

**APPROVED May 4, 2014**

***CONSTITUTION and  
BY-LAWS FOR  
FIRST BAPTIST CHURCH dba GracePoint Church  
COPPELL, TEXAS***

# **CONSTITUTION**

## **PREAMBLE**

We declare and establish this Constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner.

## **I. NAME**

This body shall be known as GracePoint Church operating under the legal entity of First Baptist Church of Coppell, Texas, incorporated under the statutes of the State of Texas.

Accordingly, the corporation is organized and will be operated exclusively for religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 and the corresponding provisions of any subsequent United States Revenue Law.

## **II. STATEMENT OF FAITH**

We believe the Holy Bible is the authoritative, inerrant, and infallible revelation from God to man and is the basis for any statement of faith. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963.

## **III. STATEMENT OF PURPOSE**

We, the members who are GracePoint Church, Coppell, Texas will connect with one another and our community, grow in our relationship with God and others, serve one another with the love of Christ, share that same love with the world personally, locally and globally, and honor our Heavenly Father with the way we live our lives.

## **IV. CHURCH COVENANT**

We, the members who are GracePoint Church, Coppell, Texas, having been led as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized by immersion in the name of the Father, Son, and Holy Spirit, do now, in the presence of God and this assembly, enter into a covenant with each other, as one body in Christ. We, therefore,

agree, by the help of the Holy Spirit and with the Bible, the inspired Word of God as our guide, to walk together in Christian love; to strive for the advancement of this church; to promote spirituality; to sustain its worship, discipline and doctrine; to identify and develop our spiritual gifts and apply them to areas of Christian service; to observe the ordinances of believer's baptism and the Lord's Supper as authorized by the church; to contribute cheerfully and regularly of God's tithes and our offerings to the support of the ministry of our church and to the spread of the gospel to all nations.

We agree to encourage personal and family devotions; to educate our children according to our faith; to seek the salvation of the unbeliever; to be just in our dealings, reliable in our responsibilities and an example to those around us; to recognize that our bodies are the temple of the Holy Spirit and therefore should not be polluted or abused in such a manner that would harm self or others; to protect the sanctity of human life, and to work untiringly for the advancement of the kingdom of our Savior by witnessing in words and actions.

We agree to walk in Christian harmony and watchfulness, giving and receiving assistance with meekness and affection; to pray for one another; to help each other in sickness and sorrow; to be slow to get angry; to always be eager for reconciliation, seeking it without delay. We further agree that, when we move 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.

## **V. POLITY**

The government of this church is vested in the body of believers who compose its membership. 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 Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the Dallas Baptist Association, the Baptist General Convention of Texas, and the Southern Baptist Convention.

**BY-LAWS**  
**TABLE OF CONTENTS**

Church Ordinances.....	Page 1
Membership .....	Page 1
Church Officers.....	Page 2
Church Program Organizations .....	Page 7
Program Planning and Calendaring.....	Page 7
Church Meetings.....	Page 7
Church Committees .....	Page 8
Dissolution .....	Page 10
Amendments .....	Page 10
Decision Making Matrix .....	Page 10

**Article I. Church Ordinances**

**Section 1. Baptism**

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord. (Throughout these By-Laws, the word “church” refers exclusively to GracePoint Church.)

- A. Baptism shall be by immersion in water.
- B. The Lead Pastor, his designee or whomever the church shall authorize, shall administer the ordinance of baptism. The baptismal ministry team shall assist in the preparation for and the observance of baptism.
- C. Baptism shall be administered as an act of worship during any worship service of the church.

**Section 2. The Lord's Supper**

The church shall observe the Lord's Supper at least quarterly, unless otherwise scheduled by church action. The observance shall be held during any regular worship service, unless otherwise scheduled by church action. The Lead Pastor and deacons shall administer the Lord's Supper.

**Article II. Membership**

All membership data, including dates of membership, activity, termination, and death, shall be maintained in a centralized database by church staff as designated by the Lead Pastor.

**Section 1. Becoming A Member.**

Membership in GracePoint Church may be attained by completing the following:

- A. The ordinance of baptism by immersion after a public profession of faith in the Lord Jesus Christ, demonstrated by one of the following:
  - 1. Baptism by immersion in this church.
  - 2. Receipt of a letter of recommendation from another church of like faith where the individual was a member.
  - 3. A statement of Christian experience indicating previous compliance with either 1 or 2 above.
- B. Completion of our church’s “new member” class, whereby the church doctrine, mission, vision, and polity can be clearly understood by all new membership. Completion will include signature agreement with the church membership covenant.
- C. If any questions remain unanswered after completion of these requirements, additional conferences will be arranged, as needed, with the Lead Pastor or an assigned delegate.
- D. Candidates shall then recorded as members and affirmed at the next quarterly church business meeting.

**Section 2. Membership Status Changes.**

For the benefit of maintaining accurate reporting on active membership, the following membership status changes will be recognized:

## By-Laws for First Baptist Church of Coppell, Texas

---

- A. Membership termination. Membership at the church may be terminated by:
  - 1. Letter of recommendation to another Baptist Church upon that church's request.
  - 2. Erasure upon evidence of having joined another church outside the Baptist denomination.
  - 3. Exclusion because of church discipline. (see Section 3.B below)
  - 4. Death of the member.
  
- B. Inactive Membership. Members may be designated as inactive due to the following.
  - 1. Non-resident members: Members moving too far away to attend the services of this church or to actively participate in its ministries shall be placed on inactive status, but continue as members of this church until terminated as described above.
  - 2. Non-attending members: Members who have ceased attending the church, but have not requested transfer of membership, shall be placed on inactive status, but continue as members of this church until terminated as described above.

### **Section 3. Membership and Disciplinary Action.**

- A. It shall be the intent and practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Lead Pastor, Church Council, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members towards one another shall be guided by a concern for restoration rather than punishment.
- B. Should some serious condition exist which would cause a member to become a serious liability to the general welfare of the church and its work, the Lead Pastor and Church Council will take every reasonable measure to resolve the problem in accord with Matthew 18:15-17. If it becomes necessary for the church to take action to exclude a member, a majority vote of the members present at a regular or called business meeting is required. The member in question must be given written notice of the impending action at least one week prior to the meeting where a vote is to be taken on the action. The church may then proceed to declare that the person is excluded from the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, seeking the repentance and restoration of this person.
- C. Restoration to membership of any person previously excluded may be recommended to the church by the Lead Pastor or the chairman of the Church Council upon request of the excluded person, following counseling to determine repentance and reformation. Approval of restoration will be granted upon majority vote of those present in a regular or called business meeting.

### Article III. Church Officers

#### **Section 1. Lead Pastor**

The church shall respect the view that a pastor, being called of God, is the undershepherd who leads the church in all spiritual matters pertaining to the Kingdom of God. He should endeavor to faithfully study and proclaim the Word of God, and to exemplify the life and teachings of Jesus Christ in his own personal life, so that the members and community will have an example to follow.

- A. Duties  
The Lead Pastor is leader of pastoral ministries in the church. As such, he works with the Church Council, church staff, deacons, and others to accomplish the following things:
  - 1. Proclaim the Gospel to believers and unbelievers.

2. Lead the church in performing its tasks.
3. Lead the church to accomplish its Statement of Purpose.
4. Care for the church's members and other persons in the community.
5. Establish a vision for the church and strategy for implementing such a vision.
6. Serve on the Church Council.

The Lead Pastor shall be held accountable for items above by the Church Council.

**B. Call**

When there is a vacancy in the office of Lead Pastor, the Church Council shall direct the search process. The Council will recommend to the church the candidate they agree is called to fill this office. The ratification of the call requires a two-thirds affirmative majority vote of church members present at a regular or called business meeting.

**C. Term of Service**

The Lead Pastor shall be called for an indefinite period. He may offer his resignation at any regular or specially called meeting of the Church Council.

**D. Dismissal**

A recommendation for dismissal of the Lead Pastor may be made by the Church Council where a three-fourths majority of council members agree that such recommendation is in order. Termination of his service shall require a two-thirds affirmative majority vote of church members present at a regular or special called business meeting.

**Section 2. Church Council**

The Church Council, as overseers of the local church, is responsible for the spiritual health of the Body. They are to glorify Christ by serving the Body according to the biblical principles of love and care. In practice, the council will assist the church staff in establishing the guidelines and policies for conducting services, programs, and the general conduct of church business. They are to lead by precept and example, realizing they are accountable to the Lord Jesus Christ for their efforts. (Heb. 13:17; Acts 20:24, 28)

**A. Qualifications**

**1. Scriptural**

The qualifications for a Church Council member are consistent with the biblical criteria for elders, bishops, or overseers and are set forth in the scriptural passages 1 Timothy 3:1-7, Titus 1:1-9, and 1 Peter 5:1-4. He is to be self-controlled, hospitable, able to teach, not violent but gentle, not quarrelsome, not a lover of money, not a recent convert. He has a good reputation with outsiders, is not overbearing or quick-tempered, loves what is good, is upright, holy, disciplined, above reproach, the husband of one wife, temperate, respectable, not given to drunkenness, manages his own family well, sees that his children obey him, does not pursue dishonest gain, and keeps hold of deep truths. A Church Council member demonstrates through leadership a commitment to the purposes, vision, and core values of the church.

**2. Practical**

A man chosen to the Church Council must be an actively involved member of the church. No specific length of membership is required, but a Church Council member must have been a member for a sufficient period of time to have demonstrated the existence of the various "spiritual qualifications" noted

above.

**B. Membership (Number and Term)**

The Council shall consist of seven men - six members plus the Lead Pastor. The Lead Pastor represents the staff and serves as a perpetual Church Council member. Each of the other men will serve for a six-year term, with one man rolling off at the end of the fiscal year. Under unusual circumstances, the Council may extend a member's term one year by majority vote. Upon conclusion of his term, he must function in a non-council role for at least two years before becoming eligible for the council membership again. Should a position of Council member become vacant, that position will be filled by election process described below as soon as practical. A man filling an unexpired term of two years or less may be eligible to waive this two years at the end of his term and serve an additional term subject to the below prescribed selection process.

In their first Church Council meeting following the election of new members, the Church Council shall select a Chairman.

**C. Nomination and Approval Process**

When a position becomes vacant, that position will be filled by the election process described below as soon as is practical. Normally this will occur before the end of the fiscal year.

1. A list of "Elder Qualifications" will be distributed through the use of the bulletin or other communication commonly used. This list shall be distributed for two consecutive weeks.
2. Nominations of qualified men of the church will be solicited from the membership.
3. Individuals who are nominated will be contacted by the Church Council to determine if they are willing to serve and whether they believe they are qualified.
4. The Church Council will conduct an interview process with the men who agree to move forward. The names will be treated as strictly confidential to prevent any embarrassment to any member of the church.
5. The men whom the Council prayerfully agree meet qualifications and who choose to accept the election will be presented to the church with a call for affirmation by members present and then formally ordained during a worship service.

In the event of a vacancy in the position of Lead Pastor, the Church Council will perform this function or name an interim Lead Pastor.

**D. Duties**

The Church Council should have responsibility for the material affairs of the church and should be well and timely informed on such matters. In this role, the Church Council shall exercise due care on all decisions effecting the welfare of the church and provide advice and counsel on matters requiring church action.

The Church Council shall meet at least monthly at a regularly scheduled time, and additionally as deemed necessary by the Lead Pastor or Chairman. At least five of the seven members must be present in order for an official vote to be taken. The number required for a quorum shall be reduced by the number of any vacancies on the council, but shall not be less than four. A majority vote of those present is required for endorsement or approval of any item brought before them with a minimum of four votes required for any action. A meeting of the Church Council may be called by the council chairman or the Lead Pastor. A reasonable notice of such a meeting shall be given to the Lead Pastor and to each Church Council member. The notice shall include the reason for that meeting.

These duties shall be carried out in accordance with the provisions of the Decision Matrix attached hereto.



E. Dismissal

The dismissal of a Church Council member because he is not fulfilling the responsibilities and/or qualifications of a council member is based on the recommendation of the other council members. Dismissal shall require a two-thirds affirmative majority vote of the other council members present at a regular or special called Council meeting. The exception is the Lead Pastor, whose dismissal is covered in Article III, Section 1 of this document.

**Section 3: Fellowship of Deacons**

The Deacons are officially recognized servants in the church (Acts 6: 1-7 and I Timothy 3:8-10). They may be elected as the need arises and publicly ordained to fulfill their office in caring for the needs of the membership and community. They will assist the Lead Pastor in prayer, and serve as counsel to advise and confer with the Lead Pastor in all matters pertaining to the service and ministries of the Church. They will assist in caring for the spiritual and physical needs of the members, and where possible, the community at large. Each such Deacon shall examine his own life and conscience to verify that he meets the qualifications of scripture, and that he is spiritually gifted in such a way to perform the various duties of a Deacon, and should be generally known to the membership to have such gifts.

The active Deacons of the church shall be trained to serve on ministry teams to meet the needs of the church and the Lord's work in this community. These endeavors may include, but are certainly not limited to: shut-in visitation, counseling needs, teaching or training service, new Christian training, new family orientation, or other duties as the church, the Church Council, or the staff may find desirable.

A. Qualifications

1. Scriptural qualifications

The church shall seek out men who are honorable servants of God, who seek to conform their lives to the teachings of the New Testament as recorded in scripture, and who have been tested and have proven to be faithful.

It should be kept in mind that the intent is to hold up to the highest standard those who would be set apart and called upon to deal with serious concerns. The qualifications for a Deacon are set forth in the scriptural passages from I Timothy 3:8-13 and Acts 6:3. He is to be a man of honest report, full of the Holy Spirit, full of wisdom, sincere, not double-tongued, and not indulging in much wine. He must keep hold of the deep truths of the faith with a clear conscience. A Deacon must first be tested and proven to be blameless. Their wives are to be women worthy of respect. He must be the husband of but one wife and must manage his children and household well.

2. Practical qualifications

A man chosen to the Fellowship of Deacons must be an actively involved member of the church. No specific length of membership is required, but a Deacon must have been a member for a sufficient period of time to have demonstrated the existence of the various "spiritual qualifications" noted above.

B. Selection of Deacons

1. Number

The deacon body shall be sufficient in number to maintain an adequate number of deacons to minister to the entire church without becoming overburdened. The Church Council will estimate this number.

2. Selection Process

Should the Church Council determine that additions to the Fellowship of Deacons be required, the following process shall occur under the direction of the Lead Pastor and the Chairman of the Fellowship of Deacons:

- a. A list of "Deacon Qualifications" will be distributed through the use of the bulletin or other communication commonly used. This list shall be distributed for two consecutive weeks.
- b. Nominations of qualified men of the church will be solicited from the membership. Members of the church will be asked to recommend names of no more than the number of deacons needed. Names under consideration will remain strictly confidential.
- c. Individuals who are nominated will be contacted by a committee, chosen by the deacons, to determine if they are willing to serve and whether they believe they are qualified.
- d. After the list of candidates is confirmed, a special council made up of the officers of the deacon body will interview each candidate to determine their eligibility to serve as deacons.
- e. Those men who meet the qualifications and who choose to accept the election will be inducted into the deacon body and formally ordained during a worship service.

C. Removal of Deacons

Deacons will be considered active and available for ministry unless the Chairman of the Fellowship of Deacons has approved a requested sabbatical leave. Previously active deacons may resume ministry after a sabbatical without reelection.

1. If a deacon ceases to meet any of the listed qualifications, he should not serve or permit himself to serve as a deacon. No dishonor results from this action as the deaconship is a place of service and ministry and not a place of honor.
2. Should a deacon continually fail to fulfill designated responsibilities or should some condition arise which would cause a deacon to become a liability to the Fellowship of Deacons, the Chairman of the Fellowship of Deacons, in consultation with the Lead Pastor, should take every reasonable measure to resolve the problem in a conciliatory and Christian-like manner according to Matthew 18:15-17. Following consultation with the affected deacon, the Chairman of the Fellowship of Deacons, in consultation with the Lead Pastor, may recommend removal of the deacon from the Fellowship of Deacons upon a majority vote of church members present at any regular or called business meeting. Deacons removed from the Fellowship of Deacons by this action will be eligible for nomination to the Fellowship of Deacons after a two-year period from the date of removal, if the cause for removal has been resolved.

D. Deacon Officer

The deacon body is led by a Chairman selected from the Fellowship of Deacons with the approval of the Church Council. Selection will be made as soon as is practical following the annual deacon selection process. Candidates for Chairman must have served on the Fellowship of Deacons for at least one year. While there are no term limits on the Chairman, it is recommended that no individual serve longer than two consecutive years.

**Section 4. Moderator**

When the church is in business conference, either regular or special called, the chairman of the Church Council

## By-Laws for First Baptist Church of Coppell, Texas

---

shall serve as moderator, or in his absence, a designated member of the Church Council. The moderator shall preside over the conduct of business, without vote, unless he chooses to break a tie vote. The moderator shall be responsible for maintaining a record of the minutes of church business meetings, including all church actions.

### **Section 5. Church Trustees**

Three church trustees shall be elected each year by the church, on advice of the Church Council. They will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, or purchase or rental of property or other legal documents where the signatures of trustees are required. The trustees shall serve as President, Vice-President, and Secretary of the Corporation.

### **Section 6. Church Treasurer**

The chairman of the Finance Committee will serve as the church treasurer. It shall be the duty of the treasurer to render to the church at each regular business meeting, and to the Church Council at each regular council meeting, a financial statement of the receipts and disbursements for the month(s) since the last financial statement and the year-to-date.

## **Article IV. Church Program Organizations**

The church shall strive to maintain programs of: Bible teaching; church member training; church leader training; new member orientation; mission education, action, and support; music education and training and media center services. All organizations related to the church programs shall be under church direction. The church shall strive to provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs. Church membership is required for all leaders and teachers.

## **Article V. Program Planning and Calendaring**

The church fiscal year shall run from January 1st, through December 31st. The church committee year shall also run from January 1<sup>st</sup>, through December 31st. The ministry calendar shall generally run from Fall through Summer, consistent with the rhythm of the community. Promotions in children's ministry shall be approximately concurrent with the beginning of the public school year. The annual church letter year is based on the Associational requirement of October 1<sup>st</sup>, through September 30th.

The official church calendar shall be maintained by the staff through the church's central calendaring system. Any event which would displace the regular worship of the church must have the Lead Pastor's approval prior to calendaring.

## **Article VI. Church Meetings**

### **Section 1. Worship Services**

The church shall meet regularly each Sunday morning and at other times throughout the week as determined by the church staff for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The Lead Pastor or staff shall direct the services for all the church members and for all others who may choose to attend.

## By-Laws for First Baptist Church of Coppell, Texas

---

### **Section 2. Special Services**

Other churchwide events and services deemed necessary to the advancement of the church's objectives shall be placed on the church calendar.

### **Section 3. Regular Business Meetings**

The church shall hold regular quarterly business meetings (for exceptions see Article VI Section 4). The place and time of a stated business meeting shall be made known to all resident members at least a week in advance by bulletin or other communication methods commonly used. The meeting agenda shall be posted conspicuously not later than the Friday prior to the meeting.

### **Section 4. Special Business Meetings**

The church may conduct called business meetings to consider matters of special nature and significance. A one-week verbal notice must be given at a regular service for the specially called business meeting. The notice shall include the subject, the date, and time and place. Notice of the meeting must be published in the bulletin or other communication methods commonly used prior to the meeting. The meeting agenda shall be posted conspicuously and circulated at the meeting place. An exception to the foregoing notice and posting requirements will be allowed in the event that an extreme urgency exists that renders such notice impractical.

### **Section 5. Quorum**

The quorum consists of 5% of the average Life Group attendance for the preceding month. A quorum shall be necessary at the beginning of any regular or special called business meeting to take any official church action other than hearing reports. A quorum shall be necessary to convene a special business meeting.

### **Section 6. Parliamentary Rules**

*Robert's Rules of Order, Newly Revised*, is the authority for parliamentary rules of procedure for all business meetings of the church, except as modified by these By-Laws.

#### Modifications

- A. Items brought before the church for action from a committee do not require a second before further action may be taken. The Church Council's recommendation shall accompany the motion.
- B. Motions brought before the church from the floor in business meeting that were not listed on the agenda, including amendments to the budget, may not be voted on for final action in the same meeting, but will be referred by the moderator to the appropriate committee or to the Church Council. The committee shall be charged to return the proposed motion or amendment, along with their recommendation, via the Church Council at the next business meeting for action. If the motion or amendment is not approved by the committee as requested, the same motion or amendment must be acted upon by the church without returning to the committee a second time. Any additional adjustment or modification made to that motion or amendment must be returned to the appropriate committee and presented at the next business meeting. A special called meeting (minimum one week later) to consider an item brought from the floor may be called by a majority vote of those members present when the motion is made.
- C. A church member must be present at a business meeting in order to vote.
- D. A time limit for each business meeting shall be set out in the posted agenda.

## Article VII. Church Committees

### **Section 1. Church Committees**

## **By-Laws for First Baptist Church of Coppell, Texas**

---

The church will have one (1) standing committee, the Finance Committee, which is made up of church members that are gifted with financial skillsets to assist the church in carrying out the financial functions of the church. Other functions of the church will be carried out through Service Ministry Teams or Special Committees and will be appointed by the Lead Pastor with approval from the Church Council.

The church body and the Church Council exercises supervision over all its committees in that:

- A. If a recommendation from a committee is to be formally presented to the church, such recommendation should come before the Church Council for advice and counsel before presentation to the church.
- B. Committee members shall be provided with their responsibilities as well as any article of the By-Laws mentioned within their duties during the annual committee orientation meeting.
- C. The committee shall elect a chairman from its membership at its first meeting following election.
- D. The committee shall also designate someone to record all minutes of their committee meetings. These minutes are to be forwarded to the church office for safekeeping.
- E. The quorum for committee meetings is 51 % of the committee membership.
- F. All committee decisions must be approved by a majority vote. Any committee member not present at the meeting must be notified of the decision.
- G. The Lead Pastor is an ex-officio member of all church committees. He may delegate this responsibility to another staff member.
- H. At least one member of each standing and special committee shall be an active deacon.
- I. A church member may not serve as a member on more than one standing committee at any one time.
- J. Committee members who fail to attend three consecutive meetings or two-thirds of the meetings in a year, except by excused absence, shall be replaced.
- K. All committee chairmen shall have been a member of the church for one full year prior to serving. All other committee members shall have been a member of this church for at least six months prior to serving.
- L. Paid staff members and their immediate family members shall not serve on the Finance Committee or Church Council with the exception of the Lead Pastor.
- M. Two immediate family members shall not serve on any committee at the same time.
- N. Unless otherwise specified, committees shall consist of six church members and will serve for three (3) years. Two members will rotate off the committee each year. A member rotating off of a committee may not serve on that same committee for one year.

### **Section 2. Finance Committee**

The Finance Committee shall lead the church to adopt an annual budget, assure the fiscal policies of the church are followed, and promote good biblical stewardship among church members. (Throughout these By-Laws, the word “budget” refers to all financial resources received and administered by the church.)

Membership of the Finance Committee will include six (6) church members. The members of this committee will be selected by the Lead Pastor and the Church Council.

Duties of the Finance Committee include the following:

- A. Develop and recommend the annual budget for the calendar year.
  - 1. Determine budget preparation time frame.
  - 2. Receive written and oral information on needs from staff and/or the chairman of the Church Council.
  - 3. Evaluate and demonstrate options when amendments are suggested or needed in the church budget.
- B. Develop financial and stewardship policies and make recommendations to the church body.
- C. Maintain a continuing review of receipts and expenditures and recommend to the church for approval

## **By-Laws for First Baptist Church of Coppell, Texas**

---

- such modifications to the budget as may seem necessary or desirable.
- D. Ensure that all expenditures of church funds are within the policies in effect at that time.
  - E. Have prepared at the end of each month a summary showing the current status of the church's financial affairs.
  - F. Prepare a year-end financial summary and recommend to the church such actions as seem desirable for closing the financial affairs of the church for the year.
  - G. Consider proposals for special offerings and make recommendations to the church concerning such.
  - H. Consider all special or emergency financial matters, including modifications to the budget that require church action and make appropriate recommendations to the church.

### **Article VIII. Dissolution**

Upon discontinuance of the church by dissolution or otherwise and following fulfillment of outstanding financial obligations, the assets of the church are to be distributed as follows:

- A. Subject to the provisions set out in that certain Warranty Deed dated January 13, 1972 by and between the DALLAS BAPTIST ASSOCIATION, INC., as grantor and E.E. PARKER ETAL, TRUSTEES OF FIRST BAPTIST CHURCH, COPPELL, TEXAS, as grantee, the property shall revert to the Dallas Baptist Association, Inc.
- B. The remaining assets will be transferred to one or more charitable, educational or religious organizations in Texas that are qualified for an exemption authorized by Subchapter C of the Property Tax Code of the State of Texas. This would include but not be limited to the Dallas Baptist Association, Baptist General Convention of Texas, and/or the Southern Baptist Convention.

### **Article IX. Amendments**

These By-Laws may be amended in whole or in part by a two-thirds majority vote of the members present and voting at any regular business meeting or special called business meeting for the purposes of doing so, provided notice and explanation of the proposed changes shall be given at the previous regular business meeting or special called business meeting for the purposes of doing so.

The Constitution of this church may be amended in whole or in part by a three-fourths majority vote of the members present and voting at any regular business meeting or special called business meeting for the purposes of doing so, provided notice and explanation of the proposed changes shall be given at the previous regular business meeting or special called business meeting for the purposes of doing so.

### **Article X. Decision Matrix**

The ensuing Decision Matrix is intended to clarify, where needed, roles and responsibilities for decision-making in the church governance structure established by these By-Laws and thus is to be considered an authoritative component of these By-Laws.

## By-Laws for First Baptist Church of Coppell, Texas

### GracePoint Church Decision Matrix

\*Note: "church body" approval entails vote of members present at regular or specially called business meeting

Category	Church Body	Lead Pastor	Church Council	Staff	Finance Committee
----------	-------------	-------------	----------------	-------	-------------------

**Financial**

Budget Adoption	Approved by Annual vote of church body		Reviews budget for presentation to church body		
Budget Preparation		Oversees and approves budget for presentation to Church Council for review and Church Body approval		Prepares annual ministry budget and presents to Finance Committee and Lead Pastor	In coordination with staff develops and presents Budget to Church Body for approval
Budget Transfers	Greater than 5% between categories	Up to 2% between categories	Up to 5% between categories		Up to 2% between categories approved by Lead Pastor
Un-appropriated Expenditures	Greater than 5% of overall budget	Up to 2% still within overall budget	Up to 5% still within overall budget		Recommend un-appropriated expenditures as required
Financial results	Review and approve monthly financial results	Oversee financial results including monthly financial reports and all spending.	Review monthly financial reports with Lead Pastor and Finance Committee chairman	Report on actual and proposed expenditures within budget to Lead Pastor	Review monthly financial reports and present to Church Council and Church Body
Decision to Exceed Budget	Must be approved by church body				
Acquisition / Disposal of Real Estate	Must be approved by church body				
Appointment of Auditors			Appoint Audit Group (cannot be affiliated with any member of Church Council)		

**Policies**

Financial Policies		Consult with Church Council and Finance Committee on financial policy	In coordination with Finance Committee, develop financial policies		In coordination with Church Council, develop financial policies
Personnel Policies		In coordination with Church Council, maintain proper personnel policies and manual	In coordination with Lead Pastor, maintain proper personnel policies and manual		

**Human Resources:**

Lead Pastor Call and Dismissal	Call and dismissal must be approved by church body		Oversee search and recommend candidate called to position; recommend dismissal		
Staff Make-up		Recommend all hiring/terminations of staff	In consultation with Lead Pastor, review and approve all ministerial staff position changes		

## By-Laws for First Baptist Church of Coppell, Texas

---

### GracePoint Church Decision Matrix

Category	Church Body	Lead Pastor	Church Council	Staff	Finance Committee
----------	-------------	-------------	----------------	-------	-------------------

***Human Resources (continued)***

Assignment and Duties		Determine specific assignment and duties of staff	Review staff assignments and duties with Lead Pastor		
Compensation		Recommend compensation of staff	Determine compensation, raises, and bonus of Lead Pastor; in consultation with Lead Pastor, review all other ministerial staff compensation, raises, and bonuses		
Performance Reviews		Cause performance reviews to be completed as necessary	Conduct performance review of Lead Pastor; review all other ministerial staff performance with Lead Pastor		



CONSTITUTION AND BY-LAWS STUDY COMMITTEE

The following people were instrumental in the formation of First Baptist Church, Coppell's original Constitution and By-Laws.

Wayne Barnes  
Jon Billington  
Forrest Broom, Chair.  
Craig Johnson  
Doug Noah

David Phillips  
Pam Seeley  
Debby Spivey  
Carolyn Thompson  
Lee Veenker, Vice-Chair.

Bill Harrel, Staff Liaison

CONSTITUTION ADOPTED IN REGULAR CHURCH BUSINESS MEETING ON JANUARY 30, 1991.

BY-LAWS ADOPTED IN SPECIAL CALLED BUSINESS MEETING ON DECEMBER 4, 1991.

BY-LAWS AMENDED IN REGULAR CHURCH BUSINESS MEETING ON JANUARY 26, 1994

CONSTITUTION AND BY-LAWS AMENDED IN REGULAR BUSINESS MEETING ON JANUARY 29, 1997

1993 REVIEW COMMITTEE

Jim Griffin  
Wayne Barnes\*  
Rayanna Brawner

Lee Veenker\*  
Clay Phillips  
Bill Harrel, Staff Liaison\*

1994 REVIEW COMMITTEE

Wayne Barnes\*  
Lee Veenker\*  
Judy Rogers

Mark Knox  
Steve Cammack  
Bill Harrel, Staff Liaison\*

1995 REVIEW WAS INCORPORATED INTO 1996 REVIEW

1996 REVIEW COMMITTEE

John Wigley  
Lee Veenker\*  
Judy Rogers  
Robert Sutton  
\* Served on Original Committee

Steve Cammack  
Wayne Barnes\*  
Bill Harrel, Staff Liaison

2000 REVIEW COMMITTEE

Bill Coss  
Velina Hames  
Adopted November 5, 2000

David Fuller  
Clay Phillips, Chairman

**By-Laws for First Baptist Church of Coppell, Texas**

---

2002 REVIEW COMMITTEE

Bill Coss  
Melissa Wallace  
Sherrie White  
Adopted June 8, 2003

Clay Phillips  
Brian Tompkins, Chairman

2008 REVIEW COMMITTEE

Russell Bond, Chairman  
Rocky Feemster  
Vivian Scruggs  
Connor Bales  
Adopted 2009

Rusty Boaz  
Carey Hair  
Eric Cates  
Clayton Coates, Staff Liaison

2013-14 REVIEW COMMITTEE

Clay Phillips, Chairman  
Rusty Boaz  
Greg Samberson  
Russell Bond  
Gary Cook

Ric Roberson  
Paul Lake  
Clayton Coates  
Mitch Warren

