held promptly.

- (E) There will be no post-hearing briefs.
- (F) The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours from the conclusion of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

SECTION 4—CONDUCT AND RULES OF HEARING

- (A) The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
- (B) The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings and to produce and deposit with the arbitrators all or any evidence within their possession or control concerning such matters.
- (C) If a party defaults in any respect referred to in Subsection 4(B), above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.

- (D) All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

SECTION 5—DUTIES OF ARBITRATORS

- (A) The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to all parties.
- (B) The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be duly acknowledged as such.
- (C) In the event that either party or a witness for either party shall fail to attend the arbitration hearing, after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

SECTION 6—DECISION OF ARBITRATORS

- (A) It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the

arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.

- (B) The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the church membership may be informed of the decision if the church or any church pastors, officers, trustees, employees, or board members were a party to the proceeding.
- (C) Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys' fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorneys' fees.

SECTION 7—PARTIES TO COOPERATE

No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators and except that a party may disclose the proceedings of this

arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

SECTION 8—COSTS AND EXPENSES

Each party shall pay his or her own costs and expenses related to presenting the party's case to the arbitrators. The costs of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

SECTION 9—AMENDMENTS

These Procedures for Arbitration may be revised or amended by a majority vote of the board of deacons present and voting at any regular board meeting.

SECTION 10—ADOPTION

- (A) These Procedures for Arbitration were adopted by a majority vote of the board of deacons at which a quorum was present.
- (B) These Procedures for Arbitration supersede any other Procedures for Arbitration previously adopted by the board of deacons, if any exist.

*These procedures for arbitration were adopted on
November 1, 2015*