

CHRIST COMMUNITY CHURCH IN FRISCO (PCA)

PRESBYTERIAN CHURCH IN AMERICA

BY-LAWS

ARTICLE I

DOCTRINAL STATEMENT

Christ Community Church in Frisco (PCA) (hereinafter designated “CCCF” or “Church” or “Corporation”) shall adhere to belief in the Scriptures of the Old and New Testaments as the inspired and inerrant Word of God, the only infallible and sufficient rule of faith and practice. Subordinate to these Scriptures, CCCF shall also adhere to the Reformed Faith as expressed in the Westminster Confession of Faith, together with the accompanying Larger and Shorter Catechism, as recognized by the General Assembly of the Presbyterian Church in America as of the date of adoption of these By-Laws.

Essentials of Faith: The essential doctrines of the Holy Scriptures which guide this congregation and corporation are:

1. It is an essential doctrine of the Holy Scriptures and our standards that the Holy Spirit did so inspire, guide and move the writers of Holy Scriptures as to keep them from error;
2. It is an essential doctrine of the Holy Scriptures and our standards that our Lord Jesus Christ was born of the Virgin Mary;
3. It is an essential doctrine of the Holy Scriptures and our standards that Christ offered up Himself as a sacrifice to satisfy divine justice and to reconcile us to God;
4. It is an essential doctrine of the Holy Scriptures and of our standards concerning our Lord Jesus Christ that on the third day He rose again from the dead with the same body with which He suffered, with which also He ascended into heaven, and is at the right hand of His Father, making intercession, and
5. It is an essential doctrine of the Holy Scriptures as the supreme standard of our faith that our Lord Jesus showed His power and love by working mighty miracles. This working was not contrary to nature, but superior to it.

ARTICLE II

GOVERNMENT

The Government of CCCF shall be presbyterian in form, i.e., by presbyters or elders, and shall be according to The Book of Church Order of the Presbyterian Church in America, as that book may from time to time be amended in whole or in part (herein the “BCO”); the By-Laws of the Presbytery in which the congregation is located; and the Articles of Incorporation and By-Laws

of CCCF.

ARTICLE III

MEMBERSHIP

Section 1. Communicant Members. Communicant members of CCCF shall be defined as persons who have been received by the Session of CCCF upon profession of faith in the Lord Jesus Christ as their personal Savior and have been baptized; upon reaffirmation of faith; or upon presentation of a satisfactory letter of transfer of membership together with an affirmation of faith. Communicant members are admitted by the Session to the Lord's Table.

For an adult to be received as a Communicant Member, he or she must complete the Inquirers' Class, give consent to the vows of membership, and be interviewed and accepted as a member by the Session. Barring extenuating circumstances, new members will be presented formally to the congregation.

Believing children may become Communicant Members by completing appropriate training as determined by the Session, consenting to the vows of membership, and being examined and accepted as a member by the Session. Barring extenuating circumstances, they will be presented formally to the congregation.

Section 2. Non-communicant Members. Non-communicant Members shall be defined as those children of Communicant Members, whether baptized or not, who have not yet made a credible profession of faith before the Session, and so are not yet admitted to the Lord's Table.

Section 3. Associate Members. Associate Members are believers temporarily residing in a location other than their permanent homes. Such believers may become Associate Members of CCCF upon application and reception without ceasing to be Communicant Members of their home church. Associate Members have all the rights and privileges of Communicant Members with the exception of voting at congregational meetings or holding office in CCCF.

Section 4. Responsibilities of Communicant Members. Responsibilities shall include:

- active, regular participation in the life and work of the church;
- voting at meetings of the corporation, if of age, as well as voting at meetings of the congregation;
- the election of elders and deacons;
- the call of pastors; and
- submission to the government and discipline of the church.

Section 5. Removal of Communicant and Associate Members. Any Communicant or Associate Member may be removed from membership by the Session for valid cause in accordance with and in the manner set forth in the Holy Scriptures and in the Rules of Discipline of the *Book of Church Order* (hereinafter referred to as the BCO) of the Presbyterian Church in America (hereinafter referred to as the PCA). Valid cause specifically refers to:

- a. behavior widely divergent from the teachings of the New Testament; and
- b. behavior contrary to Article III, Sections 4.1 and 4.5 of these bylaws (above).

While the process for removal is clearly specified within the BCO of the PCA, it should be understood that such process will begin with notification of apparent infraction, opportunity for explanation by the member, gracious opportunity for correction if corrected behavior is warranted, further process to include graduating steps of discipline and Biblical counseling if the member is resistant to change, all for the purpose of restoring the member to Biblical behavior and the fulfillment of the member's membership vows. Removal from membership may involve formal excommunication if behavior that is widely divergent from New Testament teachings is particularly egregious and persistent with no evidence of progress toward repentance. The sole authoritative interpreter of Scripture, both Old and New Testament, shall be the collective body of Teaching Elders and Ruling Elders serving at any given time known as the Session of Christ Community Church in Frisco.

Section 6. Voluntary Membership Resignation by Communicant Members. It is not unusual for a member to remove his or her residence beyond the bounds of ministry of CCCF, or to feel called to a sister church or another branch of Christ's church within the bounds of our ministry. Procedures for such circumstances are spelled out in BCO Chapters 46 and 38, respectively. The question, however, remains for a Communicant Member under church discipline who wishes no longer to submit to the government and authority of the church.

It shall be the right of any Communicant Member under discipline by CCCF to formally withdraw from membership by stating in writing he/she wishes his/her membership terminated immediately. Such voluntary resignation from membership will immediately suspend all rights and privileges of the member, including discipline, and will be considered as an admission of guilt for the matter(s) that precipitated discipline and a demonstrated unwillingness to work toward correction and restoration within Christ's body; and whatever consequences were in force or pending, to include censure, being barred from the table, or excommunication for the most egregious behavior, will be decided by the Session following resignation and made a part of the member's permanent record.

Section 7. Privileges of Communicant Members. On rare occasions the facilities of CCCF may be available for certain functions and may be requested for use from the Deacons if they are among the following:

1. marriage of one in the marriage party who is a Communicant Member;
2. baptism of the child of a Communicant Member; and
3. a special event hosted by a Communicant Member.

The above list in no way implies that permission is automatic or will be given. Every request will be judged on its own merits and considered against functions of the church and church groups and their need for the facilities. Members under discipline forfeit the above privileges.

ARTICLE IV

THE PASTOR

Section 1. Definition. The Pastors of CCCF shall be ones who are duly ordained, called and installed by due process. The calling, ordaining, installation and dismissal of a Teaching Elder shall be conducted according to the provisions of the BCO.

Section 2. Qualifications. The qualifications of the Pastor are enjoined in the Scriptures (I Timothy 3:1-7, Titus 1:5-9 and others) and set forth in the BCO. He shall be set apart to "labor in the Word and doctrine" (I Timothy 5:17-18).

Section 3. Office of the Pastor. The office of the Pastor is first in the Church, both for dignity and usefulness. He has different names expressive of his various duties: as the overseer of the flock, he is Bishop; as he feeds them with spiritual food, he is Pastor; as he serves Christ, he is Minister; as an example and as administrator, he is Presbyter or Elder; as he bears the message of God, he is Ambassador; as he dispenses the grace of God and administers the sacraments, he is Steward. For the order and peace of the Church, the administration of the sacraments of baptism and the Lord's Supper are reserved for ordained ministers. The Pastor shall serve as Moderator of the Session and as an *ex-officio* member of all Committees of the Church. The Pastor may be supported in his ministerial duties by one or more assistant or associate pastors.

ARTICLE V

SPIRITUAL OFFICERS

Section 1. Officers. The perpetual and ordained officers of CCCF shall be Elders (both Teaching and Ruling) and Deacons.

Section 2. Elders. Elders, both Teaching and Ruling, are those officers who are charged with the spiritual welfare of the Church and shall be of one spiritual office. Teaching Elders are those Elders who are gifted, called and ordained to preach the Word of God, administer the sacraments, pastor the congregation, and exercise government and discipline. Ruling Elders are those Elders who are gifted, called and ordained to exercise government and discipline and teach and nurture the flock.

Section 3. Deacons. Deacons are those officers who are charged with the physical welfare of the Church and are gifted, called, and ordained to minister to those in need, develop the grace of liberality in the members, collect and distribute the offerings and care for the property of the Church, both real and personal.

Section 4. Number. The Session shall be constituted of all Elders currently elected to the Session; and the Diaconate shall consist of all Deacons currently elected to the Diaconate. There shall be no limit on the number of Ruling Elders or Deacons who are elected to serve.

Section 5. Structure and Tenure. There are no term limits for service by any ordained elder

or deacon. It is recognized that each man's calling and ability to serve is predicated on many factors, some known and some unknown at the time of his installation. It shall be the duty of each ordained elder or deacon to notify the Session when he feels the need to change his service status. This may be by request for a temporary leave of absence for a specified period of time, or by request for a church-sponsored sabbatical to study further, formally or informally, or to reflect upon his office or the other duties of life. Sabbatical requests will normally not be granted before five years of service and not more often than every five years.

Section 6. Ineligibility. In the event a current member of the Session or Diaconate is offered a position as a permanent or part-time employee of CCCF and the member accepts the position, he shall immediately forfeit his role as a member of the Session or Diaconate. This action does not affect his ordination as a spiritual leader of CCCF, and he shall continue to serve in the Lord's work in the same manner as any other Elder or Deacon not presently serving on the Session or Diaconate.

ARTICLE VI

THE SESSION

Section 1. Composition. The Session of CCCF shall be the Senior and/or Associate Pastors together with the Ruling Elders currently in office. Assistant Pastors are non-voting members of the Session.

Section 2. Qualifications. The qualifications of Ruling Elders are outlined in the Scriptures, especially in I Timothy 3:1-7 and Titus 1:5-9 and as set forth in the BCO.

Section 3. Duties. The duties of the Session are those set forth in the BCO. Essentially, the Session shall be responsible for maintaining the spiritual welfare of the Church; examining, ordaining and installing Ruling Elders and Deacons upon their election by the Church; supervising the affairs and activities of the Church and any organization that is a part of the Church; supervising all properties of the Church; receiving reports from and reviewing the activities of all organizations of the Church. Certain powers and responsibilities included as duties of the Session may be delegated to other organizations or individuals within the Church, but with the understanding that such powers and responsibilities are always subject to the discretion of the Session.

Section 4. Calling to Service. Qualified members will be called to service in the office of Elder based upon confirmation of the desire of their heart through the work of the Holy Spirit, recommendation by the Session, and the Nomination, Election, and Installation procedures described in Article VIII.

Section 5. Tenure. An Elder called to serve on the Session will be expected to make a commitment to serve for a minimum of three (3) years. If, during his service on the Session, an Elder determines that his term of calling has been completed and that determination is confirmed by the Session, the Elder will submit his resignation to the Session. This action does not affect his ordination as a spiritual leader of CCCF, and he shall continue to serve in the Lord's work in the same manner as any other Elder not presently serving on the Session. In the event that an Elder is

removed from the Session by action of a Church Court, the status of the removed Elder will be determined by that Court.

Section 6. Meetings. The Session shall hold regular meetings at least once per month, with exceptions as the Session may approve. Special meetings may be called at any time by the Moderator or by the Clerk of the Session upon the written request of two (2) of the ruling Elders. Oral notice of at least two (2) days is required for such meetings.

Section 7. Quorum. Half of the Ruling Elders in office along with the Moderator shall constitute a quorum of the Session. Each member of the Session is morally bound to be present at all meetings unless providentially hindered. If a member of the Session is unable to be present at any meeting, he shall so notify the Clerk and present his excuse to the Court through him.

Section 8. Officers.

Moderator: The Senior Pastor is ordinarily the Moderator of the Session and congregational meetings. In his absence, such meetings may be moderated by an Associate Pastor, an Assistant Pastor, another minister of the PCA, or a Ruling Elder appointed for that purpose (BCO Sections 12-2, 12-4, 25-4).

Clerk: The Session shall elect a Clerk from among the active Ruling Elders.

Section 9. Committees. The Session shall organize and appoint such standing and special committees as may be necessary in the discharge of its planning and administrative responsibilities. The Session shall do its work by the knowledge of the Holy Scriptures and by the BCO. Current Elders of the Session shall organize themselves as ministry teams to oversee the standing committees in charge of each Ministry Area. Communicant and Associate members may serve as Chair Persons and as committee members when qualified and approved by the Session. Ordinarily, an actively serving Elder will not serve as a committee Chairman. All committees shall work in close association and cooperation with the Pastor, who is an ex-officio member of every committee. Committees shall keep themselves informed of the needs of the congregation and of all the activities of CCCF. Standing committees shall meet regularly and as often as needed for proper care of Church business. At the discretion of the Session, each committee shall prepare minutes and make full reports regularly to the Session on the status of all matters committed to its care. Such reports shall include advice on both current and impending needs, as well as any oversights that may have occurred within the area of the committee's responsibilities, or within related areas of general planning and administration of CCCF.

ARTICLE VII

THE DIACONATE

Section 1. Composition. The Diaconate shall be the Pastor (or Associate or Assistant Pastor, at the discretion of the Pastor) together with Deacons elected to serve on the Board. In the discharge of their duties, the Deacons are under the supervision and authority of the Session.

Section 2. Qualification. The qualifications of the Deacons are outlined in the Scriptures, especially in I Timothy 3:8-13 and are set forth in the BCO.

Section 3. Duties. The duties of the Diaconate shall be to minister to those who are in need, such as the poor, the sick, the shut-ins and others needing assistance. The Diaconate shall also be responsible for ushering at all worship services, for the collection and distribution of offerings, for the care and maintenance of CCCF property, and for developing the annual budget to submit to the Session for approval. The Diaconate shall appoint the CCCF Treasurer, subject to the approval of the Session.

Section 4. Calling to Service. Qualified members will be called to service in the office of Deacon based upon confirmation of the desire of their heart through the work of the Holy Spirit, recommendation by the Session, and the Nomination, Election, and Installation procedures described in Article VIII.

Section 5. Tenure. A Deacon called to serve on the Diaconate will be expected to make a commitment to serve for a minimum of three (3) years. If, during his service on the Diaconate, a Deacon determines that his term of calling has been completed and that determination is confirmed by the Diaconate, the Deacon will submit his resignation from the Diaconate to the Session. This action does not affect his ordination as a spiritual leader of CCCF, and he shall continue to serve in the Lord's work in the same manner as any other Deacon not presently serving on the Diaconate. In the event that a Deacon is removed from the Diaconate by action of a Church Court, the status of the removed Deacon will be determined by that Court.

Section 6. Meetings. The Diaconate shall hold regular meetings at least once per month, with exceptions as the Diaconate may approve. Special meetings may be called at any time by the Pastor, the Session, or by the Chairman acting either upon his own initiative or in response to a written request by one-third (1/3) of the Deacons. Oral notice of at least two (2) days is required.

Section 7. Quorum. One-third of the Deacons in office, together with a Pastor or a designated Ruling Elder, shall constitute a quorum of the Diaconate. Each member of the Diaconate is morally bound to be present at all meetings unless providentially hindered. If a member of the Diaconate is unable to be present at any meetings, he shall notify the Chairman or the Secretary and present his excuse through one of them.

Section 8. Officers. The Diaconate shall elect the following officers: (1) Chairman; (2) Vice-Chairman; and (3) Secretary. The Board shall also elect (but not necessarily from their number) the CCCF Treasurer.

Section 9. Committees. The Diaconate shall organize and appoint such standing or special committees as may be necessary to perform the tasks relating to their office. Communicant and Associate members may serve as Chair Persons and as committee members when qualified and approved by the Session. Ordinarily, an actively serving Deacon will not serve as a committee Chairman. All committees shall work in close association and cooperation with the Pastor, who is an ex-officio member of every committee. Committees shall keep themselves informed of the needs of the congregation and of all the activities of CCCF. Standing committees shall meet regularly and as often as needed for proper care of Church business. At the discretion of the Diaconate, each committee shall prepare minutes and make full reports regularly to the Diaconate on the status of all matters committed to its care. Such reports shall include advice on both current and impending needs, as well as any oversights that may have occurred within the area of the committee's responsibilities, or within related areas of general planning and administration of CCCF.

Section 10. Limitations. The Diaconate shall obtain Session approval for all unbudgeted General Fund expenditures.

ARTICLE VIII

NOMINATION, ELECTION, INSTALLATION

Section 1. Qualification of Nominees. All nominees shall be active communicant members of CCCF at the time of nomination and for at least one year at the time of election, and shall meet the qualifications as set forth in I Timothy 3 and the BCO.

Section 2. Procedure of Nomination.

- A. Nominations for Ruling Elder and Deacon must be made in writing to the Session by a communing member in keeping with the provisions of BCO Section 24-1. Nominations must be submitted during a time period determined by the Session. Nominees must receive three valid nominations for a particular office to be considered for election. Each nomination must be signed by the individual submitting it to the Session.
- B. In screening the nominees, the Session will prayerfully consider each man's character, compared to I Timothy 3 and Titus 1, and his doctrinal position, compared to the Westminster Confession and Catechisms. The Session must approve all nominees by a two-thirds vote of those present.
- C. Those nominees considered by the Session to be qualified and available shall be approved for Officer Training to be conducted by a pastor and/or Ruling Elder and/or an equally qualified person approved by the Session.
- D. If a person has been nominated for both Ruling Elder and Deacon, the Session may determine which office he may seek or the Session may allow him to choose which office he would prefer.

Section 3. Preparation of Nominees. All approved nominees shall take the Officer Training Class unless the Session agrees by two-thirds (2/3) vote that a previous Officer Training

Class suffices. At the beginning of training and again at the conclusion, all nominees shall be asked to consider, before God, if they can accept the responsibilities and agree to maintain and propagate the Reformed Faith as expressed in the Westminster Standards, and if they can accept the provisions of the Constitution and By-Laws. Those who cannot do so in good conscience will be asked to withdraw.

Section 4. Examination of Nominees. The Session shall examine each nominee with regard to: (1) his Christian experience; (2) his subscription to the system of doctrine, government and discipline contained in the Holy Scriptures and in the Westminster Confession of Faith (including the Larger and Shorter Catechisms); (3) the duties of the office to which he has been nominated; and (4) his willingness to give assent to the questions required for ordination. The Session shall interview the wife of each nominee, if married, with regard to her support for his serving in office. Based on such examination and interview, the Session shall either approve or disapprove such person's the nominee's nomination. To be considered a candidate, the nominee shall be approved by two-thirds (2/3) of the Session.

Section 5. Congregational Meetings for Election. Should there be any approved nominees, there shall be a Congregational Meeting for the purpose of election to the Session and/or Diaconate. The Congregational Meeting for election shall normally be held in January. No nominations from the floor will be accepted at Congregational Meetings. Names of those men approved as candidates shall be published at least 30 days before the date of this meeting. To be elected, candidates must receive two-thirds (2/3) of the votes secretly cast by communing members present.

Section 6. Ordination and Installation. All elected Elders and Deacons shall ordinarily be ordained and/or installed on the first available Sunday morning service following their election, to be determined by the Pastor. The procedure to be followed is specified in BCO, Chapter 24, Section 6. They shall begin to serve as Ruling Elder or Deacon as of their installation.

ARTICLE IX

CONGREGATION MEETINGS

Section 1. Regular Meetings. There shall be meetings of the congregation in the Church edifice normally twice per year for the transaction of any business properly coming before such a meeting. One meeting will ordinarily include the election of officers and Trustees. The second meeting will ordinarily include the review of the budget adopted by the Session. Notice of regular meetings, including time and place, shall be read from the pulpit and shall appear in the bulletin at regular Church services on the two (2) Sundays preceding the meeting.

Section 2. Special Meetings. Special congregational meetings may be called by the Session or by the Presbytery and shall be held at the Church edifice. The Session may call congregational meetings whenever it is deemed necessary for the best interests of CCCF. The Session will call a congregational meeting when requested to do so per BCO Section 25-2. Such special meetings require public notice of at least one (1) week and shall include no business except as stated in the notice. Announcements of the time, place and purpose of the meeting shall be read from the pulpit

and sent by mail or electronic mail to all communing members of the congregation.

Section 3. Nature of Business. The congregation may consider ecclesiastical or corporate matters duly referred to them.

Section 4. Corporation Business. The congregational meetings shall also be meetings of the members of the corporation when corporation matters are considered. Procedures of the corporation shall be in accordance with the laws of the State of Texas.

Section 5. Moderator of the Meeting. The Pastor shall preside at all congregational meetings by virtue of his office. If it should be impractical or inexpedient for him to preside, or if there is no pastor, the Session shall appoint one of its members or another man of equal standing and ability within the presbytery to preside.

Section 6. Clerk of the Meeting. A Clerk shall be elected by the congregation to serve at that meeting or for a definite period, whose duty shall be to keep correct minutes of the proceedings and of all business transacted and to preserve these minutes in a permanent form. After they have been attested to by the Moderator and the Clerk of the Meeting, a copy of these minutes shall be presented to the Session.

Section 7. Essentials of Faith: As the first order of business at all congregation meetings, the presiding officer shall stand and read the Essentials of Faith as set forth in Article I.

Section 8. Congregational Quorum. The quorum of the congregational meeting shall be consistent with the BCO.

Section 9. Voting Procedure. Communicant members of whatever age in good and regular standing, but no others, shall be eligible to vote at congregational meetings. Communicant members 18 years of age or older in good and regular standing, but no others, shall be eligible to vote on corporation matters. There shall be no voting by proxy; only those members in attendance shall vote. In every case, a majority shall be required to constitute a decision of the body, except as otherwise required by law or these By-Laws.

Section 10. Rules. Congregational meetings shall be conducted in accord with the provisions of the BOC and *Roberts' Rules of Order*.

ARTICLE X

BY-LAW AMENDMENTS

Section 1. Amendments. These By-Laws, except for the requirements of civil laws and the Constitution of the Presbyterian Church in America, may be amended by the congregation.

Section 2. Procedure. By-Law amendments may be enacted at any regular or special meeting of the congregation by a majority vote, provided that full notice of intention to change the By-Laws shall be read with calls of the meeting in compliance with Articles herein before stated and that copies of proposed changes shall have been made available to members of the congregation for prior consideration.

ARTICLE XI

CORPORATE MATTERS

Section 1. Name. The legal name of the Corporation is Christ Community Church in Frisco (PCA).

Section 2. Mechanics of Operation. Procedures of the Corporation shall be in accordance with the laws of the State of Texas. The fiscal year shall be October 1 to the following September 30.

Section 3. Responsibilities. The Board of Trustees is responsible to hold title to and to maintain and supervise all properties of the church but is empowered to act only by instruction from the corporation issued at a congregational meeting. Its responsibilities are further outlined in BCO (Chapter 25 et. al).

Section 4. Officers. Annually, or whenever necessary, members of the Corporation shall elect a Board of Trustees and officers of the Corporation from among its Board of Trustees. The officers to be elected by members of the corporation shall be: President, Vice-President, Secretary, and Treasurer.

The President shall be the chief executive officer of the corporation and shall act as the general manager of its business affairs subject to the control of the Board of Trustees. He shall perform all duties as may be required under the laws of Texas, the By-Laws of this corporation, and the resolutions of the Board of Trustees. He, or his designee, shall sign all documents, deeds, contracts, and obligations of the corporation.

In the absence of the President or in the case of his inability or refusal to act, the Vice-President shall perform all the duties and possess all the powers of the President.

It shall be the duty of the Secretary (or his appointed substitute) to keep full and accurate minutes of the meetings of the Board of Trustees.

The Treasurer shall serve as the church's chief financial officer and advise the Board of Trustees, the Session and the Diaconate on financial matters.

All corporation officers report to the Session.

It is the responsibility of the Session to see that the church's By-Laws are strictly followed.

ARTICLE XII

INDEMNIFICATION OF OFFICERS

Each Elder or Deacon, or former Elder or Deacon, of the Corporation, or Trustee, or former Trustee of the Corporation, and his legal representative, shall be indemnified by the Corporation against liabilities, expenses, counsel fees and costs reasonably incurred by him or his estate in connection with, or arising out of, any action, suit, proceeding or claim in which he is made a part by reason of his being, or having been, such Elder, Deacon or Trustee; provided that in no case shall the Corporation indemnify such Elder, Deacon, or Trustee with respect to any matters as to which he shall be finally adjudged in any such action, suit or proceeding to have been liable for malfeasance in the performance of his duties as Elder, Deacon or Trustee. The rights to indemnification herein provided shall not be exclusive of any rights to which such Elder, Deacon, or Trustee may be lawfully entitled.

IN WITNESS WHEREOF, I certify that these By-Laws were adopted, approved and ratified at a Congregational Meeting of the Church held on the _____ day of _____, 2018.

Patrick N. Poteet, Moderator of Congregational Meeting