

Parker County Baptist Association
Bylaws
Approved on October 18, 2009

ARTICLE 1 – NAME AND LOCATIONS OF OFFICES

The legal name of the organization is Parker County Baptist Association, Incorporated. The principal office shall be located in the county of Parker and in the state of Texas. Offices in other locations may be established by the Association when deemed necessary.

ARTICLE 2 - MEMBERSHIP

- A. Qualifications of Membership
1. An autonomous church must be at least one-year old to request membership in the association. A church plant is considered a provisional member of the association at the time it enters into a partnership with the association.
 2. The church requesting membership must be committed to working in fellowship with member churches whose best expression of theological unity is any edition of "The Baptist Faith and Message," and must desire to cooperate with other churches in the Association in carrying out the purpose of this body.
- B. Application for Membership
1. Autonomous churches desiring membership must submit a completed application to the Association no later than ninety (90) days before the Annual Meeting of the Association. (See Appendix 1)
 2. A church plant is considered a provisional member of the association at the time it enters into a partnership with the Association. Any time after the church plant is at least a year old, and all covenant partners affirm that the church plant is self-supporting and autonomous; the church plant may request through a written statement its desire to be affirmed by the association as a full member. This request must be directed to the Administrative Team no later than thirty (30) days prior to the Annual Meeting.
- C. Processing Applications
1. The Administrative Team of the Association will meet with the pastor and leaders of the congregation requesting

- membership to determine their commitment to the Association and to cooperation with other churches.
2. The Administrative Team will make a recommendation to the Executive Board at least one month before the Annual Meeting regarding the acceptance or rejection of a particular church requesting membership.
 3. The Executive Board will vote to recommend the church for membership at the Annual Meeting. Upon approval of the Executive Board, the Association will vote in the Annual meeting upon the recommendation to accept the church into full membership.
- D. Removal of Churches from the Membership of the Association
1. When a member church has ceased to carry out its agreed upon responsibilities as a member of the Association during a two-year period, or has become divisive by promoting among other churches of the Association actions contrary to the purpose of the Association as stated in Article II of the Constitution, or has changed its doctrinal position from that which is outlined in these Bylaws, the Administrative Team shall meet with the pastor and leaders of the church to determine the situation and to design a plan of action.
 2. The Administrative Team shall report its findings to the Executive Board and may recommend either the removal of the church from the Association or recommend a plan of action to restore the church in fellowship with the Association.
 3. The recommendation to remove a church requires a two-thirds majority vote. The recommendation to restore requires only a simple majority approval by the Executive Board.

ARTICLE 3 – OFFICERS AND THEIR DUTIES

- A. The officers of the Association shall be Moderator, Vice-Moderator, Secretary, and Treasurer.
- B. The Moderator shall preside over all sessions of the Executive Board and at the Annual Meeting. The Moderator, along with the Director of Missions, shall represent the Association to other entities, agencies, and institutions. The Moderator may not serve more than two consecutive elected terms in office.

- C. The Vice-Moderator shall assume the responsibilities of the Chair during the Moderator's absence or upon the Moderator's resignation. The Vice-Moderator shall perform such other duties as shall be agreed upon and delegated to by the Moderator, and shall Chair the Nominating Committee.
- D. The Secretary shall keep all the minutes and records of Executive Board meetings and the Annual Meeting and assist in preparing these for publication or distribution as is necessary. The Secretary of the Association shall serve as the corporate secretary in matters of legal documents and contracts related to the Association.
- E. The Treasurer of the Association shall oversee the receipt and disbursement of all monies of the Association as directed by the Executive Board. The Treasurer shall see that regular financial reports are presented to the Executive Board.
- F. The Trustees of the Association shall be the officers of the Association. They, under authority and instructions from the Executive Board will enter into legal contracts as needed by the Association. A minimum of three Trustees shall be authorized to sign any given documents.

ARTICLE 4 – EXECUTIVE BOARD

The Executive Board of the Association serves as the governing body of the Association during the year between Annual Meetings. As such, it shall be composed of members from each member church; it shall conduct the business of the Association; it shall develop and administer a budget for the Association; it shall employ a staff; it shall authorize and approve legal matters; it shall review the work of the Association; and it shall organize itself in such a way as to effectively carry out the intended purposes and mission of the Association.

- A. The composition of the Executive Board shall include the Association officers, Team Leaders, WMU President, and five members at-large elected at the Annual Meeting. In addition, each member church's senior or lead pastor is automatically a member of the Executive Board. During times of scheduling conflict, the pastor (or the church in the event they do not have a pastor) may appoint another staff member or key church

- leader to serve as a substitute. Also, each member church may elect one additional member to the Executive Board.
- B. A church plant in partnership with the Association is a provisional member of the association and is entitled to one Executive Board Member; either the pastor or a member selected by the church.
 - C. A member church may select its Executive Board members by any method it so chooses. The church will submit the names and contact information of its Executive Board members annually to the Association.
 - D. The number of annual terms that an Executive Board member may serve is determined by the local church.
 - E. The Executive Board shall have a minimum of five regular meetings per year. Bylaw changes may be considered at any meeting of the Executive Board. Constitutional changes must be considered at one Executive Board meeting prior to consideration at the Annual Meeting.
 - F. Special called meetings of the Executive Board may be called by the Executive Board in a regular meeting or by the Administrative Team by notifying the Executive Board members by phone, mail, or e-mail at least ten days prior to the meeting date.
 - G. A quorum for a regular meeting of the Executive Board will be those members present. A quorum for a Special called meeting of the Executive Board will be twenty members.

ARTICLE 5 - ORGANIZATION

The coordination and implementation of the Association's work shall be carried out through Teams and Committees. Team leaders and committee members shall be elected by the Association at the Annual Meeting.

Teams shall relate to the strategic implementation of the Associational vision. Standing Teams shall be the Administrative Team, the Church Health Team, the Church Multiplication Team, the Community Impact Team, and the Staff Team. Other teams may be formed at the

discretion of the Executive Board for short-term or long-term purposes.

Committees shall assist with various administrative functions of the Association. The standing committee for the Association shall be the Nominating Committee. Other committee may be formed at the discretion of the Executive Board for short-term or long-term purposes.

A. Composition of Teams and Committees:

1. Administrative Team - The Administrative Team shall be composed of the four Association Officers, the three ministry Team Leaders, and three at-large members elected at the Annual Meeting.
2. Ministry Teams – The Church Health Team, Church Multiplication Team, and the Community Impact Team shall be composed of a Team Leader elected each year at the Annual Meeting, plus volunteers who possess interests and abilities in the function of a particular team. The Executive Board will be updated regarding volunteer team members. There will be no limit to the number of volunteer team members, or on years of service for Team members.
3. Staff Team – The Staff Team will be composed of the Association Staff. The Director of Missions will be the Team Leader for the Staff Team.
4. Committees – Committees shall be nominated and elected at the Annual Meeting.

B. Team Responsibilities:

1. Administrative Team – This team shall oversee personnel, finance, and building-related matters as well as any other duties assigned by the Executive Board or these Bylaws. This team will also prepare the annual budget and calendar.
2. Church Health Team – The task of the Church Health Team shall be to resource churches for church health and for leadership development. The Church Health Team will be responsible for the following areas:
 - a. Encourage and facilitate continuing education for vocational ministers.
 - b. Encourage and facilitate the development of lay leadership.
 - c. Network leaders together to share ideas and resources.

- d. Provide support for the development of mission and strategic focus in churches.
 - e. Provide resources that assist churches to focus upon mission and priorities.
 - f. Provide training and consultation in spiritual transformation and church health.
 - g. Develop a new generation of church leaders.
3. Community Impact Team – The task of the Community Impact Team shall be to assist churches to represent Christ in their communities. The Community Impact Team will be responsible for the following areas:
- a. Encourage and facilitate opportunities for churches to impact their local community and provide an active witness for Christ.
 - b. Network with community leaders and community groups to build bridges of communication and opportunity for churches.
 - c. Provide training and resources to churches to assist with community impact.
 - d. Enlist churches to make prayer for other churches and community needs a priority.
4. Church Multiplication Team - The task of the Church Multiplication Team shall to multiply the ministry of churches by helping members be missionaries to their communities and to the world. The Church Multiplication Team will be responsible for the following areas:
- a. Encourage and facilitate the development of evangelistic strategies in churches.
 - b. Provide training and consultation in evangelism for churches.
 - c. Encourage and facilitate missions education and mission opportunities for churches.
 - d. Develop a church planting strategy for Parker County and other areas designated by the Association.
5. The Staff Team – The tasks of the Staff Team members are outlined in the Operating Procedures.
6. Nominating Committee – The Nominating Committee shall be chaired by the Vice-Moderator and shall be responsible for nominating officers, Team Leaders, committee members, and representatives to the Board of Directors of the Heart of Texas Baptist Encampment to the Annual Meeting.
7. Heart of Texas Baptist Encampment Board – In addition to the Director of Missions, the Association is allowed to elect

three members to serve on the Board of Directors for the HOTBE. They shall be nominated and elected at the Annual Meeting.

ARTICLE 6- STAFF PERSONNEL

- A. The Administrative Team shall recommend to the Executive Board job descriptions for all approved elected and administrative staff positions, as well as compensation and benefit plans for all staff. The job descriptions, benefit plans, and all other matters related to personnel shall be part of the Operating Procedures.

- B. Elected Staff
 - 1. Director of Missions
 - a. When a vacancy occurs in the position of Director of Missions, the Executive Board shall elect an Executive Director Search Committee consisting of nine (9) members from nine different churches. Nominations for the Search Committee shall be made by the Nominating Committee. This shall be done no later than thirty-one (31) days following the last day of employment of the previous Director of Missions.
 - b. Following acceptable procedures of prayer, references, and interviews, this committee shall present to the Executive Board its nominee for Director of Missions.
 - c. They shall inform the Executive Board by written notice at least two weeks prior to the meeting at which the nominee will be presented.
 - d. The Executive Board shall vote by paper ballot on whether to accept the nominee. A seventy-five percent (75%) affirmative vote of Executive Board members present and voting shall be required to constitute a call.
 - 2. Other Elected Staff
 - a. When the Executive Board approves an elected staff position, or an opening in an elected staff position occurs; the Moderator, Vice-Moderator, Director of Missions, plus two additional members elected by the Executive Board shall constitute a search committee.
 - b. They shall follow the same procedures and guidelines outlined in the calling of an Executive Director.
 - 3. Removal of Elected Staff

- a. Presentation of a motion of dismissal for any elected staff member must be made at an Executive Board meeting at which time the Executive Board by majority vote will determine whether to proceed with the process. If the vote is affirmative, a called meeting of the Executive Board will be scheduled to consider the motion.
- b. The decision to proceed shall be published in the Associational newsletter at least 30 days prior to the meeting of the Executive Board at which the motion for dismissal shall be considered. Dismissal of elected staff shall require a 75% vote of members present at an Executive Board Meeting.

C. Administrative Staff

1. Employed Staff – It shall be the responsibility of the Administrative Team, in consultation with the Director of Missions, to employ or release from employment persons in administrative staff positions, as approved by the Executive Board and necessary for the ongoing work of the Association.
2. Contract Staff – as budget funds permit, the Director of Missions, in consultation with the Administrative Team, may employ or release such temporary help as needed for a specific project or for long-term service.

ARTICLE 7 – ASSOCIATIONAL FINANCES

A. Budget and Finance

1. The Administrative Team shall oversee the preparation and presentation of a budget to the Executive Board at least one month before the Annual Meeting. The Executive Board will then present a proposed budget for approval at the Annual Meeting. A copy of this proposed budget will be distributed to the members of the Executive Board two weeks prior to its meeting.
2. The Administrative Team shall, in conjunction with the Treasurer, oversee the finances and make necessary reports available to the churches and the Executive Board in a timely manner.

B. Accounting

1. All funds received by the Association for any and all purposes shall be duly deposited and accounted for in the financial records of the Association by the Treasurer or his/her designee. Monthly financial reports shall be prepared. A financial report for the appropriate time period shall be presented at each meeting of the Executive Board.
 2. Designated and undesignated gifts may be received from friends, institutions, foundations, and other acceptable sources. All gifts are subject to review by the Executive Board.
 3. All other procedures related to finances shall be part of the Operating Procedures.
- C. The Association's fiscal year will be January 1 through December 31.

ARTICLE 8 – AMENDING THE BYLAWS

These Bylaws may be amended at any Executive Board meeting by a two-thirds vote, provided that the recommended changes have been publicized prior to the meeting.

ARTICLE 9 – PARLIAMENTARY RULES

In all business matters not covered by these Bylaws, decisions shall be made according to Robert's Rules of Order (latest revision edition.)

Appendix 1

PARKER BAPTIST ASSOCIATION APPLICATION FOR MEMBERSHIP

Church Name _____

Church Mailing Address _____ Zip Code _____

Church Physical Address _____ Zip Code _____

Church Phone Number _____ Pastor's Home Phone _____

Pastor's Name _____ E-mail _____

Home Address _____ Zip Code _____

Date Constituted _____ Number of Current Members _____

Corporate Resolution

Must be passed in Business Meeting by vote of the Church Body

We the members of _____ Church have read the purpose, constitution and Bylaws of the Parker County Baptist Association and desire to enter into a covenant relationship with the churches which constitute its membership. We agree to the standards of membership expressed in Article IV (Membership) of the Constitution of the Parker County Baptist Association, and request full membership in the Association.

Approved by Church action on this date: _____

Signatures:

Church Clerk _____

Pastor of Moderator _____

Please attach a copy of your current Constitution and Bylaws and a copy of your doctrinal statement.

Office Use Only

Dates Application Received _____

Date of Administrative Team Meeting _____ Action _____

Date of Executive Board Meeting _____ Action _____

Date of Annual Meeting _____ Action _____