# Creekside Community Church Elizabeth, Colorado

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# CONSTITUTION

## Article I: Name

The name of this church will be “Creekside Community Church” of Elizabeth, Colorado.

## Article II: Purpose Statement

Creekside Community Church is to be a living expression of Jesus Christ.

## We express Christ individually and collectively through three “C’s:”

In **C*ommunion*** with God through worship and the Word;

In ***Community*** through sharing our lives in groups for spiritual development and care;

In ***Commission*** by investing our lives in and boldly sharing God’s love to lost people locally and globally.

## Article III: Statement of Faith

We affirm that the Holy Bible is the inspired Word of God. The revelation of Christ and His written Word serve as the basis of our beliefs. This church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We voluntarily unite as a body of baptized believers in Jesus Christ, and we are personally committed to sharing the Good News of salvation with lost humanity.

## Article IV: Relationships

This church is autonomous and maintains the right to govern its own affairs independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in missions, this church voluntarily participates with the Pikes Peak Association, the Baptist General Convention of Colorado, and the Southern Baptist Convention.

**BYLAWS**

**Article I: Church Membership**

**Section I: General**

Membership in this church will consist of all persons who have met the qualifications for church membership and are listed on the church membership rolls.

## Section II: Qualifications for Membership

1. A personal and public profession of faith in Jesus Christ for salvation
2. Baptism by immersion as an outward sign of repentance in obedience to the command of Christ
3. If applicable, by letter or statement of faith and baptism from a church of like faith and order
4. By completion of Church’s new membership class and due examination by the pastor or leaders teaching the class
5. By affirmation of the new member by the church body

## Section III: Membership Status

1. Active Membership - members who actively participate in, support, and serve in the church enjoy all privileges of membership.
2. Inactive Membership - people who are not actively participating in, supporting, and serving in the church for six consecutive months. While on inactive status, a member does not enjoy the privileges of membership. Members may be placed on the inactive list due to:
   * a lack of attendance
   * a move from the area
   * church discipline

Inactive members may be returned to active status by request and approval of the Senior Advisory Board.

## Section IV: Privileges of Membership

1. Active members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of this church, to give regularly to its support and its causes, and to share in its organized work.
2. Active members have the duty to be informed concerning the work and business of the church and to give prayerful consideration to any matter presented for church vote, or else refrain from voting.
3. Every active member is eligible for consideration as a candidate for elective offices in the church.
4. Every member may participate in the ordinances of the church as administered by the church.
5. Every active member of the church, 14 years and older, will be entitled to one vote in matters submitted to the church for vote. (Provisions can be made by church action to adjust the age and accept a vote in absentia, as necessary.) Those matters will include, but not be limited to the following:
   * The annual church budget
   * The acquisition and sale of church property and all related indebtedness
   * The dissolution of the church
   * The calling of a pastor
   * The removal of a pastor
   * The affirmation and election of church officers and deacons
   * Amendments to the constitution or bylaws of the church

## Section V: Termination of Membership

Termination of membership will be granted upon the following conditions:

* + By request
  + By transfer of letter to another church of like faith and order
  + By death
  + By disciplinary action of the church body
  + By removal from the church rolls if a member has been inactive for more than 18 months
  + Termination of membership can only be done after every attempt has been made to contact the person by Senior Advisory Board in an effort to resolve any conflicts.

## Article II: Church Leadership

The Lord Jesus is the Chief Shepherd of this congregation. It is before Him that all must bow (EPH 1:22-23; MAT 23:8-11; 1 PET 5:4; HEB 13:20-21). He

communicates His will for the church through the Bible and through prayer. He gives additional guidance by means of the specific leading of the Holy Spirit who indwells the heart of each believer. He also shepherds the flock through the leaders of the church.

## Section I: The Spiritual Leadership Team (S.L.T.)

1. The S.L.T. will serve to set the direction of activities to fulfill the church’s mission. This team will be led by the senior pastor and will consist of the pastors, deacons, and ministry team leaders of the church.
2. The S.L.T. will meet monthly and will maintain the church calendar. In addition, the ministry team leaders will give at least two reports annually on their ministries during weekly gatherings as well as reports given during the business meetings of the church.
3. The S.L.T. is responsible for guiding the church in fulfilling its mission. It is responsible for the creating and disbanding of ministry teams, as needed, as well as filling of ministry team leadership positions. They will also make requests for any additional staff to the Senior Advisory Board as needs arise.

## Section II: The Senior Advisory Board (S.A.B.)

A. The S.A.B. is the primary administrative body of the church. It will consist of the officers of the church, chairman of deacons, and four lay members selected by the church body. These lay members will serve as Trustees for the church body.

1. The S.A.B. will provide financial counsel to the S.L.T. and may serve as an advisor in any matter requested by the S.L.T.
2. The S.A.B. will ensure that the operations of the church are functioning properly. To accomplish this, it may establish special teams to oversee and conduct the work of the church. Those teams will remain under the authority of the S.A.B. unless specifically granted decision-making authority.
3. The S.A.B. will serve as the church personnel team and make recommendations regarding compensation for all paid employees of the church.
4. The S.A.B. will maintain a book containing job descriptions, policies, and procedures for the church.
5. The S.A.B. will establish the agenda and make recommendations for each business meeting.
6. The S.A.B. will review and approve minutes from any church business meeting. They will ensure all legal documents contain signatures of at least two trustees.

## Section III: Guiding Principles

1. **Plurality/Accountability**

New Testament Churches were led by a plurality of leaders. A plurality of leaders offers Creekside increased accountability among leadership. The Senior Pastor serves as the leader, but is also accountable to the entire Board.

## Unity/Consensus

God’s will is singular. When the S.A.B. is in touch with the Holy Spirit, God’s direction will not differ and a unified consensus will be the result. In Acts 15:25 (NASB), the Leaders at the Jerusalem Council knew they heard God’s will when they “became of one mind.” The S.A.B. must strive for a unified consensus.

## Affirmation: A Voice instead of a vote

The Bible teaches that prayer and adherence to God’s Word are the keys to church decisions, not majority rule. When churches limit members to a single vote on major issues, their voice may never be heard above that majority of the congregation. Each believer is a priest and has direct access to God through prayer and His Word. Therefore, each member of the church body should have a voice, regardless of their role in the church or the majority opinion. The expression of a member’s voice is not for the purpose of complaint or merely to express an opinion, but rather to affirm, apply, and investigate God’s leading.

## Decision-making

The New Testament does not detail rules and regulations outlining the process of decision-making. It is clear, however, that the leadership body takes the lead for the congregation and seeks to engage the congregation. The New Testament is absolutely clear that Christ-like love, humility, and prayer should guide all our deliberations and affirms that those who lead will have to give account for those they serve. (HEB 13:17)

## Section IV: Senior Pastor

1. **Search:**

A senior pastor will be called and chosen whenever a vacancy occurs. After it is known that the senior pastor’s office will be vacant, the S.L.T. and S.A.B. will join to nominate five church members to comprise a Pastor Search Team. Those names will be announced at the time the special business meeting is announced. Any subsequent nominations from the church body must be received prior to the business meeting. Each member may vote for as many as five individuals. For the selection of the Pastor Search Team and selection of a pastor, the moderator will appoint three church members who are not nominees to form a “Tally Team” for counting votes. Regular communication between the Pastor Search Team and the church body is encouraged. At the request of the S.A.B., an outside consultant might be enlisted to assist the Pastor Search Team.

## Call:

When the Pastor Search team has reached a unanimous decision to invite a candidate for Senior Pastor to come in view of a call, they will give the church at least two weeks’ notice and structure the entire weekend around giving church staff, leadership, and the entire congregation opportunity to meet the prospective pastor. Adequate time will be provided for meetings with staff, lay leadership and the entire church body before the Sunday Service. Vote to affirm the call of the senior pastor will be conducted by secret ballot. The “Tally Team” will count the votes. The candidate will be offered the Senior Pastor position if he receives at least 80% of the counted votes.

## Resignation:

A senior pastor will give at least four weeks’ notice to the church body of his resignation unless otherwise agreed upon by the S.A.B. If the pastor fails to give proper notice, he will forfeit any vacation pay he has accumulated.

## A. Discipline and/or Removal of the Senior Pastor:

If at any time the pastor should conduct himself in any manner which brings the church into disgrace or his actions have the potential to do so; or should the pastor fail in his performance of responsibilities; the S.A.B. will gather the facts, discuss them with the pastor and determine if any disciplinary action needs to be taken. In the case that the Senior Pastor is asked to resign, the

S.A.B. will work to come to an agreement with the pastor. If an agreement cannot be reached, the pastor may be removed by unanimous vote of the remaining members of the S.A.B. and the affirmation of the church.

1. Pastor will be informed with documentation of the cause.
2. Pastor will be placed on temporary suspension from all duties.
3. Congregational meeting will be called.
4. Congregation will be informed of the reasons for the removal (without violating personal privacy issues).
5. Pastor will be given opportunity to address the congregation and receive questions.
6. The church will vote to affirm the actions taken.
   * If the vote is 80% or more of the voting assembly, the pastor is removed and the S.A.B. will determine if any severance is appropriate.
   * If the vote falls short of 80% of the voting assembly, the pastor is retained.

## Requirements:

* 1. He will be a man called of God and dedicated to the ministry of the Lord Jesus Christ.
  2. He will meet the qualifications set forth in Scripture (1 TIM 3, 5; TIT 1; and 1 PET 5).
  3. He will be familiar with the work of our denomination.
  4. He will be a man of spiritual discernment and insight.
  5. He will have a heart of missions and evangelism in his preaching and promotion of the Great Commission.
  6. He will be ordained or awaiting ordination to the gospel ministry.
  7. He will meet the qualifications for membership.

## Duties:

* 1. He will lead the church in fulfilling its purpose.
  2. As “shepherd” of the flock, he will serve as chairman of the S.A.B. and lead the S.L.T.
  3. He will administer the scheduled worship meetings and arrange for a suitable substitute in his absence.
  4. He will oversee the administration of the ordinances of the church.
  5. He will guide and direct all paid staff of the church and work with the S.A.B. in the hiring and termination of employees.
  6. He will be available for counsel, advice, and prayer, and aid all church leaders in carrying out their responsibilities.
  7. He will be an ex-officio member of all church ministries and of all church teams both regular and special.
  8. He will visit the sick, shut-ins, new members, prospective members, bereaved, and those in need.
  9. He will provide counsel in all spiritual matters and maintain contacts for professional counselors in the case professional counsel is suggested.
  10. At his discretion, the pastor will officiate at weddings and funerals.
  11. Adhere to the guidelines for outside speaking engagements and conferences as maintained by the S.A.B.
  12. Perform other duties as maintained in the formal job description maintained by the S.A.B.

## Section VI: Professional Staff

1. **Call:**

The church may call additional professional staff as the need arises. The

S.A.B. will oversee the process by which the position will be filled and compensated. The church must affirm any professional staff by an 80% vote of the gathered assembly.

## Resignation:

Staff members will give at least two weeks’ notice to the church body of their resignation unless otherwise agreed upon by the S.A.B. If the staff member fails to give proper notice, he/she will forfeit any vacation pay he/she has accumulated.

## Discipline and/or Removal of Professional Staff:

If at any time staff members should conduct themselves in any manner which brings the church into disgrace or their actions have the potential to do so; or should there be a failure in the performance of responsibilities; the S.A.B. will gather the facts, discuss them with the individual and determine if any disciplinary action needs to be taken. In the case that a staff member is asked to resign, the S.A.B. will work to come to an agreement with the individual. If an agreement cannot be reached, that person may be removed by unanimous vote of the remaining members of the S.A.B. and the affirmation of the church.

* 1. Staff member will be informed with documentation of the cause.
  2. Staff member will be placed on temporary suspension from all duties.
  3. Congregational meeting will be called.
  4. Congregation will be informed of the reasons for the removal (without violating personal privacy issues).
  5. Staff member will be given opportunity to address the congregation and receive questions.
  6. The church will vote to affirm the actions taken.
     + If the vote is 80% or more of the voting assembly, the staff member is removed and the S.A.B. will determine if any severance is appropriate.
     + If the vote falls short of 80% of the voting assembly, the staff member is retained.

## Section VI: Other Paid Employees

If the need arises for other paid employees, the S.A.B. will oversee the process by which the position will be filled and compensated. The S.A.B. will also oversee the termination of said position.

## Section VII: Officers

1. **Selection:**
   1. All officers must be active members for at least one year and be faithful in the giving of their time, their talents, and their treasures to the church.
   2. Officers of the church will be elected to serve three year terms. They may serve consecutive terms. Each October, the S.A.B. will oversee the process of gathering nominations for vacancies.
   3. No two members of the same household may serve as an Officer or Trustee of the church.
   4. In the case of a vacancy, the S.A.B. may appoint a replacement to finish the year.
   5. Any officer, unless otherwise governed by the constitution, may be removed from service by the unanimous decision of the remaining members of the S.A.B. in accordance with Scripture.

## The Chairman:

The pastor will serve as the chairman.

## The Vice-chairman:

* 1. Will serve as the primary moderator of business meetings. In case of absence or deference, the SAB may assign the role to any other member of the Board—including Senior Pastor.
  2. Will provide support for Senior Pastor in all administrative functions.
  3. Will serve as the lead in all discussions regarding personnel compensation matters.
  4. Will support the S.L.T.

## The Treasurer:

* 1. Will oversee the process of accounting for the church.
  2. Will provide accountability and will lead meetings for the finance team.
  3. Will support the S.L.T.

## The Clerk:

* 1. Will keep a record of all the action of the church in business sessions.
  2. Will keep a register of the following: names and dates of admission, transfer, dismissal, and death.
  3. Will oversee the completion of the annual church profile.
  4. Will in some cases delegate some of the responsibilities to a church secretary. (Note: The clerk may be a church secretary.)

## Section VIII: Trustees

A. **Selection:**

1. All Trustees must have been active in the church for at least one year, be a member, and be faithful in the giving of their time, talents, and treasures to the church.
2. Trustees of the church will be elected to two-year staggered terms. Trustees may serve up to two consecutive terms before rotating off for at least one year.
3. Each October, the S.A.B. will oversee the process gathering nominations for vacancies.
4. No two members of the same household may serve as a Trustee of the church.
5. In case of a single mid–term vacancy, that role will be filled at the following December’s business meeting. In the case of multiple vacancies, a special business meeting will be called to fill the vacant positions.

A. **Trustees:**

1. Will be voting members of the S.A.B.
2. Will provide necessary signatures for all legal documents of the church.

## Section IX: Deacons

1. **Role:**

Deacons are to assist in meeting the needs of the church. They will provide support in spiritual development as well as meeting the physical needs of the church. The chairman of the deacons will preside at all deacon meetings and serve as both a member of the S.L.T. and S.A.B.

## Requirements:

* 1. He must be a man who demonstrates the characteristics described in 1Timothy 3:8-12.
  2. He must be an active, resident church member for at least six months.
  3. He must demonstrate spiritual gifts of service.

## Responsibilities:

* 1. To promote the mission of the church.
  2. To provide care for and visit church families in times of need and oversee the regular care of church families.
  3. To assist, support and provide accountability to the pastor(s) of the church.
  4. To oversee the distribution of the church’s benevolence funds.
  5. To oversee any servant teams that may be needed to provide for the care of the church as needs arise.
  6. To assist with the administration of ordinances when called upon.
  7. To administer church discipline as set forth in Scripture. (MAT 18:15-17; 1 COL 5:9-13; 1 THE 5:12-14)

## Selection:

* 1. All Deacons must have been active in the church for at least one year (unless previously ordained), be a member, and be faithful in the giving of their time, talents, and treasures to the church.
  2. Nominations will be gathered in advance of the May business meeting or in advance of a special called business meeting for the purpose of electing new deacons.
  3. All men receiving a nomination will be notified of their nomination to determine if they would like to be considered for the role of deacon.
  4. Any who desire to serve will first be interviewed by the deacon body. All who receive a majority affirmation will be submitted to the church for election.
  5. Those who receive a simple majority vote in the business meeting will be elected and recognized before the church. Ordination will follow for any who have not been previously set apart for the role of deacon.

## Structure:

* 1. The deacon body will structure itself bearing in mind that:
     + They should work with the on-going ministries of the church to ensure church families are being cared for.
     + Other members of the church, both men and women, have

spiritual gifts of service and the deacon ministry should create avenues that include them in their ministry of serving.

* 1. The deacon body will announce the chairman of their team for the upcoming year during the December business meeting.

## Section X: Ministry Team Leaders

1. **Structure:**
   1. Ministry Teams will be structured around the church mission and assigned to a department. These departments will include, but not be limited to the following:
      * Children’s Ministry
      * Student Ministry
      * Adult Ministry
      * Missions and Outreach
      * Worship and Arts
      * Service and Support
   2. As needs arise, the S.L.T. may enlist department leaders for increased accountability and support.

## Department Leaders:

Department Leaders will be affirmed at the December business meeting. Vacancies may be filled during the year on an interim basis.

## Article III: Ordinances

We believe the Lord Jesus Christ is head of the church. He left two specific ordinances (commands): baptism and the Lord’s Supper.

## Section I: Baptism

A person who receives Jesus Christ as Savior by personal faith, and professes Him publicly, will be received for baptism by immersion.

## Section II: The Lord’s Supper

The Lord’s Supper is a symbolic act of obedience where believers, after self examination, may through the partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. We believe it is the right of any believer to participate in the observance of the Lord’s Supper and practice “open communion.”

We suggest that the church share the Lord’s Supper at least once each quarter and other times it deems appropriate.

## Article IV: Meetings

**Section I: Weekly Gatherings**

The church will meet regularly on Sunday mornings and/or other times as designated by the church leadership for the purpose of celebrating our **communion** with God, strengthening our **community** of faith, and sharing our **commission** to reach lost people with the love of Christ.

## Section II: Business Meetings

The church will hold an annual business meeting. One will be held in January. The purpose of the business meeting is to adopt the church’s annual budget, to elect church leadership, and to conduct any other necessary business. Except for calling a pastor, nothing in these Bylaws will prevent any active member from making a motion or discussing any matter at a regular church business meeting.

## Section III: Special Business Meetings

These may be called at any time for the purpose of calling a pastor, for purchasing or selling property, for adoption or amendments of Constitution and Bylaws, or other occasions that require church action. In such cases, the church should be given two weeks’ notice by oral announcement during a weekly gathering and through church publications when necessary. Only the business set forth in the calling of a special business meeting may be discussed.

* 1. Special Business meetings may be called by the church leadership for reasons already stated.
  2. The church membership may call for a special business meeting when requested to do so with the signatures of at least 25 percent of the active membership.

## Section IV: Miscellaneous

1. Those voting members present at a business meeting will constitute a quorum.
2. The moderator will maintain a sense of order in the business meetings. Roberts Rules of Order will provide the guidance for conducting meetings.
3. The church acknowledges that without the assistance of the North American Mission Board of the Southern Baptist Convention, the Colorado Baptist General Convention, the Denver Association of Southern Baptist Churches, and many individual Southern Baptist Churches, especially Mississippi Avenue Baptist Church of Aurora, Colorado, this church would not exist. Therefore, the church shall remain in affiliation with the Southern Baptist Convention, the Colorado Baptist General Convention, and a local association of Southern Baptist Churches. In the event the church votes itself out of existence, all church assets shall be granted to the Colorado Baptist General Convention and a local association of Southern Baptist Churches. In the event the church withdraws from the cooperative relationship set forth in this section, all grants made during the life of this church from these organizations, including the value of any interest-free loans shall be immediately repaid.

## Article V: Finances

The financial resources of the church are for the purpose of fulfilling the church’s mission in Christ. It is understood that membership in this church involves financial obligation to support the church with regular tithes and offerings

## Section I: Finance Team

The finance team will consist of the church treasurer, the finance secretary, and assistant finance secretaries.

* 1. They will maintain adequate and correct books and records of accounts (financial records).
  2. They will maintain contribution statements for contributors.
  3. They will prepare, present, and make available quarterly reports.
  4. They will work with church leadership in preparing the annual budget for review and presentation to the S.A.B. and to the church.
  5. Those who handle money will be insured or bonded at the church’s expense.

## Article VI: Licensing and Ordination

**Section I: Licensing**

Upon the recommendation of the pastor, the Deacons, and the S.L.T., an individual may be licensed to the ministry upon being presented to the church, and being affirmed by them.

## Section II: Ordination

A candidate for ordination in ministry will appear before an Ordination Team (a special formed team of ordained deacons and ministers who may come from both inside and outside the church). After doctrinal questioning, and upon the recommendation for ordination, the candidate will be allowed to address the church congregation and be affirmed by them.

## Article VII: Amendments

The church’s constitution and bylaws should be reviewed regularly to evaluate effectiveness. Changes in the Constitution and Bylaws may be made at any regular business meeting or special business meeting called for that purpose, provided each amendment has been presented in writing at a previous business meeting and copies of the proposed amendment(s) have been furnished to each member present at the earlier meeting. Amendments will have a concurrence of a 75% vote of the members present and voting.