

**5 HILLS COWBOY CHURCH CONSTITUTION AND BYLAWS
(AFCC SUGGESTED, REVISED 2023)**

TO REACH THE LOST AND UNCHURCHED PEOPLE IN THE COWBOY CULTURE WITH THE GOSPEL OF JESUS CHRIST AND PROVIDE A HOME CHURCH WHERE THEY CAN BECOME MORE LIKE HIM.

MISSION STATEMENT

PREAMBLE

Under the guidance and leadership of the Lord Jesus Christ, we the members of Five Hills Cowboy Church adopt the following constitution to declare and preserve the principles of our faith, the freedom of our church and the rights and responsibilities of our individual members.

ARTICLE I. NAME

The name of this church is 5 Hills Cowboy Church and incorporated under the laws of the State of Texas.

ARTICLE II. PURPOSE

(The church is organized exclusively for the advancement of religious purposes under section 501(c) 3 of the Internal Revenue Service Code. The Church will fulfill the following Mission Purpose Statement. The church is to be a fellowship of baptized believers brought together to carry out the work of Jesus Christ. It is organized and maintained to fulfill the following Mission Purpose Statement: The mission of the Church is to reach the lost and unchurched people in the cowboy culture with the gospel of Jesus Christ and provide a church home where they can become more like Him. The church will accomplish this mission by holding to these values: simplicity, a non-judgmental approach, and practice of biblical Christianity, empowerment of members with accountability and the elimination of barriers to the cowboy culture.

ARTICLE III DOCTRINE

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

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II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all-powerful and all knowing; and his perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all-powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.

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The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

IV. Salvation

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

VI. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to

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provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord.

Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Ref: Baptist Faith and Message

ARTICLE IV. POLITY AND RELATIONSHIP

Jesus Christ is the head of the church; the true source of all that the church is and does, and His glory is to be the objective of every act, function, and motive of the body, both individually and corporately. It is before Him that all other leadership must bow. He communicates his will for the church through His word, the Bible. He gives additional guidance by means of the specific leading of the Holy Spirit who indwells the heart of each believer. He calls forth elders in accordance with Acts 14:23 for the church to whom He gives responsibility for the oversight of the church body and the shepherding of its members. Persons meeting the membership requirements and making a written request for membership shall constitute the membership. As an autonomous local church, this church is not subject to the control of any ecclesiastical body. However, it relates to the American Fellowship of Cowboy Churches and other entities of like faith is sharing the gospel with the whole world. If any entity this church operates with ceases to agree with or support the mission of this church, this church reserves the right to disassociate with that entity.

ARTICLE V. ORDINANCES

SECTION I. BAPTISM

(John 3:13-17, 1 Peter 3:21, Romans 6:4) A baptized believer is one who has been scripturally immersed and understands baptism to be a symbol of the salvation, which has already been accepted in their life by the grace of God through repentance of sin and faith in Jesus Christ.

SECTION II. THE LORD'S SUPPER

(Luke 22:17-20, 1 Corinthians 26) The church will observe the Lord's Supper on a regular basis as led by the Pastor. This observance is open to anyone who has accepted Jesus Christ as their personal

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savior and is seeking His righteousness. The Lords Supper will be held quarterly on the last Sunday of that month or at the discretion of the spiritual leadership.

ARTICLE VI. AMENDMENTS

This constitution may be amended by consensus of the elder body after being presented to leadership for discussion and a nonbinding vote of affirmation by the congregation of members in good standing. In the absence of an elder body this Constitution may be amended by a three-fourths (3/4) vote of the active resident members in good standing present at a church conference called for that purpose.

ARTICLE VII. DISSOLUTION

Upon dissolution of the cowboy church organization, assets shall be distributed to *the AFCC*. *If the AFCC has been dissolved the assets will go to one or more exempt purposes within the meaning of section 501(c)3 of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for public purpose.*

BYLAWS

ARTICLE I. MEMBERSHIP

SECTION 1. ESTABLISHING MEMBERSHIP

Membership in the Church is open to anyone who meets the following qualifications:

- A. A member must be a born-again believer in Jesus Christ that by the grace of God through repentance of sin and faith in Jesus Christ has received salvation.
- B. It is recommended that members be baptized by immersion after faith in Christ as a testimony of salvation.
- C. Membership may be established in the following ways:
 - 1. By Statement
 - 2. Candidates may join by affirming that they are baptized believers in the Lord Jesus Christ, holding to the basic doctrinal teaching of this church. Members joining by statement of faith that hold membership in another church are responsible for notifying their former church of their new membership in Church.
 - 3. By Baptism:
Candidates accepting Christ as their Savior and requesting believer's baptism by immersion may be accepted as members upon baptism.
- D. All candidates for membership shall give a verbal testimony of their conversion, baptism, and current relationship with Christ and acceptance of the church's mission statement and doctrinal teaching to the pastor or designated member of leadership.

SECTION 2. TERMINATION OF MEMBERSHIP

A person's membership may be terminated in one of the following ways:

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A. Death

B. Transfer of Membership

C. Exclusion

If a member conducts himself in a manner, which brings the name of Christ and the church into disrepute, or is found to be undermining church unity, it will be the responsibility of the elders under the guidance of the pastor to attempt to restore the member in a spirit of love according to the guidelines set forth in Matthew 18:15 -17 and other scriptures. If the member fails to respond positively to these attempts or vocally espouses a belief system or doctrinal interpretation that is contrary to what is taught in this church and the elders deem it, to be detrimental to the spiritual health of the congregation, exclusion will require a consensus of the elder body.

SECTION 3. RIGHTS OF MEMBER

No service animals/or created animals as defined in Genesis Chapter 1 of Creation Versus 20-26 will be allowed in the Church. Exceptions can be made with prior approval by the Elders. (Example guide and medical alert dogs. No emotional support dogs.)

Each active resident member in good standing being present, 18 years of age and older has the right vote on any issue put forth by the elders for a vote or that this document specifies. Members have the right to be considered for church leadership positions that they are qualified to hold and a right to all the benefits of church fellowship outlined in scripture.

Members in good standing are as follows: if they are member on the church rolls and have attended church services 6 times in a 90-day period.

ARTICLE II. MINISTERIAL LEADERSHIP (all members in a leadership position must be baptized.)

SECTION 1. PASTOR (Ephesians 4:11-13, I Timothy 5:17)

A. Call

Upon a vacancy in the pastorate the Elders are responsible for determining the process for calling a pastor. In accordance with Acts 14:23 the elder body must be in consensus on a single candidate before he is presented to the church for affirmation. Spiritual authority will be given to the new pastor by appointment of the elder body. The congregation will affirm his appointment and submission to his spiritual authority by extending a call.

B. Duties

The pastor, along with the counsel of the Elder's, shall be the spiritual leader of the congregation. He shall preach and teach the word of God, lead the church in a regular worship services, administer the ordinances of the church, serve as moderator at church conferences, provide leadership to the ministerial staff, serve as overall administrator of the church with counsel and accountability of the elders, work to implement the model of church structure and function laid out in this constitution and generally fulfill all his pastoral duties as set forth in Scripture. All pastors must attend an AFCC clinic/ school within six months of their appointment to be the church pastor.

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C. Termination

The Pastor's duties may be terminated by consensus of the elder body, excluding the pastor if the pastor has engaged in immoral, unbiblical, or unethical behavior that brings reproach on the church or Christ, if these issues cannot be resolved through biblical intervention. If the elder body fails to resolve any matters relating to pastor biblical accountability, the active resident members can call for a vote of removal by a written petition 50% of active resident members *in good standing* presented to the elders. After receiving a written petition for removal with 50% of active resident members *in good standing* as signatures the elders will call for a vote of removal. The pastor may be removed by a vote of 50% of active resident members of active resident members *in good standing*.

SECTION 2. ELDERS (Acts 14:23, 15:2, 20:17, Titus 1:5, James 5:14, I Peter 2:25, 5:1-4)

A. Purpose and Function

Elders shall serve to provide spiritual leadership and accountability to the church and fulfill elder duties in accordance with scripture. They will provide a brotherhood of support and accountability for the pastor and act as a buffer between the pastor and his critics. The elders will assist the ministry teams with difficult issues, serve as arbiters in matters of conflict or church discipline and in general provide spiritual leadership, guidance, and assistance wherever and whenever appropriate. The elder body shall be made up of no less than two and no more than four appointed men. *In the event of non-conscious the pastor be the deciding vote.*

1. Spiritual Authority

Spiritual authority comes from God through His Holy word and through his calling of men. Once an elder's calling has been recognized, upon his appointment to the elder position in the church he will assume all spiritual authority granted to him through scripture. This authority will cease upon his leaving of office at the appointed time.

2. Decision Making Body

Elders use their spiritual authority to empower the congregation to make ministry decisions through teams within scriptural and constitutional guidelines. Elders are a decision-making body in matters related to administration, church direction, when a ministry team cannot reach consensus on an issue, when the functional structure does not exist or breaks down and in matters of church discipline or pastoral accountability.

3. Confidentiality

All discussions between the elders regarding church discipline or other accountability matters are strictly confidential; this includes not discussing confidential elder issues with the spouses of elders or other church members. Elders do not meet without all the elders presents if possible and never meet to discuss problems about the pastor or another elder without them present. The Pastor-Elder and Elder-Elder relationship must be 100% transparent. Breaking confidentiality is grounds for removal.

B. Qualifications

An Elder must be someone who the existing elder body believes has a true calling from God that has been demonstrated by service. Elders need to meet a minimum level of the scriptural qualifications in 1 Timothy 3:1-12. An Elder must have an understanding and desire to see that the Mission of the church and its values are upheld. Elders must be willing to rearrange their daily schedules or do whatever it takes to ensure the Mission of the Church and any business necessary is fulfilled. Elders must be men of spiritual maturity. An Elder must preclude his role and authority in any situation that is or could be perceived as a conflict of interest.

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C. Selection and Term of Office

Thereafter on or about January 1st of each year, in accordance with Acts 14:23, the elder body will appoint the new elder(s). All terms will be three years. Which elders will serve short terms, to keep open offices staggered, will be determined by lottery. The congregation will affirm the elder selection. Best practice would be after an elder has rotated off for a year he will be eligible to be a candidate for elder again if it is determined that he is still qualified, however if there are no scripturally qualified men to serve in the elder role the elder can serve multiple terms by mutual consent of the elders. All elders will attend an AFCC clinic/school within six months of their appointment to an elder position.

Elders other than the Pastor may be removed from office by their own decision or by consensus decision of the other elders. Removal shall be based upon being spiritually unqualified, the inability to serve or because of the process laid out in Matthew 18:15-17 and other scriptures or failure to fulfill their commitments as an elder. If the elder body fails to resolve any matters relating to elder biblical accountability, the active resident members can call for a vote of removal by a written petition 50% of active resident members *in good standing* presented to the elders. After receiving a petition for removal with 50% of active resident members *in good standing* as signatures the elders will call for a vote of removal.

E. Vacancies

Elder vacancies can occur by death, resignation, or removal. When a vacancy occurs, the existing elders shall appoint a replacement, if warranted and qualified replacement is able and willing to serve.

F. Dual Role

An elder, if so, deemed by a consensus of the elder body, can fill a team leader vacancy temporarily as needed.

SECTION 3. PROFESSIONAL MINISTERIAL STAFF

A. Selection

If it is determined by the consensus of the elder body that additional professional ministerial staff other than the pastor is needed for fulfilling the church's mission, they may be employed by the church after the position is funded by the budget. The elders will seek out candidates to fill the position. *With input from the pastor the elders will make the final selection for the staff position.*

B. Duties

The elders will outline specific and written job descriptions.

C. Termination

The minister's duties with the church may be terminated by resignation, death, or dismissal. The elders may make dismissal.

SECTION 4. LAY PASTORS

A. Purpose and Function

The Lay Pastors will serve in the Biblical role described in scripture as Deacon (Acts 6:1-4, I Timothy 3:1, 8-10). They are directed by the pastor to help carry out ministry duties. They are appointed and replaced by the pastor, with consensus of elders, at his discretion. *The lay pastors will have direct communication with the pastor for spiritual matters only. All other*

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*matters will be addressed to the elders. The elders will make a final decision on the matter.
The lay pastor's duties will include the following visits and areas:*

- **HOSPITAL**
- **CIRITICAL CARE FACILITIES**
- **SADDLES UP**
- **SICK**
- **PREACHING WHEN NEEDED**
- **FAMILY REQUEST**
- **MENTOR TEAMS (DOES NOT VOTE ON ANY TEAM DECISIONS OR
RECOMMENDATION**

B. Selection

Lay pastors shall be appointed as needed by the senior pastor with consensus of elders. In the event that the church does not have a full-time pastor. The elders can then appoint lay pastors if needed. All lay pastors will attend an AFCC clinic/school within six months of their appointment to a lay position.

C. Term of Office

The term is two years, but multiple terms may be served by mutual consent.

D. Removal

A Lay pastor may be removed before their term of office expires by death, resignation, or dismissal by the pastor and or elders.

ARTICLE III. SUPPORT STAFF

A. Selection

The pastor and or elders determine the need for support staff. Once a need is determined, budget approval by the church must be in place before a position can be filled.

B. Duties

Support staff persons will have specific and written job descriptions as outlined by elders with input from the pastor.

Termination

The elders may make dismissal.

ARTICLE IV TEAMS

SECTION 1 GENERAL MINISTRY TEAMS (Mark 3:13-18, 6:7-13, Luke 6:12-16, I Corinthians 12:17-31)

A. Purpose and Function

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Ministry teams shall be organized to carry out the specialized ministries of the church. Each ministry team shall have specific functions and responsibilities as assigned or approved by the *elders with input from the pastor.*

B. Structure

The elder body is to appoint members of the congregation to a team and empower them to make ministry decisions for a specific area of ministry. Those empowered to make decisions are called consensus members. The best practice is to have no less than 4 no *more than 7* *consensus members and as many supporting members as needed to carry out the mission of the ministry team. *However, as the church grows in membership the elders can add 3 additional consensus members.* Teams will function by consensus, not majority vote. If consensus cannot be reached, the matter must either be tabled or prayed about before being addressed again or placed before the elder body for a final decision.

***Consensus members are the Team Leaders.**

C. Qualifications

Consensus members must be active resident members of the church in good standing non-church members can be active on **MINISTRIES TEAMS** as supporting team members but cannot be consensus members or Ministries leaders.

D. Formation of Teams

General Ministry teams may be formed as needed by the elders.

E. Selection and Term of Office

Consensus members and Ministries leaders are appointed by the elders or by someone they enlist to appoint members. The term of office for consensus leaders and general ministry team leaders will be two years, but members may serve multiple terms by mutual consent. This may be extended by a consensus of the elders.

F. Church Clinic (Planting School)

All team leaders must attend an AFCC church clinic or school within six months of accepting the position to remain in the team leader position. Upon adoption of these bylaws, a current team leader must attend an AFCC church clinic/school. within six months if they have not already done so. The six months can be extended by a consensus of the elders. Ministries Leaders are encouraged to attend an AFCC CHURCH CLINIC or an online clinic/school.

G. Removal

If a team member causes conflict or fails to carry out his or her responsibility to the team, they may be removed from the team by the elders.

H. TEAM LEADERS MEETING

Team leaders meeting will be held on the 3rd Monday of the month at 7 P.M. on the church premises. All team leaders meeting shall be recorded. All team leaders will sign the church meeting document. All team leaders meeting will be agenda driven. Any new issues that need to be addressed will be added to the team leaders next agenda. The following team leaders should be in attendance: Pastor, Elders, Lay Pastor, Team Leaders, Church Secretary, and Corporate Audit Secretary. Emergency issues will always be discussed. Team leaders who are unexcused more than 3 times a year will be addressed by the elders. At that time, it will determine if the team leader wants to remain in their current position.

SECTION 2 STANDING TEAMS

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A. Purpose and function

Standing teams shall be in place to assist in finding and providing the tangible resources necessary to effectively carry out the church's ministries and business.

B. Structure

Standing teams are structured the same as ministry teams.

C. Qualifications

Qualifications are the same as those of general ministry consensus members.

D. Standing Teams

The standing teams of the church shall be:

1. **Facility Team** is responsible to ensure that the church has adequate facilities to effectively carry out its ministries. They will oversee the care, maintenance, and use of all facilities and grounds except the arena. They will not oversee paid staff. *The Team Leader will be the coordinator of the Ministries Teams under the Facility Team.*

Facility Ministries

- **MAINTENANCE**
- **LANDSCAPPING**
- **CHURCH AND GROUNDS MANTENIANCE**
- **COORDINATING CHURCH SPACE**
- **RENTING THE CHURCH AND EQUIPMENT FOR PERSONAL ACTIVITIES**

2. Audit Team

The Audit Team is made up of no less than 3 no more than 7 members. They meet once a month to audit the financial records. They only verify and report. They have no decision-making authority about how money is spent. *The Team Leader will be the coordinator of the Audit Teams Members under the Audit Team. One audit member will be assigned duties as the corporate clerk/secretary.*

Audit Ministries

- **AUDIT TEAM MEMBERS**

3. Arena Team

The Arena Team shall be responsible for the oversight, care, maintenance, and use of the arena and all arena ministry events. *The Team Leader will be the coordinator of the Ministries Teams under the Arena Team*

Arena Team Ministries

- **TRAIL RIDES**
- **PARADES**

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- **ARENA MAINTAINCE**
- **ARENA COOK SHACK**
- **ROPPING**
- **BARRELL RACING**
- **MUTTON BUSTING**
- **GOAT TOSSING/ ROPPING**
- **SORTING**

4. *Spiritual Ministries Team (Pastor)*

- **LAY PASTORS**
- **PRAYER REQUEST**
- **WOMENS BIBLE STUDY**
- **MENS BIBLE STUDY**
- **TUESDAY BIBLE STUDY**
- **GRIEF SHARING**

5. *Hospitality Ministries Team the Team Leader will be the coordinator of the Ministries under the Hospitality Team.*

- **HOSPITALITY MEALS**
- **OUTREACH**
- **SUNDAY ANNOUNCEMENTS**
- **CLEANING CREW**

6. *Youth Team the Team Leader will be the coordinator of the Ministries Teams under the Youth Team.*

Youth Team Ministries

- **CORRAL YOUTH**
- **TEACHERS**
- **NURSERY**
- **VACCATION BIBILE SCHOOL**
- **CHURCH CAMP**

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SUNDAY SCHOOL

- **AGES INFANTS-4 COLTS**
- **AGES 5-8 MAVERICKS**
- **AGES 9-12 BRONCS**
- **AGES 13-18 MUSTANGS**

WRANGLER YOUTH CORRAL

- **AGES 8- 18**

7. Media Team the Team Leader will be the coordinator of the Ministries Teams under the Media Team.

Media Team Ministries

- **RADIO GRAM**
- **RADIO**
- **TV**
- **MUSIC/BAND**
- **NEWSPAPER**
- **SIGNS**
- **POSTERS**
- **BANNERS**
- **CHURCH STORE (SALES FROM THE CHURCH STORE WILL GO TO YOUTH ACCOUNT)**

8. Leadership Team (Are the Consensus Members)

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E. Selection and Term of Office

Members of Leadership Teams and Ministry Teams may be appointed by the elders or be enlisted by others who have been given that authority by the elders and do so under their supervision. The term of office for Leadership Teams and Ministry Team members will be two years. This may be extended by a consensus of the elders.

F. Removal

If a team leadership, ministry team leader, or any team member causes conflict, fails to carry out his or her responsibility to the team they may be removed by the elders.

A. Purpose and Function

The Leadership Team will serve to provide a forum in which the various ministry teams can brainstorm, coordinate activities and events, share resources, and generally work together to enhance the overall effectiveness of the church's ministries. It will be responsible for setting the church calendar and holding all ministry teams accountable to the church's mission statement, values, and constitution.

B. Structure

The Leadership Team will consist of the pastor, the elders, the lay pastors, team leaders and staff.

C. Meetings

The Leadership Team will meet as often as necessary to effectively coordinate the activities and events of the church to ensure cooperation between teams, to give reports on finance and other church issues, as well as reports of various ministries in the church. The leadership team is not a decision-making body unless empowered by the elders for specific issues not covered by other teams. All regularly scheduled leadership meetings are open to team leaders only.

ARTICLE V. CORPORATE OFFICERS

SECTION 1. PRESIDENT

The senior elder shall serve as the president and overall administrator of the corporation. He will serve as moderator at church conference/business meetings and be responsible for ensuring that the daily business affairs of the church cooperation are appropriately and effectively executed.

SECTION 2. TRUSTEES

A. Purpose and Function

Corporate Beneficiary Trustees shall sign the title to church property; all legal documents involving the sale, mortgage, purchase, or rental of property; all notes and loan instruments; and such other legal documents as may require execution on behalf of the church. There shall be 3 corporate beneficiary trustees. (Corporate Beneficiary Trustees will not have any rights to funds or assets)

B. Selection and Term of Office

The corporate beneficiary trustees will be the current elders.

C. Authority

The corporate beneficiary trustees will have decision-making authority; they will only execute the will of the church in legal matters. The elders that serve as corporate beneficiary trustee's duties will cease upon end of their term of office.

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D. The corporate clerk/secretary will be a member of the Audit Ministries shall serve as secretary of the corporation. The responsibilities of the corporate clerk/secretary will be to keep the minutes of corporate meetings.

E. VACANCIES

In the event a vacancy occurs in any corporate beneficiary trustees' position, the elders shall appoint a successor to fill the unexpired term.

SECTION 3. CHURCH CLERK/SECRETARY

A. Purpose and Function *the responsibilities of the church clerk/secretary will be to prepare and keep all church financial records, documents, deposit money, pay bills, and all other church records/documents as directed by the elders.*

B. Selection and Term of Office

The elders may appoint a volunteer. The Church Secretary shall serve as the Church Clerk. The church clerk/secretary shall be available on Sundays for church business.

C. *The elders with input from the pastor will select a new church secretary when the position becomes vacant.*

D. SUNDAY OFFERING COLLECTION

- **SUNDAY OFFERING COLLECTION DUTIES WILL CONSIST OF:**
- **COUNTING SUNDAYS OFFERING**
- **COMPLETING COLLECTION REPORT WITH TWO SIGNATURES**
- **COPYING COLLECTION REPORT TO INCLUDE CHECKS AND ENVELOPES**
- **PROVIDING COMPLETED TO AN ELDER/AUDIT TEAM LEADER**

ARTICLE VI. CHURCH BUSINESS

SECTION 1. FINANCES

A. Fiscal year

The fiscal year of the church will be on a calendar year basis beginning on January 1 and ending on December 31 of each year. A financial business meeting will be held before the last day of January for a new year. The date, time, and place of the financial business meeting will be announced to the church body no later than the Sunday before the business meeting. The audit team leader will periodically give the financial status of the church to the church body. The financial status report will be given on a designated Sunday after the church service is completed. No prior announcements are needed.

B. Accounting Procedures

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A system of accounting that will adequately provide instructions for the handling of all monetary funds. Accounting procedures shall be the responsibility of the Audit Team.

C. Budget

It is responsibility, but not limited to the Audit Team for preparing a budget for congregational affirmation prior to the beginning of each calendar year. The elders, if necessary, can also prepare the budget. The Elders, excluding the Pastor, are to make salary and compensation recommendations for the Pastor position. A proposed budget will be presented at a monthly leadership team meeting for discussion. After consideration of Leadership team discussion, the budget must be presented the congregation at a called business meeting for a nonbinding vote of affirmation. Any purchase of land or other indebtedness and expenditures that exceed 20% of the budget must be preceded by a nonbinding vote of affirmation by the active members in good standing. All policies related to finances can only be adopted by consensus of the elders.

D. Checks, Drafts, Etc.

All checks, drafts, or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the church shall be signed by at least two people who have been designated by the Elders for that purpose. *The Pastor/Elders must have administrative access to all bank accounts, however, they may not sign checks. The best practice is for the pastor, pastors' spouse, elder, elder's spouse, or other relations of conflict of interest does not serve as check signers or money counters.*

E. Deposits

All funds of the church shall be deposited the same day (if possible) as collected to the credit of the church in such banks, trust companies or other depositories as determined by the elder body.

F. Money Counting

All collected funds shall be counted in accordance with the prescribed *collection report* (See page 18) money collected may not be moved or transported until a counting sheet is filled out and signed by a minimum of two people. *All money collection reports, checks, and envelopes shall be duplicated in 3 copies. One copy each to the church secretary, audit team leader, and an elder. The elder will file the money collection reports in the church safe.*

SECTION 2. SPECIAL CHURCH CONFERENCES/BUSINESS MEETINGS

A. Special Church Conferences/Business Meetings

Church conferences/ business meeting may be called by the elders, by written petition of 50% of the active resident members in good standing presented to the elders.

B. Notices

Notices of the time and place of all church conferences/*business meeting* shall be given no later than the Sunday prior to such meetings by publication in the church newsletter or worship bulletin, or by public announcement at a regular Sunday morning worship service.

C. Place of Church Conferences: All church conferences/*business meeting* shall be held on the premises of the church.

D. Quorum: The active resident church members in good standing present at any duly called church conference/business meeting shall constitute a quorum.

E. Proxies: Voting by proxy at any church conference shall not be allowed or recognized.

F. Will of the Church: All Ministry Teams, officers, and organizations of the church shall carry out the will of the church on any given matter, duly expressed by its vote.

G. Rules of Procedure: The order of proceedings at church conferences shall be determined by the rules of practice contained in Robert's Rules of Order, Revised.

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H. Conduct of Church Business: All business of the church shall be conducted in a manner that honors Christ and respects others. The church shall strive to seek the will of God by prayerful deliberation and common consensus.

SECTION 3. CONTRACTS

The corporate beneficiary's trustees shall execute and deliver any contract or instrument in the name of the church, which may be authorized by the church to be so executed and delivered. In this connection, the church body shall be the ultimate authority for all actions taken by the church and no other person, organization or corporate officer shall have any authority to contract or otherwise bind the church without express authorization from the church body.

SECTION 4. BOOKS AND RECORDS

The church shall keep and maintain a complete and accurate record of all financial accounts, membership lists, and church conference minutes at its principal office. Any active resident member in good standing may inspect all books and records of the church, for any purpose at any reasonable *time/notice*. **All tithes and offerings records must be sealed and only persons appointed by the elders that are restricted by confidentiality may handle these records.**

SECTION 5. PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS

No member, officer, or person connected with the corporation, or any other private individual shall receive at any time any of the net earnings of pecuniary profit from the operations of the corporation, provided that this shall not prevent the payment to any such person of a reasonable compensation for services rendered to or for the corporation in effecting any of its purposes as shall be fixed by the church; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the corporation. All members of the church shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the corporation, whether voluntary or involuntary, the assets of the corporation, after all debts have been satisfied, then remaining in the hands of the officers of the church shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the church may determine or as may be determined by a court of competent jurisdiction upon application of the church, *exclusively to the AFCC*. *If the AFCC has been dissolved then* other charitable, religious, or educational organizations which would then qualify under the provisions of Section 501 (C)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

Notwithstanding any other provision of these bylaws, no member, officer, or representative of the corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by any organization exempt under Section 501 (C) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by any organization contributions to which are deductible under Section 170 (C)(2) of such code and regulations as they now exist or as they may hereafter be amended.

ARTICLE VII. AMENDMENTS

Proposed amended Bylaws must be brought to the Leadership team for discussion. After consideration of the leadership team discussions these Bylaws may be amended by consensus of the elder body. Amendments will be dated and signed by the current elders after it has been presented to the team leaders and church body.

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ARTICLE VIII. RELATIONSHIP TO CIVIL GOVERNMENT

The Church recognizes the civil government as instituted by God in accordance with Romans 13:1-7, however if the civil government passes a law, that the elders of this church interpret as conflicting with God's Holy Word the church will not recognize that law.

ARTICLE IX. ACTIVITIES ON CHURCH PROPERTY

All activities on church property will incorporate worship; therefore, all activities must be in obedience with all scripture found in the Holy Bible as interpreted by the elders of this church. Profanity and alcoholic drinks are prohibited at all church activities and events.

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5 HILLS COWBOY CHURCH COLLECTION REPORT

Account Name: _____

Activity for which money was collected: _____

Denomination	Person A - Dollar Amount	Person B - Dollar Amount
100's		
50's		
20's		
10's		
5's		
1's		
25's		
10's		
5's		
1's		
25's		
10's		
5's		
1's		
Total Account Deposit	\$	\$
(Cash & Checks)		
Both Persons Must Match		

- ❖ The person that is counting the money and completing this document will be a Team Leader/*Ministries Leader* will be Person A listed below.
- ❖ The person that is verifying the money and completing this document for the Sunday collection from the red barn needs to be a *disinterested church member*. They are person B listed below.
- ❖ The persons signing below are verifying that the Total Deposit amount is \$ _____

Printed Name of Person A	Signature of Person A	Date
Printed Name of Person B	Signature of Person B	Date
Printed Name of Secretary	Signature of Secretary	Date

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All deposits will be made the following Monday/or Tuesday if Monday is a holiday. The deposits must be accompanied by bank deposit receipt.

Once completed, this form will be turned into the to the Audit Team Leader and an Elder.

The Church will keep a copy of all collection forms to include copies of checks and envelopes. All copies will be secured in a locked safe on the church premises by an Elder.


EXHIBIT A RENTING/LEASING THE ARENA

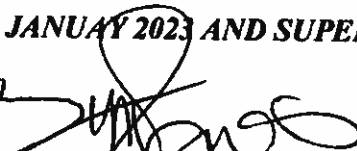
THESE BYLAWS WERE BRIFED AND APPROVED BY THE TEAM LEADERS AT THE TEAM LEADERS MEETING ON MONDAY 9 JANURARY 2023.

DATE AND TIME OF BUSINESS MEETING WAS ANNOUNCED AT THE SUNDAY SERVICE ON 1, 8, AND 15 JANUARY 2023.

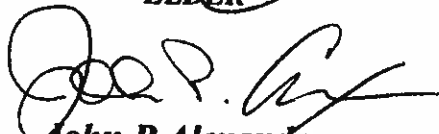
THESE BYLAWS WERE BRIFED AND APPROVED BY THE CHURCH BODY AT THE BUSINESS MEETING ON SUNDAY 22 JANUARY 2023.

THESE BYLAWS ARE EFFECTIVE 22 JANUARY 2023 AND SUPERSEDE ANY AND ALL PRIOR EXISTING BYLAWS.


**JAMES T HUCKABY
ELDER**


**MIKE JONES
ELDER**

**MICHAEL MERRILL
ELDER**


**John P Alexander
Pastor**

