

**Centerpoint Church  
Pagosa Springs, Colorado**

**Operations Manual**

**SECTION 1: COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on profession of our faith, having been baptized by immersion, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body of Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and spiritual comfort; to promote its welfare and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the abuse of narcotic drugs, or intoxicating drink as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure reconciliation without delay.

We moreover engage, that when we remove from this place, we will as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

**SECTION 2: MEMBERSHIP**

**A. General Function**

This congregation functions as a Biblical theocracy, as a body under the Headship of the Lord Jesus Christ and the direction of the Elder Board. Membership in this Church does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determinations of the internal affairs of this Church are ecclesiastical matters, and shall be determined exclusively by the Church's own rules and procedures. The Elder Board, under the guidance of the Senior Pastor, shall oversee and/or conduct all aspects of this Church.

The Ministerial Staff and active Deacon Body shall give counsel and assistance to the Senior Pastor and Elder Board as requested. All members may vote in the transactions of the Church.

#### B. Membership Qualifications

- Has accepted Jesus Christ as Savior and Lord of life.
- Has been baptized by immersion as a public testimony of their faith and commitment to Jesus Christ, believing that Baptism is not necessary for Salvation.
- Regularly promotes the unity, harmony, and direction of the church through prayer and consistent attendance in worship, service, and giving.
- Consistent attendance in worship, service, and giving consists of regular participation unless providentially hindered by sickness, job requirement or unusual circumstances beyond ones control.
- Any member who chooses to participate in worship and who has active involvement in any other church on a regular basis will no longer be considered a member. Involvement in ecumenical small groups, Bible Studies, or special events does not disqualify one from membership.

#### C. Discipline of a Member

1. Discipline of a member will follow Biblical guidelines described in Matthew 18:15-17.
2. Discipline Committee will consist of the Elder Board. If the Senior Pastor or another Elder is the subject of a disciplinary matter, he shall not sit as a member of the Discipline Committee. He shall be entitled to the same steps as other church members and subject to the same discipline. No accusation shall be brought before the Discipline Committee regarding Pastoral Staff unless it follows the guidelines of I Timothy 5:19.

### **SECTION 3: CHURCH OPERATIONS**

#### A. Polity

The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches.

1. All Administration Meetings of the Church shall be conducted in accordance with the latest edition of "Robert's Rules of Order Revised" except as otherwise provided in the Church Constitution. Except for the procedure as set forth with regard to the calling of a pastor, nothing in the Constitution or Operations Manual shall abridge the right of any member to make a motion on any matter at a regular Church Administration Meeting as long as it has been placed on the agenda one week prior to the meeting. Provided the motion is duly seconded, parliamentary procedure as specified by "Robert's Rules of Order Revised" shall be followed.

Every member of the Church shall have a right to a voice in matters of church government, plans, and discipline.

2. No committee, officer, employee, or any council shall have any authority outside their policies and procedures except to make recommendations to the Church and to carry out the expressed will of the Church.

3. The Church recognizes the spiritual basis of cooperating with other Southern Baptist Churches through organized associations and conventions. The Elder Board shall appoint messengers to meetings of these groups. Such messengers shall report to the Church following the meetings and make any recommendations for action by the Church which is deemed advisable. No messenger shall have the authority to commit the Church to any binding agreement or obligation without specific prior authorization of such action by the Church.

B. Meetings for Worship

Unless otherwise determined by the Elder Board, after counsel, the Church shall meet each Sunday for public worship. Membership is encouraged to meet at least once during the week for Bible Study/Small Groups and prayer.

C. Special Meetings

The Elder Board (or active Deacons if the offices of Elder are vacant) may call a Special Meeting by giving notice of such a meeting and the purpose for which it is called to the Church at least one Sunday Worship service, and not less than one week, prior to said meeting.

A meeting for election of a pastor may be called by the Pastor Search Committee at any regular Church meeting of the Church with at least two Sunday's notice.

Bible conferences, missionary conferences, and revivals may be held as the Elder Board deems beneficial.

D. Annual Administration Meeting

There shall be an Annual Administration Meeting held between October and December. The purpose of this meeting is to adopt the new budget for the upcoming year, and to elect members to serve on the Personnel and Finance Committees, and Trustees.

E. Quorum

A quorum shall consist of no less than 25% of the church membership.

F. Fiscal Year

The fiscal year of the Church shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

## G. Financial Procedures

The fiscal year of the Church shall begin January 1st and end December 31st.

### 1. Finance Committee:

The Finance Committee will analyze and advise the financial conduct and condition of the church. They are to provide financial review, monitoring, guidance, advice and recommendations to the deacon body to help ensure the financial health of the church. The Finance Committee's analysis and advice is required on matters pertaining to the annual budget, debt financing, and capital expenditures. Any changes to the annual budget shall be reviewed by the finance committee.

The Finance Committee will make all recommendations to the deacon body in writing, so it is clear to the church leadership what the recommendations are. Recommendations will be given to the deacons at least 1 month before the deacons meet to make a decision.

### 2. Selection and Term of Committee Members

- a. The Finance Committee shall consist of at least one deacon, the church's financial administrator and three to five members of the church body. All committee members should be a member of the church for at least one year.
- b. The Finance Committee members shall be nominated by the deacon body, and confirmed by two-thirds vote of the church body.
- c. The Finance Committee members shall serve for two years, with no term limits. The terms shall be staggered so that at least two new committee members are appointed each year.

### 3. Finance Committee Officers

The Finance Committee Chairman shall serve a one-year term, with no limits. Each year, a Finance Committee Chairman shall be nominated by the Finance Committee. The Finance Committee Chairman shall preside over the Finance Committee meetings and act as the liaison among the Committee, the Church, the deacons, the Pastor, and the Church Staff. He/she is responsible for financial reporting to the Church at the annual Church Administration Meeting.

Each year, a Finance Committee Secretary will be nominated by the Finance Committee. The Finance Committee Secretary will serve a one-year term, with no limits. The Finance Committee Secretary shall take minutes of every Finance Committee Meeting. Minutes of the previous meeting shall be approved at each Finance Committee meeting.

### 4. General Budgetary Responsibilities

The Centerpoint Church Budget is a reflection of its plans and ministries. The budget is revised every year. There is no carry-over of budgeted income or expense from the previous year on any specific budget account.

Budget Planning: The Finance Committee each year shall recommend deadlines for the planning of the church budget. The deacons shall approve the deadlines.

Financial Reserve: The Finance Committee shall recommend to the deacons each year a reserve amount that will be maintained in a separate designated account in order to help with cash flow needs throughout the year. The deacons will approve the reserve amount each year.

Due to the unpredictability of weekly giving, it is of particular importance to the Committee that the timing of spending for capital improvements and fixed assets be well planned and monitored based on the advice of the Financial Committee.

Ministry leaders should retain flexibility to resource the highest priorities. While the order of "Priority Expenditures" may change from time to time and be discretionary, the general priority list follows:

- a. Fixed expenses (includes supplies)
- b. Committed mission support
- c. Ministries, capital expenses (includes the ministry of Benevolence)
- d. Capital equipment replacement
- e. New capital expenditures
- f. Training/Seminars/Trips

Monthly Financial Reporting: The Financial Administrator is to provide the following reports to the finance committee by the tenth of each month: a Monthly Budget to Actual Detailed Report, a Monthly Funds Report, a Year to Date Funds Report, and a Giving and Attendance Report.

Annual Financial Reporting: On an annual basis, the Financial Administrator is to provide a Balance Sheet, a Year to Date Budget to Actual Detailed Report, a Year to Date Funds Report, a Giving and Attendance Report, a summary report of the insurance policies in force, and a detailed asset list.

## 5. Financial Controls

Financial controls are established and monitored by the Finance Committee.

All checks outside of pre-approved expenses, or outside of budgeted items require an approval by at least 2 deacons.

Purchase Authorization: Only Ministry Leaders and staff personnel are permitted to make purchases on behalf of Centerpoint Church. Anyone other than Ministry leaders or staff personnel must have approval to make purchases on behalf of the Church.

Check Requests: Check requests are for reimbursed expenses, or for any expenditure that does not have an invoice. Acceptable expense receipts for reimbursed items are vendor invoices, vendor receipts, or vendor packing slips.

Asset Dissolution: No church asset with a value more than \$1,000 may be sold or given away without Deacon approval and without Finance Committee awareness. The finance committee may make recommendations regarding asset dissolution to the deacons at any time.

Designated Fund Disbursement: No funds over \$5,000 may be disbursed from any designated fund account (unless the account is designated specifically for a family or individual) without the awareness of the finance committee, and approval by the deacons. This is due to the fact that designated funds are not typically budgeted amounts.

6. Control and process of Church contributions is established by the Finance Committee and approved by the deacons.

#### H. Calling of a Senior Pastor

The purpose of the Pastor Search Committee is to bring recommendations to the Church concerning the calling of a pastor when a vacancy exists. The Pastor Search Committee shall be appointed by the Elder Board with confirmation of the Deacon Board.

1. This committee shall be comprised of at least five (5) members.
2. The committee shall organize itself by electing a chairman, vice-chairman, and secretary. The committee shall, through the guidance of the Holy Spirit and under the instructions of the Church, seek out the minister of the Gospel whose surrender, dedication, ability, and Christian character fit him for the office of pastor of this Church. The committee shall bring to the Church for consideration only one man at a time. When the committee has agreed on an individual, it shall give at least two Sunday's notice to the Church of the meeting called to hear the nomination and all recommendations made by the committee regarding conditions of the call.
3. At any meeting held for the consideration of issuing a call, no name shall be considered or nomination received except that presented by the Pastor Search Committee. The vote shall be by secret ballot and shall be taken on the adoption of the report and recommendations of the committee. If an 80% majority of the members present and voting vote to approve the nomination and recommendations of the committee, the Moderator shall declare that the Church has issued a call as pastor to the person named and shall instruct the Chairman of the Pastor Search Committee to transmit the message to the man elected requesting that he reply within two weeks or a reasonable, agreed upon time. If the Church fails to adopt the report and recommendations as indicated, the Moderator shall declare that the Church has not issued a call to the prospective pastor and shall instruct the committee to continue in its assignment.
4. When the Church has called a pastor and the call has been accepted by the one called, the committee shall be dissolved and dismissed.

## I. Calling of Pastoral Staff

A Search Committee will be formed representing that area of ministry. The Search Committee shall have at least five members, consisting of one member each of the Deacon Body, the Personnel Committee, and the Finance Committee, and they will determine who fills the remaining committee members with the approval of the Elder Board. They will then follow the guidelines in Section H, Nos. 2, 3, and 4.

## J. Building Use Policies and Fees

Building use policies and fees have been established by the Pastoral Staff and a copy is in the Church Office for review.

# **SECTION 4: OFFICERS**

## A. Church Leadership

The Church elected leaders are Senior Pastor, and other pastoral positions deemed necessary by the Elders. One person may hold two or more offices, except that of Senior Pastor. Elders (except for the Senior Pastor) and Deacons will be confirmed yearly by a two-third vote of the membership at the annual meeting.

## B. Designation of Corporate Officers

### 1. Trustees

The Trustees are called into being by the relationship of the Church to the civil government through the Articles of Incorporation. The Articles call for three Trustees, each with a three-year term of office and with annual rotation of one person.

The appointment of Trustees shall be made by the Deacon Body with confirmation by the Elder Board and the Church at the Annual Church Administration Meeting. Should a vacancy occur between the Annual Church Administration Meeting, the active Deacon Body shall appoint an interim(s) until the next Annual Church Administrative Meeting.

The Trustees are confirmed by a vote of confidence of the Church for purposes of carrying out the direction of the congregation as to its use, sale, mortgage, conservation of land, books, furniture, or other properties, and more specifically, signing for the incorporated body any legal instruments as directed by the Church.

The Trustees must secure from the Church at a legally called meeting the authority to sign any legal document that requires Church consent.

The Trustees, with the help of the Finance Committee, shall look after the securing and payment of insurance, title and mortgage papers, and other legal instruments on behalf of the Church.

## 2. Secretary/Church Clerk

The Deacon Board Secretary will serve as Secretary of the Corporation and will be responsible for recording minutes at all Church Administration Meetings and maintaining all Corporate Records.

### C. Eligibility for Continuance in Office

1. All Church Committee Leaders must be approved initially by the Deacon or Elder Boards and their subsequent committee members in order for them to commence or continue in their offices.
2. Only Church members are eligible for appointment to any Church office and must be approved at the Annual Church Administration Meeting. Those offices to be approved are the following: Trustees, Finance Committee, and Personnel Committee.

### D. Terms of Office

The length of terms of office shall be as follows:

1. The relationship between the Pastoral Staff positions and the Church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The severance of the relationship between the Pastoral Staff member and the Church may be considered at any Church Administration Meeting, provided notice to that effect shall have been given to the Church two Sundays prior to the said regular Church Administration Meeting. A majority of the members present and voting shall be required to decide the matter. Disciplinary removal of the Pastoral Staff member from office automatically terminates his church membership. A restoration to the membership after disciplinary removal will be subject to the requirements of Section 2 C.
2. A vacancy occurring in any office, except in the case of the Pastoral Staff, may be filled at any time by the committee that has a vacancy with the approval of the Elder Board. In the absence of an Elder Board the approval must come from the active Deacon Board.
3. All elected and appointed leaders shall serve in their respective offices until their successors are duly elected or appointed.

### E. Election of Leaders

All Ministry and Committee leadership will be elected by the respective Ministry Teams or Committees with the approval of the Elder Board. The exception is the Personnel Committee, the Finance Committee, and Trustees. They will be elected according to Section 3 D. Any Interim Pastoral leadership position will be filled by the approval of the Elder Board, Personnel Committee, Finance Committee, and Deacon Body until such time as it is determined to be permanent. At that time, the candidate for the permanent position will be presented to the Church Body for final approval according to Section 3 I.



The membership is expected to be actively involved in recommendation of possible leaders. Members are requested to make any suggestions of individuals they feel qualified to serve on existing committees including, but not limited to elder or deacon boards. All recommendations should be made to existing elders or deacons. Request for recommendations should be made several weeks before the annual meeting.

#### F. Pastoral Oversight of Leaders and Staff

All Church staff, whether paid or volunteer, shall be under the supervision of the Senior Pastor and/or designee.

#### G. Duties of All Leaders

1. All leaders shall prepare a written report of their work, i.e. minutes, and shall surrender any records in their possession to the Church Office at the close of their term of office to be filed as a permanent record of the work of the Church. All records are the property of the Church and must be kept in the Church office.
2. Subject to proper counsel, any officer who neglects his duties as outlined in the Operations Manual for a period of three months may be removed from his office at the discretion of the Elder Board and another may be appointed by the Elder Board to serve the unexpired term.

### **SECTION 5: DUTIES OF OFFICES**

#### A. Pastoral Staff and Ministry Support Staff

All Staff shall have a job description in their personnel file which shall be kept in the Church Office.

#### B. The Board of Elders

##### 1. Composition of the Board

The government of the Church shall be vested in the Board of Elders, which shall be composed of the Senior Pastor who shall be a member by virtue of his office. The total number of members of the Board of Elders shall be determined by the Board of Elders. If there are less than three elders the Senior Pastor must choose Deacons to fill the positions until such time as Elders are appointed.

##### 2. Qualifications

The Elders of the Church shall be Members of the Church who meet the qualifications specified in 1 Timothy 3:1 – 7 and Titus 1:6 – 9. They must also understand and agree with the Doctrinal Statement of Centerpoint Church.

##### 3. Selection

The selection of the Elders of the Church shall be made by the Board of Elders. This will be subject to an affirming vote of two-thirds (2/3) of the members of the church voting at a duly noticed meeting of the church.

#### 4. Term of Office

The term of an Elder's office shall be from the time of his affirmation by the Church until the next annual meeting, unless he is automatically removed from office for any of the following reasons:

- a. He ceases to be a member for any reason.
- b. He is placed under public church discipline while remaining a member.
- c. He is deemed to have become biblically disqualified from the office of Elder by a unanimous vote of the remaining members of the Board of Elders.

#### 5. Officers of the Board

The senior pastor will serve as board Chairman unless, at the Senior Pastor's request, another chairman is elected by the board. Vice-Chairman, Secretary, and such other offices as the Board may choose, shall be selected by the Board of Elders each year. This will usually occur during the first Elder's meeting after the Annual Meeting of the Church. If there are not enough Elders to fill all of the offices the offices will go unfilled for that year.

#### 6. Duties

It shall be the duty of the Board of Elders to govern all of the ministries of the Church. The Elders shall be considered as Pastors with regard to the confidentiality of communication between Elders and members of the church. The Board of Elders shall keep fair, permanent, and complete records of its proceedings. From time to time, it may be prudent for the Elders to appoint committees from within the church membership to assist with the ministries of the Church. (i.e. – Missions Committee)

#### 7. Meetings

Meetings may be called as need is determined by the Board of Elders. The majority of Elders must be present to have a quorum. Decisions can be made with a two-thirds (2/3) majority of the board; however, it is normal practice to seek unanimous agreement before decisions are made.

### C. Board of Deacons

#### 1. Composition

The Deacon Ministry of the Church shall be conducted by a number of men as determined by the Board of Elders.

#### 2. Qualifications

The Deacons of the Church shall be men who are Members of the Church and meet the qualifications specified in I Timothy 3:8-10,12-13.

#### 3. Selection

The selection of Deacons shall be made by the Board of Deacons subject to confirmation by the Elders. This will be subject to an affirming vote of two-thirds (2/3) of the members of the church voting at a duly noticed meeting of the Church and final confirmation by the Board of Elders.

#### 4. Term of Office

The term of a Deacon's office shall be from the time of his affirmation by the Church and final confirmation by the Board of Elders until the next annual meeting, unless he is automatically removed from office for any of the following reasons:

- a. He ceases to be a member for any reason.
- b. He is placed under public church discipline while remaining a member.
- c. He is deemed to have become biblically disqualified from the office of Deacon by a unanimous vote of the members of the Board of Elders.

#### 5. Duties

It shall be the duty of the Deacons to manage the temporal affairs of the Church under the supervision of the Board of Elders. The Board of Deacons shall keep fair, permanent, and complete records of its proceedings. From time to time, it may be prudent for the Deacons to appoint committees from within the church membership to assist with the temporal affairs of the Church. (i.e. – Personnel and Finance Committee)

#### 6. Officers

A Chairman will be selected by the Board of Deacons each year subject to the confirmation of the Elders. Other officers shall be selected by the Deacons as needed each year.

## **SECTION 6: TAX-EXEMPT PROVISION**

### **A. Private Inurement**

No part of the net earnings of the Church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for the services.

### **B. Political Involvement**

The Church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

### **C. Dissolution**

Upon the dissolution of the Church, the Trustees shall, after paying or making provision for payment of all the liabilities of the Church, dispose of all the assets of the Church to such organization or organizations organized and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any further United States Internal Revenue Law ), as the Trustees shall determine. Assets may be distributed only to organizations which agree with the Church Statement of Faith.

### **D. Discrimination**

The Church shall not discriminate against members, applicants, students, and others on the basis of race, color, national origin, ancestry, creed, sex, or physical or mental disability.

## **SECTION 7: AMENDMENTS**

This Operations Manual may be revised or amended by a majority vote of the members present and voting, at any regular Church Administration Meeting, provided that said revision or amendment has been submitted in writing, reviewed by the Elder Board, Trustees, and Deacon Board, and announced two Sundays before the vote is taken.

### **ADOPTION**

The Operations Manual was adopted by a majority vote of the members present and voting at a duly called meeting of the Church in which a quorum was present.

This Operations Manual supersedes any other Operations Manuals of Centerpoint Church.

---

Date

---

Secretary/Church Clerk