

Official Version
Revised 11/12/2013

BYLAWS

TANGLEWOOD COMMUNITY CHURCH, INC.

ARTICLE I – Name

The name of this Church shall be Tanglewood Community Church, Inc., a non-denominational Christian Church, referred to throughout these bylaws as the “Church”.

Tanglewood Community Church, Inc. is a legal Florida Not For Profit Corporation.

ARTICLE II – Mission

The mission of this Church shall be to proclaim and propagate the Christian Faith through the word of God and the means of Grace.

ARTICLE III – Membership

Members of this Church shall consist of all who request to be members, as recorded in the official membership roll maintained by the Secretary of the Church, for the true purpose of this institution that the people will hear and receive the true knowledge of the Word of God.

Voting members of this Church are those members on record in the official membership roll of the Church.

ARTICLE IV – Governing Body

The governing body of the Church shall be the Church Board, who are the officers of the Church.

The Church Board shall administer the affairs of the Church in accordance with State and Federal Law and the Policies, Procedures and Guidelines approved by the members of the Church.

ARTICLE V – Officers

The elected officers of the Church shall be the following: Chairman, Co-Chairman-A, Co-Chairman-B, Secretary and Treasurer.

Effective January 1, 2014 the officers of the Church terms will be staggered.

The election for Co-Chairman-B and Secretary will be for one year and the election for Chairman, Co-Chairman-A and Treasurer will be for two years. Thereafter all terms of office will be for two years as provided in this section

All officers of the Church shall be members of the Church.

Officers of the Church shall be elected for a term of two (2) years and are limited to a total of two terms in that office. They will be eligible for the same office after an absence of two (2) years.

Officers of the Church whose term is ending for a specific officer position are eligible to be elected to another officer position.

In the event of a vacancy during the term of office on the Church Board, the remaining members of the Church Board, by majority vote, shall pick a replacement to serve the remaining term of the replaced member; said replacement could then stand for election and fall under the same term restrictions as other Board members.

Duties of Officers

Chairman

- 1. Preside over all official meetings of the Church.**
- 2. Be the representative for the Church with the Pastor.**
- 3. Be the official spokesperson of the Church.**

Co-Chairman(s)

- 1. Shall assume the duties of the Chairman in the Chairman's absence. Chairman shall appoint one of the Co-Chairman to act in Chairman's behalf in event of absence.**

Secretary

- 1. Keep the official minutes of Church meetings.**
- 2. Prepare and post the minutes and present them at the next meeting.**
- 3. Present Church correspondence to the Church Board.**
- 4. Maintain the official membership roll of the Church.**

Treasurer

- 1. Keep the official financial records of the Church.**
- 2. Prepare a financial report for each regular meeting of the Church.**
- 3. Receive all funds and pay all expenditures in accordance with Church Policies and Procedures.**

Other Officers

The Church Board shall have the authority to appoint assistant officers as deemed necessary.

Article VI – Meetings

ALL CHURCH MEETINGS SHALL BE HELD IN A CHRISTIAN SPIRIT AND CONDUCTED IN ACCORDANCE WITH ROBERTS RULES OF ORDER.

The number of members attending a Church meeting shall be a quorum.

All matters presented at a Church meeting requiring approval shall be approved or disapproved by members by a simple majority of the votes cast.

Regular Meeting

The regular meeting of the Church shall be monthly, unless cancelled or changed by the Church Board.

Special Meeting

A special meeting may be called by the Chairman, two elected officers or 20% of members requested in writing stating the purpose of the meeting. Notice shall be placed in the bulletin the two successive Sundays and written notice mailed to the members of record after the request stating the date, time and purpose of the meeting.

Annual Meeting

The annual meeting of the Church shall be held immediately following the regular Church meeting in December of each year.

Agenda shall include but not limited to:

Election of Officers

Designation of Depository

Adoption of Annual Budget for coming year

Appointment of Committee Chairs

Article VII - Committees

Each committee deemed necessary to carry out the business and mission of the Church shall be approved at a Church meeting stating the purpose of and mission of each committee.

Creation or termination of a Committee shall be determined at a regular meeting of the Church.

Article VIII - Church Staffing

Pastor

The Pastor of Tanglewood Community Church shall be an ordained minister and the spiritual leader of the Church.

The Pastor shall enable those who attend and participate in the mission of the Church to grow spiritually in the knowledge of God through his Son, Jesus Christ, by preaching, teaching and being a Christian example.

The Pastor shall be a counselor to those who are in need of spiritual comfort and growth.

The Pastor shall be ex-officio member of all Church committees to promote the Gospel of Jesus Christ with deeds and actions.

The Pastor shall be responsible and accountable for but not limited to the following:

Cooperate fully with the Policies and Procedures adopted by the Church.

Communicate and inform the Church Board to effectively maintain and promote a positive spiritual and administrative atmosphere.

Make visitations to hospital when requested, nursing home visitations and home visitations.

Perform weddings, funerals and house blessings.

Pastor Vacancy

When a vacancy occurs in the position of Pastor, a search committee is to be formed by the nomination of three (3) Church members (to include one member of the Church Board) by the Nominating Committee and three (3) at-large Church Member positions, all elected by the Church. Nominations can be made from the floor for at-large positions.

The search committee shall inquire as to the availability of a suitable replacement. When possible, two (2) members of the committee shall interview and hear a prospective candidate preach. This may also be accomplished via electronic media when distance precludes an interview. The committee may present only one candidate at a time, who shall preach before the Church.

The Church members shall vote for the candidate at a Special Meeting. For election a candidate must receive a two-thirds (66 2/3%) vote of those Church members in attendance at the meeting.

The Church Board will provide a salary range to search committee and the remuneration shall be approved at the time of the approval of the candidate.

Should dismissal of a Pastor become necessary, a majority vote of the Church members present at a Special Meeting will be required. This consideration can only be done when all possible attempts at reconciliation by the Church Board have been exhausted.

Other personnel / positions

Other personnel / positions needed from time to time to carry out the Mission of the Church, shall be determined by the Church Board.

Article IX – Ordinances

The Church shall have at least one weekly Church service on Sunday.

Baptisms -The Pastor shall determine the baptism procedure.

Communion – Dates and times shall be determined by policy.

Ministry of the Church – To proclaim and propagate the Christian Faith through the means of Grace.

Article X - Dissolution

In the event the Church is to cease operation and it is determined to dissolve the Church, it shall be dissolved in accordance with the laws of the State of Florida and the rules and regulations of the Internal Revenue Service.

Article XI – Amendments

These Bylaws may be amended by the Church provided proper procedure as follows:

- 1. Proposed amendments shall be formulated and voted on at a special meeting of the Church**
- 2. A special meeting shall be properly called for the purpose of and voting upon the proposed amendment(s).**
- 3. A 2/3 vote of members in attendance shall be required for approval of said amendment(s).**

End of Document – Bylaws

9/5/08

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