

Bylaws and Rules and bylaws of the Church of God 7th Day
4131 Willard Dr. San Antonio, TX 78228

Article 1 Name

The legal name of the church shall be the Church of God 7th Day.

Article 2 Affiliation to the General Conference of the Church of God 7th Day

The members of this Church of God 7th Day, in San Antonio, Texas, are also members of the General Conference of the Church of God 7th Day, which has its general offices at Broomfield, Colorado, USA. This Church of God 7th Day, will form part of the Southwest District. The membership of this Church of God 7th Day may participate in the election of a representative who will form part of the District Board as a representative of the church before the district. The membership of the church may name delegates to attend as representatives of the local church at the biannual Convention of the General Conference of the Church of God 7th Day.

Article 3 Objectives

1. To proclaim Jesus Christ, the son of God, our Lord, Savior, and King, as the only way to salvation from sin and death.
2. To instruct its members in living a life of holiness, according to the word of God, as a response to the gift of salvation and in obedience to Jesus Christ.
3. To serve as a community where people may come to worship together in fellowship with one another.
4. To demonstrate the love of God to all mankind through acts of service.

Article 4 Membership

Membership to this Church of God 7th Day is open to all persons who fulfill all of the following requirements:

Section 1: Requirements

- A. A confession of faith in Jesus Christ for salvation.
- B. Baptism by immersion.
- C. Accept the authority of the Bible as the inspired word of God.
- D. Support and practice the doctrines taught by the church.
- E. Support the church in tithes and in service.
- F. Complete a "solicitation for membership" form.

Section 2: Transfers

2A: From sister congregations of the Church of God 7th Day

Anyone, who is a member of any sister congregation of the Church of God 7th Day general conference, may seek membership in this local church if they fulfill article 4, section 1: requirements, along with the following:

1. The pastor of this church will obtain a letter of introduction from the applicants former pastor.
2. Final word of approval will belong to the pastor in accordance with the Board of Deacons of this local church. A letter shall be given to the applicants regarding the status of transfer.

2B. From other denominations or sister conferences of the Church of God 7th Day.

Anyone who is a member of another denomination or sister conference of the Church of God 7th Day in this country or any other country may seek membership in this local church if they fulfill the requirements found in article 4, section 1 and in addition to those found in article 4, section 2A.

Section 3: privileges

- A. All members at least 18 years old and in good standing, according to article 4, section 1, will have a voice and vote in all general business meetings of the church after a six-month interim period following approval of church membership.
- B. All members at least 21 years old and in good standing, according to article 4, section 1, and fulfilling the requirements found in article 5, section 1, are eligible for church office.
- C. Every member shall receive a certificate of local church membership.
- D. Every member will receive a copy of the local church rules and bylaws.
- E. The church manual of the General Conference of the Church of God 7th Day is available at the current cost.

Article 5 Offices of the Church

The offices of this Church of God 7th Day shall consist of a pastor, Elders, and Deacons/Deaconesses as needed, and five Trustees. The Trustees shall comprise one Board. The Deacons/Deaconesses and Elders shall comprise one Board.

Section 1: Requirements

1A. Pastor

The pastor must have a credential or a ministerial license issued by the license and credentials committee of the North American Ministerial Council of The General Conference of the Church of God 7th Day, USA and Canada.

1B. Deacon/Deaconesses, Elders, Trustees

1. Must be a member of this Church of God 7th Day at least 3 *consecutive* years following their interim period, as defined in article 4, section 3A.
2. Must be at least 21 years old and in good standing, with the church according to article 4, section 1.
3. Must fulfill the requirements described for their work as found in the holy scriptures: 1 Timothy 3:1-7, Titus 1:6-9 (Elder), 1 Timothy 3:8-13 (Deacon)

Section 2: Duties and Responsibilities

2A. Pastor

1. He shall represent the church in preaching the gospel, administering the ordinance of baptism, performing marriage ceremonies and all other such duties in providing leadership for the church as per contract.
2. He shall be accountable before the Board of Trustees, the Board of Deacons, the Elders, and the Southwest District Board.
3. He shall be an example to the church in word and deed as well as fulfilling the responsibilities delegated to him as per contract.
4. He shall visit the sick; encourage those who might be disheartened, and willing to work for the edification of the church.
5. The pastor is not allowed to be a member of the Board of Trustees.

2B. Deacon/Deaconess

1. He/she must be willing to take to heart the welfare of the church and carry out assignments such as the Board of Deacons/Elders assigns.
2. He/she must assist the pastor and Board of Deacons/Elders in carrying out the programs of the church.
3. He/she must take responsibility to exhort and help the membership of the church.
4. He/she must evaluate the pastor's work as needed.

2C. Elder

1. He/she shall take the welfare of the church to heart.
2. He/she shall assist the pastor in the spiritual, pastoral, and evangelistic programs of the church.
3. He/she shall take responsibility of the leadership of the church when the pastor is absent.

2D. Trustee

1. To elect a chairman from within the Board and said Chairman shall have tenure.
2. To conduct the business affairs of the church.
3. To be responsible for the upkeep of the building and properties of the church.
4. To evaluate the financial needs of the pastor.

Article 5 Offices of the Church (continued)

Section 3: Nominations/Elections of Trustees

3A. Nominations

Any nominations for Trustee shall be submitted to the Board of Deacons/Elders for approval of eligibility by unanimous vote at least one week prior to election.

3B. Elections

Elections shall be held on the first Sabbath in December of every year. On even years two positions shall be elected and on all years three positions shall be elected. The candidate receiving the majority vote shall fill the position.

Section 4: Deacon/Deaconess

Any candidate for the position of Deacon/Deaconess shall be approved for eligibility by the Board of Deacons/Elders by a unanimous vote. When there are more candidates than positions, the open positions shall be filled by lot.

Section 5: Resignations

If an official shall resign he must submit a written resignation, with reasons, to the Board of Trustees or the Board of Deacons/Elders.

Article 6 Meetings

Section 1: General Meetings

1A. The Board of Deacons/Elders shall meet on a monthly basis the first Sabbath of each month after services.

1B. The Board of Trustees shall meet on a monthly basis the second Sabbath of each month after services.

1C. General meetings shall be held four times a year for the purpose of informing the congregation of business activity conducted. This shall be the third Sabbath in March, June, September, and December after the services.

Section 2: Special Meetings

2A. The head of the respective Boards may call an emergency meeting of the Boards with three days notice to each member of the Board. A special meeting of the church will require two weeks' notice stating the reason and purposes for the meeting.

2B. Church affairs will be conducted, after due notice, by members present. This applies to general church meetings.

Article 7 Ministries of the Church

These ministries shall be directed and guided by the Board of Deacons

- **Ministry of the Children Education**
This ministry shall be involved in the teaching ministry of the church. It shall be responsible for recruiting and training of teachers. Developing or finding appropriate material for the spiritual growth of the church.
- **Ministry of Evangelism**
This ministry shall be involved in the proclaiming of the gospel of Jesus Christ. It shall be responsible for the implementing of programs, training of members, and setting up special events for the proclamation of the Gospel.
- **Music Ministry**
This ministry shall be in charge of the music in the worship services, using appropriate material that will edify the church, and the musical instruction or training of others to participate in this ministry.
- **Women's Ministry**
This will consist of all women of the church. They shall work for the spiritual welfare and physical well being of the church. Spiritually edifying themselves with topics pertaining to their group, and have times of fellowship.
- **Men's Ministry**
This will consist of all the men of the church. They shall work for the spiritual welfare and physical well being of the church. Spiritually edifying themselves with topics pertaining to their group and have times of fellowship.
- **Youth Ministry (13-19 years)**
This will consist of all teenagers of the church. They shall meet for spiritual edification, fellowship, service projects, and recreation. All under the guidance of adult sponsors (preferably married).
- **Young Adult Ministry (20-35 years)**
This will consist of all the young adults and young married couples of the church. They shall meet for spiritual edification, fellowship, service projects, and recreation.
- **Children's Ministry**
This will consist of all the children of the church, under the supervision of their teachers. The ministry shall be in charge of developing programs for the spiritual growth of our children. They shall also plan times of recreation and service.

Article 8 Church Trials

Section 1: Trials

In the event that one church member offends another, no church trial shall be considered until the offended brother has fulfilled Jesus' instruction: Matt 18:15-17. Only official members can be present at church trials. In the event the offender is not an official member an exception will be made.

1A. The offender should be approached personally by the offended, and in a kind, courteous Christ like manner, be informed of the offense(s). Once the subject of the visit has been introduced, prayer is appropriate. A soft answer turns away wrath. (Matt. 18:15)

1B. After every means of trying to reason have been exhausted and the offending persists, defendant shall take with him two or three others, and again in a Christ like manner attempt to resolve the differences. (Matt. 18:16)

1C. If the last attempt by Pastor/Deacons fails to resolve the differences, a trial date shall be set, allowing at least one-week notification. (Matt. 18:17)

1D. The Board of Deacons and Elders shall hear the evidence presented in an orderly manner and shall make a decision in accordance with the local church by-laws. Other members of the local church may be called upon to speak for the purpose of counsel, at the discretion of the Board.

Section 2: Suspension or Expulsion (Disfellowship)

The Board of Deacons and Elders has the authority to suspend or expel any member of the local church by a unanimous vote of the Board. If an offense were such that it belonged in civil or criminal court, the Board of Deacons would be obligated to report it to the local authorities.

Section 3: Appeals

If the accused is not satisfied with the decision of the Board of Deacons and Elders, he may appeal to the District Office. The District Coordinator shall appoint two others, preferably ministers who hold credentials, and shall act with the appointees as a committee of three to review the case.

Section 4: Restitution/Reinstatement

If a member is properly suspended or disfellowshipped, he shall not be acknowledged as member by any other church until he has made proper restitution and has been formally reinstated by the church from which he was suspended or disfellowshipped.

Section 5: Non-Trial Offenses

There are offenses, which do not indicate the need for a trial due to their severity, such as being found guilty of adultery, murder, theft, drunkenness, etc. In the event that a sin of this nature has been committed, evidence shall be presented to the Board of Deacons and Elders so that proper action can be taken without delay.

Article 9 Amendments

These rules and bylaws can be amended in a general meeting of the church body. To do so requires a 75% approval vote of the church. The amendment must be submitted 30 days before the meeting to the Board of Elders and Deacons so that they can review and consider the amendment.

Article 10 Doctrinal Beliefs

This church will support the doctrinal beliefs of the General Conference of the Church of God 7th Day headquartered in Broomfield, Colorado as found in the "doctrinal believes of the Church of God 7th Day" (current edition). Doctrinal beliefs will also include current resolutions of the North American ministerial Council and the international ministerial Council of the Church of God 7th Day.

These rules and by-laws are here-by adopted and approved as of February 1, 2001. They may however be added to by addendum.

Article 11 Fundraising Policy

Section 1: Purpose

In addition to raising needed money for church ministries and missions, fundraisers highlight specific ministry activities and build community within the church and enthusiasm for its ministries. However, fundraising should never overshadow the practice of stewardship. The purpose of this policy is to create guidelines for successful fundraising without undermining the practice of stewardship.

Section 2: Scope

This policy applies to any fundraiser planned by a ministry group or individuals of Church of God 7th Day.

Section 3: Principles

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as support the goals of groups which participate in fundraising, these principles are offered as a foundation for church fundraising policies.

Section 4: Fundraising Policy

4A. The fundraising activity must address essential needs, and not gratuitous wants or luxuries of the group.

4B. The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of CoG7.

4C. The group raising funds must be aware and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.

4D. Groups must be respectful of the congregation and the church's property.

4E. Differences in interpretation of the fundraising policy will be resolved by the Board of Trustees.

Section 5: Accounting

5A. Income received from a fundraiser must be held in a designated fund. The designated fund must be established before the fundraiser is conducted. Unless written policies are established indicating otherwise, the income from a church fundraiser must be spent on the intended purpose.

5B. Persons are not to be reimbursed for fundraising expenses directly from the original cash receipts of the fundraiser. Requests for reimbursements are to be completed and submitted to the church financial office by the project leader on a timely basis.

5C. All checks must be made out to Church of God 7th Day.

5D. Money earned by an individual through fundraising that is not used by him/her (either due to the individual not participating in a trip, or because more money was earned than was needed), will be used by the ministry group to offset expenses.

Article 12 Outreach Ministry Coordinator

Section 1: Position Summary

1A. Reports To Pastor

1B. The Outreach Ministry exists to spread the Gospel to unsaved people in our homes and communities.

Section 2: Qualifications

2A. Must be a church member in good standing.

2B. Have good organizational skills.

2C. Able to relate well with other people.

2D. Have a passion for ministering to people.

Section 2: Responsibilities

2A. Develop and coordinate meetings.

2B. Mentor and disciple outreach volunteers.

2C. Plan and coordinate outreach endeavors.

2D. Participate in and oversee special events and activities.

2E. Administer the work of the outreach ministries by encouraging teamwork, mutual support, and by providing leadership for all.

2F. Pray regularly for outreach of the church and God's direction.

2G. Develop a budget and oversee the distribution of funds and keep track of expenditures.

2H. Establish goals and objectives by prioritizing related programs, managing the use of facilities, delegating tasks, and evaluating progress regularly.

2I. Work with appropriate committees, officers, and leaders to carry out the ministry of the church.

Article 13 Sabbath School Superintendent

Section 1: Position Summary

1A. Reports To: Pastor

1B. Provide administrative support and resources including budget for Sabbath School leaders. Coordinates and facilitates effect, efficient Sabbath School program ensuring that children who attend come to know the Biblical faith in a safe, friendly, welcoming environment where all may experience the love of God and be spiritually nurtured. Must possess an understanding of, and respect for, the faith and inclusive values of our church community.

Section 2: Responsibilities

2A. Responsible to manage, maintain and monitor Sabbath School teachers in the performance of their duties and be prepared to teach in their absence.

2B. Appoint, in consultation with the pastor, any other Sabbath School ministries workers necessary.

2C. Preside over the regular meetings of the Sabbath School Staff.

2D. Coordinate and supervise Vacation Bible School program.

2E. Leads an interdisciplinary team of volunteers.

2F. Participates in planning special events.

Section 3: Qualifications

3A. Faith And Christ Centered Life:

The Sabbath School Superintendent shall be a Christian, who has a desire to exercise faith and service through this ministry position.

3B. Professional, Technical, And Organizational Skill Plus A Willingness To Learn:

The Sabbath School Superintendent shall be a high school graduate. The position requires a self-starter with strong leadership skills and ability to communicate well and work respectfully together with other members of the team, staff, and congregation. Strong verbal, written, interpersonal skills, and the ability to organize and prioritize work, and to meet deadlines is a requirement.

Section 4: Interpersonal Skills And Development

The Sabbath School Superintendent needs an ability to relate well with people (both youth and adults); able to make decisions and delegate responsibilities to others. The Sabbath School Superintendent will have the responsibility to recruit others who might assist as volunteers in this program. This requires an ability of interpersonal communication. Required to interact and serve with the church pastor and staff, and be under the direction of the pastor(s).

Article 13 Sabbath School Superintendent (continued)

Section 5: Personal Attitudes

Friendliness; a serving, glad, and humble attitude; an ability to graciously express leadership; openness to new ideas; self-starter/self-initiative imperative.

Section 6: Dependability

Loyalty and reliability, setting and meeting deadlines and goals; organizing; punctuality.

Section 7: Administration:

Coordination with the pastoral and church staff and office; participation in meetings with the pastor as needed. Maintain accurate Sabbath School records. Make a budget for the work of Sabbath School. See that approved funds are dispensed in accordance with priorities, objectives, and goals.

Article 14 Sabbath School Teacher

Section 1: Position Summary

1A. Reports To: Sabbath School Superintendent

1B. An educator concerned for the salvation and maturation of the students placed in his/her charge. He/she is a guide, facilitator, spiritual counselor, and example to the students in his/her class. He/she is the prime representative of the ministry of the Sabbath School to the individual for whom the school exists. He/she must be a voting member of the Church of God 7th Day.

Section 2: Responsibilities

2A. Maintain Spiritual Life.

1. Regularly attend services of the church.
2. Maintain a private devotional life.

2B. Continue Self-Improvement.

1. Keep informed of current ideas and information about Sabbath School through systematic reading and studying.
2. Attend seminars, conventions, and workshops (whenever possible).
3. Evaluate one's teaching periodically and find ways to improve its effectiveness.

2C. In The Classroom.

1. Conduct a learning session appropriate to the needs and understanding of the students.
2. Activity engage the student in the truth to be learned.
3. Provide opportunity for each student's salvation and their subsequent maturation in Christ.

2D. Outside The Classroom.

1. Prepare each lesson thoroughly.
2. Plan social activities related to your class.
3. Maintain a working knowledge of the developmental level of the students you teach.
4. Pray earnestly for each student and Sabbath school ministries.
5. Attend staff meetings.

Article 15 Secretary

Section 1: Position Summary

1A. Reports To: Board of Trustees and Pastor

1B. Shall keep the minutes of the quarterly and special business meetings of the assembly, in addition to reporting minutes of the official meetings of the church Boards. Shall keep a record of the membership of the assembly and perform any other clerical work necessary to the proper discharge of keeping minutes.

Section 2: Qualifications

The secretary shall be an active voting member of this assembly for at least 1 year immediately preceding election to office.

Section 3: Elections

The secretary shall be elected by the Board of Trustees from among non-Trustee church members. The term of office shall be one year, and the secretary may serve consecutive terms without limitation.

Article 16 Treasurer

Section 1: Position Summary

1A. Reports To: Board of Trustees and Pastor

1B. He/she is to be responsible for the proper receipt, accounting, and disbursement of church funds within policies established by the church for adequate financial control.

Section 2: Finance and Accounting

2A. Collect and secure the Sabbath offering each week.

2B. Make weekly deposits of all revenues.

2C. Ensure satisfactory return on all church funds through fund allocation and investments. (CD's)

2D. Appoint a secondary signer of account funds.

2E. Comply with financial decisions made by the Board of Trustees in the designation of church funds.

2F. The treasurer is prohibited from appropriating church funds apart from the knowledge or decision(s) of the Board of Trustees. All church funds can only be spent if authorized by the Board of Trustees.

Section 3: Expenses and Cost Management

3A. He/she is to process invoices for payments within the time frame defined by vendor terms for qualified discounts so penalties for late payments can be avoided.

3B. Maintain and update payroll files.

3C. Monitor church expenses and evaluate process, services and leases.

3D. Make recommendation for improvements in cost effectiveness.

3E. Negotiate appropriate changes in expense items.

3F. Verifies all invoices; makes sure all merchandise was received prior to payment.

Article 16 Treasurer (continued)

Section 4: Book-keeping

4A. He/she is to validate deposits of all monies and other valuable effects in the name and credit of the church in authorized banks and depositories.

4B. Signs all church checks.

4C. Generates checks based on approved invoices and monthly bills.

4D. Accurately reconciles and documents cash requirements.

4E. Maintains control over disbursement and reconciliation of check numbers and report at all times; ensures access to information only by authorized persons.

4F. Maintain financial spreadsheets.

4G. Prepare and maintain records of member contributions.

Section 5: Reporting

5A. He/she is to render an accounting of transactions and financial condition of the church at the annual church business meeting and whenever required by the pastor.

5B. Prepare the proposed expense budget.

5C. Send out year-end contribution statements to members (on request).

5D. Accurately prepares processes or maintains records, reports, and forms pertaining to employee payroll deductions, as required; Collects and enters W-2 information, ensures that required information pertaining to employee taxes, exemptions, and payroll deductions is accurate and up-to-date on an ongoing basis.

Section 6: Budgeting

6A. Prepare annual budget in consultation with the Board of Trustees and finance committee.

6B. Prepare a yearly budget draft for review and adoption for the Board of Trustees.

6C. Attend Finance Committee meetings.

Section 7: Qualifications

The treasurer shall be an active voting member of this assembly for at least 1 year immediately preceding election to office, and shall currently support the church with tithes, and shall have a cooperative spirit, and shall be faithful in attendance at church services.

Article 16 Treasurer (continued)

Section 8: Elections

8A. The church Board of Trustees shall elect a treasurer from among the Board of Trustees who meet the qualifications for such office.

8B. The treasurer shall have tenure.

8C. The treasurer may serve consecutive terms without limitations.

8D. The treasurer may be removed from position by the Board of Trustees.

These rules and by-laws are here-by adopted and approved as of August 1, 2014. They may however be added to by addendum.