



# Kerrville Bible Church

A Texas Nonprofit Corporation

## By-laws

## **Article I** **Location of Offices**

The name of this Corporation is Kerrville Bible Church. It is a Texas nonprofit religious Corporation with the principal offices in Kerr County, Texas.

## **Article II** **Purpose**

This Corporation is organized for exclusively religious purposes. Our commission is summarized as follows:

- And Jesus came up and spoke to them saying, “All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.” (Matthew 28:18-20)
- “And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ.” (Colossians 1:28)

## **Article III** **Statement of Faith/Doctrinal Statement**

The Statement of Faith and Doctrinal Statement of this Corporation are attached hereto and made a part hereof for all purposes. Each member of the congregation is required to give full assent to the attached Statement of Faith, as mentioned in Article V, Section 2 and 4. Each person in the office of elder or deacon, along with full time staff, is required to subscribe to these By-laws and give full assent to the attached Doctrinal Statement, as mentioned below in Article VI, Section 3 (b) and Article VII, Section 2. In addition, each person serving in the role of teacher or ministry leader is asked to give full assent to the attached Doctrinal Statement. If full assent cannot be given, upon Elder examination of said differences and upon Elder approval, on a case-by-case basis, that person may be allowed to serve in the role of a teacher or ministry leader, with the understanding that at no point can he or she contradict the Doctrinal Statement while carrying out a teaching or leadership role.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Kerrville Bible Church’s faith, doctrine, practice, policy, and discipline, our Board of Elders is Kerrville Bible Church’s final interpretive authority on the Bible’s meaning and application.

At the direction of the Elders, the Statement of Faith is supplemented and clarified by the Doctrinal Statement, “The Elders Statement on Marriage, Divorce, Remarriage and Sexuality,” the Doctrinal Distinctives issued by the Elders, and such other doctrinal statements as may be subsequently issued by the Elders.

## **Article IV** **Corporate Membership**

### **Section 1. Corporate Members**

The Corporation shall have no members as that term is used in the Texas Non-Profit Act. Any action which would otherwise require approval by any or all members shall only require approval of the Board of Elders. All rights which would otherwise vest in the members shall vest in the Board of Elders.

### **Section 2. Members of the Fellowship**

Nothing contained in Section I of this Article shall be construed to limit the right of the Corporation to refer to persons associated with the Corporation as “members” even though such persons are not corporate members, and no such reference in or outside of these By-laws shall constitute anyone being a member, within the meaning of the Texas Nonprofit Corporation Act.

## Article V Church Membership

### **Section 1. Purpose of the Fellowship**

The congregation of Christian believers who have applied for membership and have been duly accepted shall constitute a spiritual body, united for the spiritual purposes set forth in the Articles of Incorporation and these By-laws.

### **Section 2. Active Membership**

To qualify for membership in Kerrville Bible Church, a person must have a credible profession of faith in Jesus Christ as their Lord and Savior, give full assent to the Statement of Faith, subscribe to these By-laws, have passed their eighteenth (18) birthday and have successfully completed any new member's class required by the Board of Elders. Persons who became members prior to the time that a new member's class was offered shall not be required to attend such class. Each member must promise to keep the commitments expressed in the New Member's Covenant. The Board of Elders shall be responsible for determining each person's qualification for membership. In making this determination, they may rely on a person's profession of faith, or other such evidence, as the Board of Elders deem appropriate.

### **Section 3. Voting Privileges**

Membership in this church shall not vest in any member any proprietary rights in the Corporation but shall only entitle the member to vote at a meeting of the members on those matters that the Board of Elders submits to the church membership for affirmation (see Article VI, Section 1 and Article IX, Section 1). Voting privileges are restricted to members who are not under any disciplinary action. Membership shall not be assignable inter vivos by any member nor shall membership vest to any personal representative, heir or devisee.

### **Section 4. Applications for Membership**

All requests for membership shall be made to an Elder or other person designated by the Elders. Each applicant shall attend and complete any new member's class required by the Board of Elders and shall give full assent to the Statement of Faith and subscribe to the By-laws.

### **Section 5. Denial of Membership**

If, upon review of an application for membership or after meeting with a prospective member, the Board of Elders determines that the applicant does not confess Jesus Christ as his or her Lord and Savior, or that there is a lack of evidence of godly lifestyle, or that they are convinced of unbiblical doctrine which could be divisive, membership shall be denied. The decision made by the Board shall be final and there shall be no appeal to any court from that decision.

### **Section 6. Revocation of Membership**

Separate and apart from the process of church discipline, but subject to the discretion and approval of the Board of Elders, membership may be immediately revoked and notification sent to member by mail.

### **Section 7. Admission of Applicants**

Applicants admitted to membership shall, if possible, present themselves at a worship service designated by the Pastor/Teacher and Board of Elders, at which service such applicants shall publicly affirm their Membership Commitment and be publicly acknowledged as members.

### **Section 8. Responsibilities of Members**

Members shall be responsible for faithful support of the body of Christ, the church (II Cor. 9:6-15; Heb. 10:24-25) and a ministry of support and encouragement to one another (Gal. 6:2; Col. 3:12-17). Members shall seek to exercise their spiritual gifts for the mutual benefit of all the church body (I Cor. 12:7) and shall submit to the loving rule of the Elders (I Thess. 5:12-13; Heb. 13:7, 17). Members are always encouraged to contact an Elder if they wish to meet with the Board of Elders to discuss any matter of concern related to the church.

## **Section 9. Privileges of Members**

Membership shall be required to hold the office of elder or deacon, to nominate elders or deacons, to vote on such matters presented to the membership by the Elders, as described in Article VI, Section 1 and Article IX, Section 1, and to hold substantive and/or ongoing teaching or other leadership positions in the church as determined by the Board of Elders.

## **Section 10. Church Discipline**

- (a) The three fold purpose of church discipline is to: 1) glorify God by maintaining purity in the local church (I Corinthians 5:6), 2) edify believers by deterring sin (I Timothy 5:20), and 3) promote the spiritual welfare and restoration of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct. (Galatians 6:1).
- (b) Members of this church and all other professing Christians who regularly attend or fellowship with this church who err in doctrine, or who engage in conduct that violates Scripture as determined by the Board of Elders, shall be subject to church discipline, including dismissal according to Matthew 18:15-18. Before such dismissal, however, (1) it shall be the duty of any member of this church who has knowledge of the erring individual's heresy or misconduct to warn and correct such erring individual in private, seeking his or her repentance and restoration. If the erring individual does not heed this warning, then (2) the warning member shall again go to the erring individual, seeking his or her repentance, but accompanied by one or two individuals who shall confirm that the sin has occurred or is continuing to occur, and/or that the erring individual has been appropriately confronted and has refused to repent. If the erring individual still refuses to heed this warning, then (3) it shall be brought to the attention of the Board of Elders. If the Board of Elders determines, after thorough investigation in accord with the procedures prescribed by pertinent Scripture, including Matthew 18:15-18, I Timothy 5:19, and Titus 3:10, that there is corroborating evidence that the erring individual has sinned or is continuing to sin, that he or she has been appropriately confronted, and that he or she has refused to repent, then the Elders shall inform the church and the congregation thereof at a regularly scheduled worship service in order that the church may call the erring individual to repentance. If the erring individual demonstrates repentance, then notice to that effect shall be given at a regularly scheduled worship service. If, however, the erring individual does not repent in response to the church in its collective call to repentance, then (4) he or she shall be publicly dismissed from the fellowship and/or membership of the church and the congregation thereof at a regularly scheduled worship service. If the erring individual, after such dismissal, heeds the warning, demonstrates repentance, and requests reinstatement before the Board of Elders, then he or she shall be publicly restored to all the rights, duties, privileges, and responsibilities of fellowship and/or membership.
- (c) Notwithstanding the foregoing, the Elders in the exercise of their discretion may proceed directly to the third stage of church discipline, (i.e. the informing of the church and the congregation thereof at a regularly scheduled worship service in order that the church may call the erring individual to repentance) and then to the fourth stage of church discipline, (i.e. the dismissal from the fellowship and/or membership of the church) when one or more of the following have occurred:
  - (1) Where the transgression and the refusal to repent have been public, i.e. openly and to the offense of the whole Church (I Cor. 5:1-5);
  - (2) Where the first and second stages of church discipline have effectively occurred simultaneously;
  - (3) Where the disciplined party has taught or otherwise disseminated doctrine deemed false or erroneous by the Elders, then chosen to disregard the direction and reproof of the Elders (Rom. 16:17); or
  - (4) Where the disciplined party has been warned once by the Elders, or a duly constituted committee thereof, to cease from factious and divisive conduct and has chosen to disregard that warning (Titus 3:10-11).
- (d) The members of this church, and all other professing Christians who regularly attend or fellowship with this church, agree that there shall be no appeal to any court because of the dismissal or because of public statements to the congregation at the third or fourth stages of church discipline. Members who are under discipline by the church, as defined in the previous paragraph, forfeit and waive the right to resign from this church. Resignations from membership are possible only by members who are in good standing and who are not under any discipline or action.

- (e) Separate and apart from the process of church discipline, but subject to the discretion and approval of the Elders (or a duly constituted subcommittee thereof), a member, non-member regular attendee, or other individual may be notified that he or she is not to be present upon church premises for such a period of time as is deemed necessary for the safety and well-being of others on church premises. Such required absence may, but need not, be concurrent with church discipline of that person.
- (f) Separate and apart from the process of church discipline, but subject to the discretion and approval of the Elders (or a duly constituted subcommittee thereof), the names of any members who have not attended a worship service, Sunday School class session or Fellowship Group meeting at Kerrville Bible Church for a period of six months or longer may be removed from the membership rolls.

### **Section 11. Regular Meetings**

A regular annual meeting of the church members shall be held at the principal office of the church (as the same shall be from time to time designated in the minutes of the Board) by October 31 of each year. At such regular annual meeting, the members shall consider reports of the affairs of the church, and transact such other business as the Elders determine shall be brought before the meeting.

### **Section 12. Special Meetings**

Special meetings of the members may be called at any time by order of the Board of Elders or by a quorum of the members of the Board of Elders.

### **Section 13. Notice of Meetings**

Notice of a regular annual meeting shall be given from the pulpit for two successive Sundays prior to the meeting. In addition thereto, notice shall be published in the regular church bulletin for two successive Sundays prior to such meeting. Notice of special meetings shall be given from the pulpit at least seven (7) days prior to the meeting and shall also be published in the regular church bulletin on the Sunday immediately preceding the meeting.

### **Section 14. Quorum**

At all meetings of the members, whether regular, special or adjourned, the members present shall constitute a quorum for the transaction of business.

### **Section 15. Voting Rights**

Those admitted to the church membership do not constitute a legislative body, nor do they constitute members in the Corporation and they cannot vote, pass resolutions binding upon the Corporation, nor shall they have any equity in the real property of the Corporation, or right to vote on its disposal. Said property of the Corporation is dedicated to religious and charitable purposes as outlined in the Articles of Incorporation.

## **Article VI** **Elders**

### **Section 1. Powers**

The premise of the government and general oversight of this congregation is biblical eldership, exercised by the Board of Elders made up of men who meet the biblical qualifications and who lead, shepherd and oversee the church in a spirit of love, humility and unity. The Board of Elders, as they submit to the Holy Spirit, shall be responsible, except as mentioned elsewhere in these By-laws, for final decisions after sharing of information and gathering input, as explained below, from the congregation and arriving at a Spirit-led, unanimous decision among themselves. The only head of the church is Jesus Christ as He rules in the affairs of His Church by the leading of the Holy Spirit and the Word of God through human agency. It is the duty of each elder of the church to seek humbly the mind of Christ in all things and to lead in a gentle, godly and wise manner as enabled by the Holy Spirit.

Subject to limitations of the Articles and these By-laws and of pertinent restrictions imposed by law, all the activities and affairs of the Corporation shall be exercised by or under the direction of the Board of Elders, who are responsible for shepherding and having oversight of the flock. Additionally, the Board of Elders shall function as "The Board of Directors" as that term is used by applicable law. Without prejudice to such general powers, but

subject to these same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these By-laws:

- (a) To select and remove all the officers, agents, staff and non-elder employees of the Corporation (see Section 5 below for removal of elders), prescribe such duties for them consistent with the Scriptures, with law, with the Articles of Incorporation, or with these By-laws; and fix the terms of their offices and their compensation, if any. Additional pastoral staff shall not automatically be Elders, but must meet the qualifications for elders as listed in Article VI, Section 4.
- (b) To make such disbursements from the funds and properties of the Corporation as are required to fulfill the purposes of this Corporation as are more fully set out in the Articles of Incorporation thereof, and generally to conduct, manage, and control the activities and affairs of the Corporation and to make such rules and regulations consistent with the Scriptures, with law, with the Articles of Incorporation or with these By-laws, as they may deem best.
- (c) To adopt, make and use a corporate seal, and to alter the form of such seal from time to time as they may deem best.
- (d) To establish policies and practices for the church consistent with the purposes of this Corporation.
- (e) To assist in the administration of the ordinances of Baptism and Communion.
- (f) The Board of Elders shall poll the membership (in such manner as the Board of Elders shall determine) prior to taking the following actions:
  - (1) purchase, construction or sale of real estate
  - (2) non-budgeted monetary commitments of over \$40,000
  - (3) establishment of full-time salaried positions
  - (4) calling of pastoral staff
  - (5) approval of the annual budget
  - (6) installment of elders and deacons, as discussed below in Section 3 (d).

The results of the polling of the membership shall be prayerfully considered by the Board of Elders as they make the final decision regarding the above matters.

- (g) Notwithstanding anything herein to the contrary, the Board of Elders shall have no power to borrow money on behalf of the Corporation, nor shall the Corporation borrow money at any time. The Board of Elders may approve revolving accounts (i.e. credit cards) for expenses to certain administrative elders or staff and lease arrangements.

### **Section 2. Number of Elders**

The authorized number of Elders of the Corporation shall not be less than three (3) until changed by an amendment to these By-Laws. In the event the number of elders decreases to two, the remaining two elders will be required, with the congregations' participation as discussed below in Section 3, to examine and install at least one elder to return to the minimal number of three elders. In the event the number of elders drops below two, the church membership will be required to nominate, examine, vote on and install the number of elders needed to reach two elders. The congregational vote in this case will require 75% approval of the members present.

### **Section 3. Selection and Tenure of Office**

Method of Selection:

- (a) Members may nominate candidates to the Board of Elders. The existing Board of Elders shall consider candidates on the basis of their apparent qualifications to serve as an Elder.
- (b) The candidates shall complete a written application, give full assent to the Doctrinal Statement, be personally interviewed by the Board of Elders to confirm their qualifications and to ascertain their

willingness to serve, and complete any other preliminary requirements as determined by the Board of Elders.

- (c) The Board of Elders' recommendation of all new candidates shall be submitted to the congregation for Consideration, along with copies of the written application. During the following two weeks anyone may voice his or her support or objections regarding any candidate privately to an Elder.
- (d) After this two-week period the membership shall be polled regarding the recommendation of the Board of Elders. This polling shall be done by secret ballot with any disapproval including the signature of the dissenting individual so that any conflicts might be resolved. This poll is only for the purpose of providing the Elders with information on the member's desires.
- (e) The Board of Elders shall approve or disapprove the candidates at its next regular meeting after the two-week waiting period. The Board of Elders' decision shall be final.
- (f) The approved candidates shall be recognized before the congregation at an installment service.

Each elder shall serve until he resigns or is removed as hereafter provided. Any Elder who resigns or has been removed shall be subject to the above selection procedure before being reinstated as an Elder.

#### **Section 4. Qualifications**

Each member of the Board of Elders must be an active male member of this church and possess the qualifications described in I Timothy 3:1-7 and Titus 1:6-9. He shall be:

- (1) Blameless as a steward of God; above reproach (I Timothy 3:2, Titus 1:6-7)
- (2) Husband of one wife; a one-woman man (I Timothy 3:2, Titus 1:6)
- (3) Temperate, sober, vigilant (I Timothy 3:2)
- (4) Sober-minded, prudent (I Timothy 3:2, Titus 1:8)
- (5) Of good behavior, orderly, respectable (I Timothy 3:2)
- (6) Given to hospitality (I Timothy 3:2, Titus 1:8)
- (7) Apt to teach; able to teach; he can exhort believers and refute false teaching (I Timothy 3:2, Titus 1:9)
- (8) Not given to wine (I Timothy 3:3, Titus 1:7)
- (9) Not violent, not pugnacious (I Timothy 3:3, Titus 1:7)
- (10) Patient, moderate, forbearing, gentle (I Timothy 3:3)
- (11) Not a brawler, uncontentious; not soon angry or quick-tempered (I Timothy 3:3, Titus 1:7)
- (12) Not covetous; not a lover of money; not greedy of base gain (I Timothy 3:3, Titus 1:7)
- (13) Rules well his own house (I Timothy 3:4)
- (14) Having children who believe, not accused of dissipation or rebellion (Titus 1:6)
- (15) Not a novice; not a new convert (I Timothy 3:6)
- (16) Has a good report or reputation with outsiders (I Timothy 3:7)

(17) Not self-willed (Titus 1:7)

(18) A lover of good men and things (Titus 1:8)

(19) Just, fair (Titus 1:8)

(20) Holy, devout (Titus 1:8)

(21) Self-controlled (Titus 1:8)

The term “pastor” and “elder” may be used synonymously since the New Testament teaches that the titles Pastor, Shepherd, Elder and Overseer are synonymous terms of the same office and have equal authority and responsibility to teach and equip the congregation (Ephesians 4:11; I Peter 5:13; Acts 20:28; Philippians 1:1). For distinguishing of roles and responsibilities not all Elders must be equally gifted to teach or preach, equally trained (i.e. seminary), supported financially, or serve in the same capacity or roles as the pastoral staff of the church (I Timothy 5:17). As a first among equals, the Pastor-Teacher shall oversee the public worship services and pulpit ministry as described in Article IX, Section 2.

#### **Section 5. Removal of Elders**

Any Elder may be removed from office at any regular or special meeting of the Board if he is found to be physically or mentally incapacitated or spiritually unqualified (according to pertinent Scripture including I Timothy 3:1-7 and Titus 1:5-9), after thorough corroborating investigation by the remaining Elders, in accord with the procedures prescribed by pertinent Scripture, (including Matthew 18:15-18 and I Timothy 5:19-21). The Elder Board (not including the elder in question) must be unanimous in its vote to dismiss an elder. When an Elder is removed because of sin that is deemed sufficient to disqualify him from shepherding, the removal shall be accompanied by a public rebuke, and notice shall be made before the church and the congregation thereof at a regularly-scheduled worship service as prescribed in I Timothy 5:20.

#### **Section 6. Place of Meetings**

Notwithstanding anything to the contrary provided in these By-laws, any meeting (whether regular, special, or adjourned) of the Board of Elders of the Corporation may be held at any place within or without the state of Texas.

#### **Section 7. Regular Meetings**

Regular meetings of the Board shall be held without call or notice at such times and places as may be designated by the Board. The Elders shall meet at least once a month.

#### **Section 8. Special Meetings**

Special meetings of the Board of Elders may be called at any time by order of the Pastor-Teacher, the Chairman or by a quorum of the members of the Board of Elders.

#### **Section 9. Notice of Special Meetings**

Special meetings of the Board shall be held upon three (3) days notice by first class mail or a twenty-four hour notice given personally or by telephone, email or other similar means of communication. Any such notice shall be addressed or delivered to each Elder or at such Elder’s address as it is shown upon the records of the Corporation or as may have been given to the Corporation by the Elder for such purpose of notice.

#### **Section 10. Quorum**

A majority of the Board of Elders must be present to constitute a quorum.

#### **Section 11. Participation in Meetings by Conference Telephone**

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

#### **Section 12. Adjournment**

A majority of the Elders present, whether or not a quorum is present, may adjourn any Elder’s meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Elders if

the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than forty-eight (48) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Elders who were not present at the time of the adjournment.

### **Section 13. Action Without Meeting**

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to a duly prepared resolution to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be documented by attaching the signed resolution with the minutes of proceedings of the Board.

### **Section 14. Rights of Inspection**

Every Elder shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation of which such person is an Elder, for a purpose reasonably related to such person's interest as an Elder. Counseling records of an Elder are such Elder's personal property and not the property of the Corporation.

### **Section 15. Decisions of the Board of Elders**

Decisions shall be reached after prayerful consideration by unanimous vote in a spirit of humility, with each Elder regarding one another before himself and the will of God as revealed in the Scriptures.

### **Section 16. Fees and Compensation**

Elders (as such) shall not receive any compensation for their services; however, nothing herein contained shall be construed to preclude any Elders from serving the Corporation in any other capacity and receiving compensation.

## **Article VII** **Other Councils and Committees**

### **Section 1. Councils and Committees**

The Board may appoint various councils and committees from within its membership, the staff, and from the church at large. These councils and committees shall perform tasks solely in accordance with the duties and with powers specifically delegated by the Board.

### **Section 2. Deacons**

The Deacons shall consist of male members possessing the qualifications described in I Timothy 3:8-13 and shall be appointed in the same manner as for Elders, as set forth in Article VI, Section 3 of these By-laws, except that no written application shall be required of deacons. Each Deacon shall serve until he resigns, is removed or his term (as set forth from time to time by the Elders) expires. The Deacons shall assist the Elders in the shepherding of the saints, aid in the general care of the church, be responsible for the protection, management and upkeep of Kerrville Bible Church property and perform other duties as assigned by the Board of Elders. A Deacon shall be a man of dignity, not double-tongued, not addicted to much wine, not fond of sordid gain, holding to the mystery of the faith with a clear conscience, first tested and found beyond reproach. Deacons shall be required to give full assent to the Doctrinal Statement before assuming office.

### **Section 3. Removal of Deacons**

Any Deacon may be removed from office at any regular or special meeting of the Board if he is found to be physically or mentally incapacitated or spiritually unqualified (according to pertinent Scripture, including I Timothy 3:8-13), after thorough corroborating investigation by the Elders, in accord with the procedures prescribed by pertinent Scripture, including Matthew 18:15-18.

## **Article VIII** **Officers**

### **Section 1. Officers**

The officers of the Corporation shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer. The Corporation may also have, at the discretion of the Board of Elders, other officers as may be appointed in

accordance with the provisions of Section 3 of this article. All officers of the Corporation must be active church members in good standing.

### **Section 2. Appointment**

The officers of the Corporation, except such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article, shall be chosen by, and shall serve at, the pleasure of the Board of Elders. Each officer shall hold his office until he shall resign, be removed, or become otherwise disqualified to serve, or until his successor shall be appointed and installed.

### **Section 3. Subordinate Officers**

The Board of Elders may appoint, and may empower the Chairman to appoint, such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the By-laws or as the Board of Elders may from time to time determine.

### **Section 4. Removal and Resignation**

Any officer may be removed, either with or without cause, by the remainder of the Elders at any time, at any regular or special meeting of the Board, or by any officer upon whom such power of removal may be conferred by the Board of Elders. Any officer may resign at any time without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party, by giving written notice to the Board of Elders, or to the Chairman, or to the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **Section 5. Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the By-laws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

### **Section 6. Inability to Act**

In the case of absence or inability to act of any officer of the Corporation and of any person herein authorized to act in his place, the Board of Elders may from time to time delegate the powers or duties of such officer to any other officer or person whom the Board may select.

### **Section 7. The Chairman**

The Chairman shall be the Chief Executive Officer of the Corporation and shall, subject to the control of the Board of Elders, have general supervision, direction, and control of the activities and officers of the Corporation. He shall preside at all meetings of the Board of Elders, which are to be conducted according to scriptural principles such as set forth in Philippians 2:2-8. He shall be an ex-officio member of all the standing committees, including the Executive Committee, if any, and shall have such powers and duties as may be prescribed by the Board of Elders or the By-laws. The Chairman must be an Elder.

### **Section 8. Vice-Chairman**

In the absence or disability of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chairman. The Vice-Chairman shall have such other powers and perform such other duties as from time to time may be prescribed for him by the Board of Elders or the By-laws. The Vice-Chairman must be an Elder.

### **Section 9. Secretary**

The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the Board of Elders may order, of all meetings of the members, the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at the meetings, the Board and committees' meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of Texas the original and a copy of the Corporation's Articles and By-laws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these By-laws or by law to be given, shall keep the seal of the Corporation in safe custody, and shall have such other powers and perform such other duties as prescribed by the Board.

The Secretary shall keep, or cause to be kept at the principal office of the Corporation, a church membership register, or a duplicated membership register, showing the names of the members and their addresses.

### **Section 10. Treasurer**

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation. The books of account shall at all reasonable times be open to inspection by any Elder.

The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Elders. The Treasurer shall disburse, or cause to be disbursed, the funds of the Corporation as may be ordered by the Board of Elders, shall render to the chairman and the Elders, whenever they request it, an account of all church transactions and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Elders. The Treasurer shall make financial reports as requested by the Board and at the annual meeting of members.

## **Article IX** **The Pastor-Teacher**

### **Section 1. Election**

(a) Search Committee:

1. This committee shall consist of Elders, Deacons and members who are appointed by the Board of Elders.
2. The Search Committee will elect their own Chairman and Secretary.
3. The committee shall solicit applications from candidates for review. After evaluating candidates, the Committee shall decide which candidates to interview.
4. After the interviews are conducted, the Search Committee will vote to accept a candidate or continue the Search. The vote to accept a candidate must have 75% approval among the Search Committee.
5. If the results of the vote are to recommend approval, the Search Committee shall seek the opinion of the congregation by polling them, using a standardized polling form. Polling forms may be obtained and handed in within a two-week period, during which time any individual within the congregation may voice his support or objections of any candidate. The results of the polling of the congregation shall be prayerfully considered by the Board of Elders as they make the final decision about calling the candidate.

(b) Board of Elders' approval: Upon considering the Search Committee's recommendation, and after prayerful consideration, the Board of Elders will vote at their next regular meeting or at a special called meeting after the two week waiting period. To extend a call to a candidate, the Board of Elders' vote must be unanimous.

(c) Qualifications:

1. In order to qualify as a pastor, the candidate should be a graduate of a conservative, evangelical school, or have equivalent knowledge, skills, and experience;
2. He must be in full agreement with the Statement of Faith, the Doctrinal Statement and subscribe to these By-laws;
3. He must meet the Biblical requirements of an Elder.

(d) Dismissal: See Article VI, Section 5.

(e) Resignation: All resignations must be submitted in writing to the Board of Elders for their consideration at least thirty (30) days in advance of desired date of resignation. The Board of Elders may prescribe severance pay or other benefits as they shall determine.

**Section 2. Duties**

The Pastor-Teacher shall automatically be a member of the Board of Elders, shall be an ex-officio member of all councils and committees and shall be responsible to the Board of Elders. The Pastor-Teacher shall arrange for and conduct all public and regular services of the church and shall be responsible, with the help of the other Elders, for the leadership and general oversight of the spiritual welfare of the church. The Pastor-Teacher shall oversee all pastoral staff. In the absence of the Pastor-Teacher, the Board of Elders shall be responsible to arrange for the public and regular services of the church, as well as oversee pastoral staff.

**Article X**  
**Settlement of Disputes**

**Section 1. General**

In any dispute arising between church members, pastors, or staff pertaining to any matters of spiritual teaching or practices, church finances, or title to property purchased with church contributions, the dispute shall be resolved by the Board of Elders of the church. A decision shall be reached after prayerful consideration in a spirit of humility, with each Elder regarding one another before himself.

**Article XI**  
**Other Provisions**

**Section 1. Endorsement of Documents, Contracts**

The Board of Elders, except as in the By-laws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized by the Board of Elders, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

Subject to the provisions of applicable law, any contract, conveyance, or any other instrument in writing and any assignment or endorsement thereof executed or entered into between this Corporation and any other person, when signed jointly by the Chairman and Vice-Chairman, and as authorized by the Board of Elders, shall be valid and binding on this Corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same.

**Section 2. Amendments**

These By-laws may be amended and new and additional By-laws may be made from time to time at any time by the Board of Elders in the exercise of the power granted to said Board of Elders in these By-laws. A unanimous approval by the Board of Elders shall be required to effect such alterations or repeal.

**Section 3. Record of Amendments**

Whenever an amendment or new By-law is adopted, it shall be copied in the book of minutes with the original By-laws, in the appropriate place. If any By-law is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in said book. The congregation shall be notified of any and all amendments in such manner as the Board of Elders shall determine.

**Article XII**  
**Receipt, Investment, and, Disbursement of Funds**

**Section 1.**

The Corporation shall receive all monies or other properties transferred to it for the purposes for which the Corporation was formed (as shown by the Articles of Incorporation). However, nothing contained herein shall require the Board of Elders to accept or receive any money or property of any kind if it shall determine in its discretion that receipt of such money or property is contrary to the expressed purposes of the Corporation as shown by said Articles.

**Section 2.**

The Corporation shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this Corporation.

**Article XIII**  
**Corporate Records and Reports**

**Section 1. Records**

The Corporation shall maintain adequate and correct accounts, books, and records of its business and properties. All such books, records, and accounts shall be kept at its principal place of business in the State of Texas, as fixed by the Board of Elders from time to time.

**Article XIV**  
**Dissolution**

Upon dissolution of this Corporation, the Board of Elders shall cause the assets herein to be distributed to another organization with purposes similar to that identified in Article II of these By-laws and Article IV of the Articles of Incorporation. (However, notwithstanding the above, no portion of the distribution of the assets upon dissolution shall go to an organization of which any elder is a director, shareholder, officer, trustee or employee. This article may not be amended without the unanimous approval of the Board of Elders and the approval of 75% of the membership present at a meeting called for that purpose.)

**Article XV**  
**Miscellaneous Provisions**

**Section 1. Instruments in Writing**

All checks, drafts, demands for money and notes of the Corporation and all written contracts of the Corporation shall be signed by such officer or officers, agent or agents, as the Board of Elders may from time to time by resolution designate.

**Article XVI**  
**Facility Use**

**Section 1. Non-Wedding Special Use of Church Facilities/Premises**

Only members in good standing are allowed to use the church's facilities for events or special purposes such as family gatherings, reunions, club gathering, etc. Church facilities and premises are not available to the general public for such purposes.

**Section 2. Marriages and Weddings**

All who are ordained, licensed, commissioned or otherwise authorized by this church to solemnize marriages may do so, in the exercise of religious freedom, only where the participants are one man and one woman (Gen. 2:21–24; Matt. 19:4–6; Mark 10:6–9).

Kerrville Bible Church facilities may be used for weddings only where: 1) at least one prospective spouse is a KBC member in good standing or at least one parent of a prospective spouse is a KBC member in good standing; and 2) premarital counseling has been done or approved by the pastor-teacher; and 3) the ceremony is officiated by an Elder of KBC; otherwise, church facilities are not available to the general public for weddings and wedding receptions.

**Section 3. Use of Restroom Facilities**

All lavatories, restrooms, bathrooms, or bathroom facilities of Kerrville Bible Church shall be designated for use by specific gender. "Gender" shall be defined as the physiological sex – male or female – of an individual at the time of their birth. Violation of this policy (excluding young children or special-needs children accompanied by a parent or legal guardian) shall result in the immediate expulsion of the offending individual(s) from the grounds of Kerrville Bible Church.

**Certificate by Secretary**

The undersigned, being the secretary of the Kerrville Bible Church of Kerrville, Texas, hereby certifies the foregoing code of By-laws was duly adopted by the initial directors of said Corporation effective on \_\_\_\_\_, \_\_\_\_\_ by the unanimous consent of the directors without a meeting as authorized by Article 9.10(B) of the Texas Business Corporation Act.

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

Adopted December 8, 2002  
Revised October 19, 2009  
Revised April 21, 2015  
Revised October 19, 2015