

**Bylaws of  
The Rolling Hills Christian Church, Inc.  
Topeka, KS**

**Preamble**

Rolling Hills Christian Church, Inc. endeavors to be a Church of the Lord Jesus Christ as described and established by the New Testament. The purpose of these by-laws is to help carry out the life of this Church in a Biblical and orderly manner. The ultimate authority for Rolling Hills Christian Church's organization, governance and operation is the Bible. When conflict or ambiguity exists concerning these by-laws, deference is given to Scripture for resolution.

**Article I: Name and Principal Office**

The Name of the corporation is Rolling Hills Christian Church, Inc. This corporation will be further referred to in the bylaws as the "Church". The Church maintains its principal office at 4530 NW Hiawatha Pl. Topeka, KS 66618.

**Article II: Partnership**

**Section 1: General**

The New Testament depicts groups of people who, once devoted to Jesus, regularly participated with a specific body of believers (see Romans 16:1, 1 Corinthians 1:2, 2 Corinthians 8:1, Philippians 1:1, Acts 11:26). In order to implement the principles of accountability and commitment to such a local body as defined in the New Testament and practiced in the early churches, the Church recognizes the need for formal Membership, and is hereby known as Partnership.

Partnership in the Church will consist of all individuals who have met the following qualifications for Partnership. Plenary power to manage and govern the Church shall be vested in the Elders as set forth in Article IV of these Bylaws.

As such, Partners are not entitled to vote in person, by proxy or otherwise. The Elders may adopt and amend application procedures for Partnership in the Church.

**Section 2: Qualifications of Partnership**

Partnership is open to any individual who:

- (a) has accepted Jesus Christ as his or her personal Savior and Lord.
- (b) has repented of their sin.
- (c) has been baptized by immersion.
- (d) has completed the partnership course.
- (e) has signed the partnership agreement.
- (f) has completed and submitted the annual Spiritual Health Assessment by December 31<sup>st</sup> of each year.

### **Section 3: Responsibilities of Partnership**

The responsibilities of Partners as described by, but limited to, the following: spiritual growth (“practicing the way of Jesus”), helping others follow Jesus more closely (“making disciples”), practicing the “one-another’s” of the New Testament (“love one another”, “serve one another,” “submit to one another,” “share each other’s burdens,” “motivate one another to acts of love and good work,” etc.).

### **Section 4: Record of Partnership**

The Church shall maintain a record of all individuals who have been granted partnership by the Church. Partnership is renewed by completing the Spiritual Health Assessment in adherence to the requirement listed above.

### **Section 5: Termination of Partnership**

Partnership of an individual at the Church will be ended by the written or verbal request of the Partner to an Elder or Pastor of the Church, by the individual’s death, by not completing the annual Spiritual Health Assessment, or by a consensus decision of the Elders.

### **Section 6: Discipline of Partners**

The purpose of church discipline is to glorify God by maintaining purity in the Church (1 Corinthians 5:6), protecting the believers by deterring sin (1 Timothy 5:20), promoting the spiritual welfare of the offending Partner by calling them back to Biblical standards of doctrine and conduct (see Galatian 6:1).

## **Article III: Partnership Meetings**

### **Section 1: Location**

Meetings of the Partnership will be held at 4530 NW Hiawatha Pl., Topeka, KS 66618 or at a location designated by the Elders.

### **Section 2: Vision Sunday**

Vision Sunday is a general meeting for the Partners to review the previous year of ministry, financial health of Rolling Hills Christian Church, and to relay the vision for the future of the Church in order to stay “mission-focused”. Vision Sunday will be held in the first quarter of the year on a date and a time as determined by the Elders by giving a two-week notice to the Partners.

### **Section 3: Affirmations**

Affirmation is the inclusive process of including the partners to express either written or verbal support for the decisions of the Elders. Partner Affirmation will be requested for the following:

- (a) Affirmation of the Elders concerning their Biblical qualifications.
- (b) Indebtedness that results in a mortgage against the Church as outlined in Article VII: Section 4.

## **Article IV: Elders**

### **Section 1: General Scope**

Rolling Hills Christian Church seeks to be a New Testament Church committed to the teachings of the Bible. No other authority or tradition is to guide the means, faith, or structure of the Lord Jesus Christ's Church. The pastoral and administrative structure for a New Testament Church is to utilize a plurality structure of leaders, consisting of, but not limited to, elders, professional staff, lay leaders, etc. The Elders are accountable before God, the ultimate oversight of the Church. Rolling Hills Christian Church abides by, and practices Elder Governance in keeping with Biblical practices.

### **Section 2: Duties**

The Elders will oversee, lead, shepherd, and care for the spiritual condition of the Church as set forth in the Bible. According to scriptural example, the Elders' primary responsibilities in an Elder governance model are: Prayer (Acts 6:2); Preaching (Acts 6:2; "ministry of the word"); Policy creation and oversight (Acts 15:22, 28-29); Pastoral care (Acts 20:28); Protection (Acts 20:28-31).

### **Section 3: Qualifications**

Any man who is an active Partner of the Church and has demonstrated spiritual maturity over an indeterminate period of time and meets scriptural requirements (see 1 Timothy 3:1-7, 5:17-22; Titus 1:5-9; 1 Peter 5:1-4; Hebrews 13:17), is eligible to serve as an elder.

### **Section 4: Selection**

The Elders will determine the appropriate number of elders to serve based upon the number of spiritually qualified individuals. When deemed necessary to have additional elders, the currently serving elders will recruit, orient, equip and integrate new elders into the eldership through a deliberate vetting process.

### **Section 5: Terms of Service**

The terms of service for elders will be for an indefinite period of time. Each elder will be asked to make a one-year commitment, subject to annual review by their peers and reaffirmation by the Church Partners. An Elder may be terminated if he should submit his own resignation or if the Elders decide to remove him from office by a majority vote at any Elder meeting.

### **Section 6: Organization of The Elders**

The elders will meet as often as necessary. Minutes shall be recorded of all meetings. The elders will appoint annually from their own number, men who serve in the following roles: Chairman, Vice-Chairman and Recording Secretary of the elders. An elder will be designated by consensus of the elders as the Chair of the Leadership Team.

### **Section 7: Accountability of Elders**

Elders shall be attentive to what they believe and how they behave. A team of elders holding each other mutually accountable will be attentive to each other's words and walk.

A plurality of elders shall be accountable to each other for spiritual health. This is demonstrated by:

- Knowing One Another
  - Elders will meet together formally for prayer and to discuss spiritual and leadership issues. Informal gatherings will consist of developing individual accountability partners from within the elder team.
- Caring for One Another
  - Elders will be responsible for each other’s spiritual health. An openness to share about time in prayer, devotionals, spiritual practices, healthy boundaries, and family is expected amongst elders.
- Questioning One Another
  - Elders will ask any question at any time of any elder. A plurality of elders allows for mutual care and accountability.
- Challenging One Another
  - Accountability cannot occur if there is an unwillingness to speak candidly. The elder team should not set out to be contrarian, but it will set out to be thoughtful and honest.
- Praying for One Another
  - Elder’s concern, regarding the health of the church will lead to persistent praying for each other. Elders pray for one another to experience protection from the enemy and direction from the Holy Spirit.

*Be careful about the way you live and about what you teach. Keep on doing this, and you will save not only yourself, but the people who hear you. 1 Timothy 4:16 CEV*

## **Article V: Church Leadership**

### **Section 1: General Scope**

The following is a description of the various positions of leadership at Rolling Hills Christian Church, which creates a multifaceted leadership structure and allows us to do ministry in a decent and orderly fashion.

### **Section 2: Elders**

The Elders, previously described in Article IV, have final authority over all matters at Rolling Hills Christian Church.

### **Section 3: Lead Pastor**

The Lead Pastor is responsible to the elders to lead Rolling Hills Christian Church in such a way that the church functions effectively as a New Testament Church, thereby achieving the stated vision and purpose. The Lead Pastor will provide a clear voice of leadership to Rolling Hills Christian Church and be responsible for communicating the vision, while preaching/ teaching the Word of God so that lives can authentically be impacted by Scripture. He is to lead by precept and example, maturing believers through insightful and accurate presentation of the Word. The Lead Pastor will be considered a member of all ministry teams by virtue of his role (“ex-officio”). The Lead Pastor will serve as an elder, being accountable for, and a representative of, all staff positions.

### **Qualifications:**

The Lead Pastor will be a male and will possess the same spiritual qualifications as that of an Elder (see By-Laws, Article IV: Elders, Section 3: Qualifications). The Elders may establish further skill requirements (i.e., preaching, teaching, leadership, etc.).

**Selection:**

The Elders will appoint a team of individuals (i.e., Search Team), comprised of selected Elders and other leaders deemed appropriate. The Search Team will locate a Lead Pastor, conduct initial interviews, complete background investigations, and recommend a candidate to the Elders for their review and approval. After prayerfully reviewing the candidate, the Elders will appoint him to the role of Lead Pastor.

**Section 4: Executive Team**

**General:**

While Scripture indicates that elders bear the ultimate responsibility for leading the church, it does allow for the delegation of responsibilities. Therefore, the Elders of the Church will specifically delegate to the Executive Team the responsibility of overseeing the legal, financial, business, and executive matters of the Church. The Executive Team will create whatever internal structures it deems appropriate to carry out its responsibilities and to fulfill any requirements necessary for them to act as legal and financial representatives of the Church. The Executive Team will function as the trustees and will be accountable to the Elders. The elders may appoint additional individuals who will serve as at-large members of the Executive Team, and who will perform duties as delegated by the chairman.

**Officers:**

On an annual basis, the elders will appoint officers comprising the Executive Team, who are considered the Church's corporate officers:

*Chairman:* This individual is also an Elder and will preside over the Executive Team. He is responsible for leading such meetings. It is his responsibility to keep the Elders apprised of the operational integrity of the church.

*Vice-Chairman:* This individual will be appointed from outside the eldership and will fulfill the duties and responsibilities of the chairman when they are absent and will perform other duties as delegated by the chairman.

*Treasurer:* The treasurer will be appointed annually from outside the eldership and present monthly financial reports at the Executive Team meetings, keeping the Team informed as to the status of the general operating budget. The treasurer oversees the management of all financial investments, cash gifts (i.e., stocks, bonds, etc.), and develops a system of financial operation that ensures fiscal integrity.

*Secretary:* This individual will be appointed annually from outside the eldership and will be responsible for taking minutes of all the Executive Team meetings and partnership meetings. They will provide accurate minutes in a timely fashion to the elders and Executive

Team members. They will have the ability of retrieving these records when needed and ensuring the accuracy of all meeting minutes prior to submitting them as official records of the Church.

### **Section 5: Ministry Teams**

Ministry teams perform duties related to specific ministry tasks (i.e. missions team, kids teams, worship/tech team, host team etc.). These teams have been delegated the responsibility and authority to do their ministry within the confines of their operating budget and church policies. Each team is responsible to meet regularly, and they will be accountable to either a staff member or another individual appointed by the elders. Each team may create a ministry description that aligns with the mission and vision set by the elders, outlining the role and responsibilities of the team. Every ministry organization within the Church will be an integral part of the Church and not an entity in and of itself. The elders will have ultimate oversight of all ministry teams connected with the Church.

## **Article VI: Indemnification**

### **Section 1: General Scope**

The Church will indemnify any agent (i.e., elders or officers) made a party to any action, suit, or proceeding by reason of the fact that they are or were a director of the Church, against all costs and expenses, including attorney's fees, actually and necessarily incurred by them in connection within any appeal therein, except in relation to matters as to which it will be adjudged in such action, suit or proceeding that such person is liable to negligence or misconduct in the performance of their responsibilities. Such right of indemnification will not be exclusive of any other rights to which such person may be entitled apart from the provisions of this article.

### **Section 2: Required Standard of Conduct**

The agent (i.e., person) seeking indemnification will be found by the elders that they acted in good faith, in a manner they believed to be in the best interest of the Church, and with such care, including reasonable inquiry as an ordinarily prudent person in a like position would use in similar circumstance. In the case of a criminal proceeding, the person will have had no reasonable cause to believe that their conduct was unlawful.

### **Section 3: Insurance**

The Leadership Team may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent (i.e., person) of the Church against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not, the Church would have the power to indemnify the agent; provided, however, that the Church will have no power to purchase and maintain such insurance to indemnify any agent of the Church for violation of State or Federal laws.

## **Article VII: Fiscal Operations**

### **Section 1: General Scope**

The Church will maintain adequate and accurate books and financial records, minutes of elder's meetings, Executive Team meetings, meetings with Church partners, including

names, addresses and contribution records of individuals. All such records will be securely kept at its principal place of business and the safekeeping of the records will be the responsibility of the Secretary of the Leadership Team.

## **Section 2: Organizational, Policy and Procedural Manuals**

These manuals are prepared as a guide to all who serve in leadership positions at the Church. The purpose of the manuals is to aid in effectively fulfilling the purpose of Rolling Hills Christian Church, providing guidelines about Rolling Hills Christian Church's organizational structure and ministry operations. Policy statements guide and protect, and the elders reserve the right to modify, supplement, rescind, or revise any of the policy manual's information, with or without notice, as deemed necessary.

## **Section 3: Inspection of Records, Reports and Documentation**

An active Partner may, at any reasonable time, inspect records, reports, and documentation of the church except for any personnel salaries and records, contribution records, elder meeting minutes, and counselling records.

## **Section 4: Asset and Debt Management**

The elders delegate the authority to the Executive Team to manage all funds of the Church. If there are requests for expenditures exceeding the approved general operating budget, the Leadership Team is responsible to review and approve/deny such a request and notify the Elders of the decision. The Executive Team may buy or sell church assets up to, but not exceeding, a market appraised value less than 20% of the current operating budget. Purchases or sales greater than 20% of the current operating budget requires prior approval of the elders. In instances that would result in indebtedness secured by the real property of the Church, a partnership meeting will be held seeking congregational affirmation of the indebtedness if the loan amount exceeds 20% of the current operating budget. The Executive Team may obtain short-term (less than 1 year) unsecured financing on behalf of Rolling Hills Christian Church up to an amount of, but not exceeding 20% of the current operating budget.

## **Section 5: Fiscal Review**

The fiscal operation of the Church is subject to annual review as deemed necessary by the Leadership Team, including, but not limited to, an annual compilation by a Certified Public Accountant.

## **Article VIII: Purpose and Requirements to be exempt as an Organization described in section 501(c)(3) of the Internal Revenue Code**

### **Section 1:**

The organization is organized exclusively for charitable, educational purposes, including for such purposes the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code of the corresponding section of any future tax code.

**Section 2:**

No part of the net earnings of the organization will inure to the benefit of, or be distributed to, its partners, trustees, officers, or other private persons, except that the organization will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

**Section 3:**

No part of the activities of the organization will be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization will not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf or in opposition to any candidate for public office.

**Section 4:**

Notwithstanding any other provision of these bylaws, the organization will not carry on any other activities not to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code.

**Section 5:**

Upon dissolution of the organization, assets will be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or will be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not so disposed of will be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organizations, as said Court will determine, which are organized and operated exclusively for such purposes.

**Article IX: Amendments****Section 1: General Scope**

These bylaws, or any provision of them, may be altered, amended, or repealed; and new bylaws may be adopted at any time by the Elders.