



1061 E. Wilson Rd • Pahrump, NV • 89048
775-727-5384 • Email: Office@PahrumpCC.com

Pastor D. Keith Walker

BY-LAWS

Print date: July 15, 2008

Pahrump Community Church

An *Oasis* in a thirsty world
offering the hope and joy of knowing Christ,
encouraging people in the faith,
and enabling them for ministry.

By-Laws

ARTICLE I. DUTIES OF OFFICERS

1. **The Pastor** shall be the spiritual leader of the church, and paid overseer of all church organizations, programs and functions. He shall be responsible for building up the church body through evangelistic outreach, shepherding the flock, supplying the pulpit, visiting the sick, and preparing members for the same works of service (as in * Ephesians 4:12-16). He shall be an ex-officio member of all committees and organizations of the church. He shall join with the deacons and Sunday School Superintendent in appointing Sunday School teachers. Together with deacons, he shall appoint all committees and make other such appointments as may be necessary. Together with the deacons and in consultation with assistant pastors, the pastor shall supervise, meet with, instruct, guide, evaluate and counsel assistant pastors, and will insure their professional development as well as continuous effective church operations.
2. **The Assistant Pastor(s)** shall be paid assistant overseers of church organizations, programs and functions. They shall be responsible to the pastor. Their duties shall be assigned by the pastor, together with the deacons, taking into account their talents and desires, their needs for professional development, and the needs of the church. They shall through performance of assigned duties assist the pastor in building up of the body through evangelistic outreach, shepherding the flock, supplying the pulpit, visiting the sick, and/or preparing members * for the same works of service. They shall be ex-officio members of church committees and organizations, particularly in areas for which oversight has been delegated to them by the pastor and deacons. In those areas, they shall be involved with the pastor and deacons in supervision, appointments and other such activities.
3. **The Treasurer** shall receive all offerings and contributions, be responsible for having two (2) people count each offering, pay all church expenses, keep a complete record of all receipts and disbursements, handle all special funds (unless otherwise directed by the congregation); shall give a financial report at each business meeting, and a complete financial report to the congregation annually in February; shall submit the records for audit as requested.
4. **The Trustees** shall be official representatives of the church. They shall be responsible to the congregation to insure that the church constitution and by-laws are upheld. They shall participate with the Deacons in legal, financial and other business matters of the church. They shall not take any independent action which deviates from the constitution, by-laws, or historical church methods of operation, or which would incur expense or involve transfer of church property in excess of five hundred dollars (\$500.00) assuming availability of funds. Where such action is contemplated, the matter shall be taken before the pastor, assistant pastor(s), deacons, trustees and treasurer for formulation of recommendation(s) to be presented at the appropriate business meeting for vote by the congregation. They shall have the responsibility of the upkeep of the church building(s) and property. Any church property sold shall be sold on a cash basis only. The Board of Trustees shall elect a chairman annually immediately following election of church officers at the annual meeting. The Board of Trustees shall meet at least once each quarter, and at the call of the chairman prior to any unscheduled financial transactions.

5. **Deacons** shall be official representatives of the church in all spiritual, conceptual, legal, and financial matters. They shall be responsible to the congregation to insure that the church constitution and by-laws are upheld in all spiritual, conceptual, legal and financial church activities. They shall be responsible to the congregation to insure that church doctrine (Article II, Constitution) is not violated, and that no inappropriate material is presented in any church service, class or meeting. They shall insure that the church constitution and by-laws are upheld in all church activities, and shall not take any independent action, which deviates from the constitution, by-laws or historical church methods of operation. Where such action is contemplated, the matter shall be taken before the pastor, assistant pastor(s), deacons, trustees and treasurer for formulation of recommendation(s) to be presented at the appropriate business meeting for vote by the congregation. They shall be responsible for ushers at church services, and shall assist the pastor(s) in communion service and other such services as may be required. They shall join with the pastor(s) in formulations and assignment of pastoral duties for assistant pastors, and in appointment of Sunday school teachers. The Board of Deacons shall elect a chairman annually, immediately following the election of church officers at the annual meeting. The Board of Deacons shall meet at least once each quarter. The chairman or, in his absence, another deacon shall preside at all business meetings of the congregation.
6. **The Sunday School Superintendent** shall have general supervision of the Sunday Bible School, and shall work in harmony with the pastor in upholding the doctrine of the church.

ARTICLE II. TERMS OF OFFICE

1. **The Pastor(s)** shall not be limited to a specific term of office. Salary basis shall be adjusted to suit both the pastor(s) and church, and may be changed at any time agreeable to both. Thirty (30) day's notice by either church or pastor(s) shall be required, unless otherwise agreed, to dissolve the pastoral relationship.
2. **The Treasurer, and Sunday School Superintendent** shall be elected to serve terms of one year each.
3. **The Deacons** shall be elected for terms of three (3) years. At least one (1) being elected each year.
4. **The Trustees** shall be elected for terms of three (3) years, at least one (1) being elected each year.
5. **Unexpired Terms of Office**
 - a. Pastoral vacancy- a special meeting of the congregation shall be called to decide what action is to be taken.
 - b. Other officers – to be appointed by the pastor and deacons.
 - c. Failure to serve – in case any officer fails to serve, or becomes incapable of serving, the pastor and deacons will ascertain that this is so, and will appoint another to fill that office.
6. **Effective Date of Office** – Elected officers assume office immediately after election.

ARTICLE III. BUSINESS MEETINGS

1. **Monthly Meetings.** The congregation shall meet monthly on the second Wednesday unless otherwise announced. The October meeting will be the annual meeting. Special meetings of the congregation may be called at any time by the pastor, deacons, or upon written request of ½ of the voting members of the church. Special meetings shall be announced from the pulpit one (1) Sunday in advance and each person having a vote and shall be notified by mail at least three (3) days in advance.
2. **Annual Meetings.** The congregation shall meet annually in October during the regular monthly business meeting (unless otherwise duly announced), to elect officers, hear and act upon reports (financial and otherwise) from all organizations and departments of the church, decide all other business of major importance, and discuss and decide matters of controversy and discipline.
3. **A Quorum.** consists of seven (7) members who are entitled to vote.
4. **Conduct.** Meetings shall be conducted according to *Roberts Rules of Order*, a copy of which shall be supplied by the church to the senior deacon.
5. **Prerequisite.** All who are entitled to vote shall read the constitution and by-laws prior to the annual meeting.
6. **Annual Operating Report.** The pastor, assistant pastor(s) deacons, trustees and treasurer shall meet during the period immediately following each annual meeting to formulate the Annual Operating Report. As a minimum, this report shall include the previous fiscal year's budget report, current church financial status, immediate church financial status, immediate church goals and plans, long-term objectives, and the proposed church budget for the following fiscal year. The church treasurer shall assist in the preparation of budget information. Annual reports from church departments shall also be used in future planning. The report will be mailed in draft form so as to reach each member at least one week prior to the following December business meeting, when it will be presented for congregational approval. The finalized report shall become the annual church operating document unless amended by further vote of the congregation. Amendments may be made by vote of those present entitled to vote at any business meeting, provided proposed amendment(s) have been agreed upon by a majority of the pastor, assistant pastor(s), deacons, trustees, and treasurer and then read from the pulpit the Sunday preceding the business meeting. The pastor, assistant pastor(s) deacons, trustees, and treasurer may meet at any time.
7. **Annual Audit of Financial Records.** Three (3) auditors shall be appointed at the October business meeting to verify compliance with collection procedures for offerings, and for receiving tuitions for Preschool and Academy. They will report and make recommendations in writing to the Deacon Chairman, which will be reviewed by the Pastor(s), Deacons, Trustees and Treasurer and a resulting report will be included in February business meeting.

ARTICLE IV. RECEPTION OF MEMBERS

Members shall be welcomed into this fellowship in accordance with Article III of the constitution.

ARTICLE V.

A nominating committee shall be chosen at the regular business meeting prior to the annual meeting. The nominating committee shall consist of three (3) persons entitled to vote. The committee shall carefully and prayerfully select one or more candidates for each office to be filled, and shall present these names of candidates at the annual meeting. All voting in election of church officers shall be by ballot, except when there is only one nominee. A majority vote of those entitled to vote and present shall be decisive.

ARTICLE VI. ORDINANCES

The church shall practice the two ordinances: The Lord's Supper and water baptism.

ARTICLE VII. SUNDAY SCHOOL

The Sunday school shall be an integral part of the church. Direction of the Sunday school is delegated to the Sunday School Superintendent. Sunday School funds and offerings shall be received by the church treasurer. Teachers shall be appointed annually to serve a term of one year by the Sunday School Superintendent in council with the pastor and deacons.

ARTICLE VIII. COMMITTEES

All standing committees shall be appointed at the annual meeting to serve a term of one (1) year. Special committees may be appointed when needed at the business meetings. Any person not fulfilling his duties may be replaced at the discretion of the church.

ARTICLE IX. USE OF CHURCH PROPERTY

The church property, both real and personal, is dedication solely for the service of the Lord. Permission for its use by other groups such as fraternal, political, sects, or cults shall not be granted. Requests for use for weddings and funerals shall be granted to those who will uphold the purpose for which this property is dedicated at the discretion of the pastor and deacons.

ARTICLE X. AMENDMENTS TO THE BY-LAWS

At any business meeting, amendments may be made by 2/3 vote of those present entitled to vote, providing the proposed amendments have been read from the pulpit the preceding Sunday.

ARTICLE XI. ADOPTION

These by-laws were adopted June 12, 1969. They were amended on the following dates:

October 31, 1971
April 9, 1975
September 7, 1977
October 7, 1981
July 11, 1984

October 9, 1985
October 8, 1986
October 9, 1991
October 13, 1993
May 18, 2008