

# **COOL COMMUNITY CHURCH CONSTITUTION AND BY-LAWS**

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**PREAMBLE  
TO THE CONSTITUTION OF  
COOL COMMUNITY CHURCH**

For the purpose of establishing and maintaining a place for the worship of the Almighty God, our Heavenly Father, for the more certain preservation and security of the principles of our faith, and to the end, that this part of the body of Christ may be governed in an orderly manner consistent with the teaching of the Holy Scriptures, and for the purpose of preserving the liberty of each individual member of this church, and the freedom of action of this body with respect to its relation to other churches of like faith, we do declare and establish this constitution.

# COOL COMMUNITY CHURCH CONSTITUTION

## ARTICLE I

### NAME

This body shall be known as the Cool Community Church

## ARTICLE II

### PURPOSE

1. To teach and to preach the Gospel of Jesus Christ, both at home and abroad unto the salvation of the lost and the edification of believers. Acts 1:8
2. To earnestly contend for the faith. Jude 3; I Corinthians 15:3-4
3. To administer the ordinances of the New Testament.
  - a. Christian baptism Matthew 28:19
  - b. The Lord's Supper I Corinthians 11:23-25
4. This association does not contemplate pecuniary gains of profit to the members thereof and it is organized for nonprofit purposes.
5. No substantial part of the activities of this group shall consist of carrying on propaganda and shall not distribute or publish statements on behalf of a political candidate.
6. Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 ©) (3) of the Internal Revenue Code of 1954.

## ARTICLE III

### STATEMENT OF FAITH

#### WE BELIEVE:

The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the Divine and final authority for Christian faith and life.

In one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

That Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.

That man was created in the image of God but fell into sin and is, therefore, lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

That the shed blood of Jesus Christ and His Resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and, thus become children of God.

That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

That the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the Body of Christ of which He is the Head.

That only those who are, thus, members of the true Church shall be eligible for membership in the local church.

That Jesus Christ is the Lord and Head of the Church and that every local church has the right, under Christ, to decide and govern its own affairs.

In the personal and premillennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.

In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

## ARTICLE IV

### CHURCH COVENANT

Having been led by the Spirit of God, I have received Jesus Christ as my Lord and Savior, I have become a new creature, born into the family of God, and now in the presence of God and this assembly, I do solemnly covenant, as a member of His body, to lead a life worthy of the Lord, for His honor and glory.

I will strive by the help of Jesus Christ, my Savior, and by the aid of His indwelling Holy Spirit to promote the following personal goals:

1. To strive for the advancement of this church, in knowledge, purity and peace; to promote its prosperity and spirituality, to hold its doctrines; to sustain its worship, ordinances, discipline and outreach.
2. To support this ministry by cheerful and regular giving; to contribute time, talent, and money to God for the work of this church.
3. To teach the Word of God to my children; to seek the salvation of my kindred and acquaintances.
4. To live before the world as a true witness of Christian character; to be just in my dealings, faithful in engagement, and exemplary in my deportment; to avoid unkind words and unrighteous anger; to abstain from every form of evil that may

cause a brother to stumble; and to be zealous in my effort to advance God's kingdom here on earth.

5. To watch over my brothers and sisters in Christ in love; to support them in prayer; to aid them in sickness or distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of our Savior's Word to seek it without delay; to be willing in meekness and affection with prayer to admonish and to be admonished; to encourage each other in the blessed hope of our Lord's soon return.
6. To follow the Holy Scriptures as the rule of faith and practice in life, and in the event of moving from this place, to unite as soon as possible with some local church where the true Word of God is proclaimed and where I can carry out the spirit of this covenant and the principles of the Word of God.

## ARTICLE V

### MEMBERSHIP

#### A. QUALIFICATIONS FOR MEMBERSHIP

1. A born-again believer 18 years of age or older  
Examination by the elders
3. The applicant shall be required to assent to the statement of faith and covenant of the church and join publicly in accepting the statement of faith and covenant and shall subscribe to the constitution and by-laws of the church.
4. A desire to share in the fellowship and ministry of this church.
5. Public confession of faith in Jesus Christ as personal Savior and Lord.

#### B. PROCEDURE FOR MEMBERSHIP

1. Applicant must apply for membership to the pastor who will present the application to the elders.
2. The applicant shall appear before the elders. The elders shall have the liberty to question the candidate in matters pertaining to his conversion and his past and present Christian experience and any other matters that the elders may deem, that may have a bearing upon the applicant's qualifications for membership.
3. Members from other churches may be received by letters of recommendation and transfer from their respective churches. Those who desire to transfer their membership in this manner must still be examined by the elders.
4. After the applicant is dismissed, the elders will vote on the application. The applicant must be recommended by the elders in order to become a member.
5. The applicant shall be presented to the church at a regular church meeting or at a special meeting planned for receiving new members.
6. All members and prospective members will be required to take a membership class.

#### C. RESPONSIBILITIES OF MEMBERSHIP

1. Regular Membership:

A member shall be able to vote at church business meetings and hold office in the congregation. Every member is expected to faithfully fulfill his Christian obligations so that the purpose of this church may be realized. As far as possible every member shall attend the church services and contribute regularly to the support of the church according to his ability.

Transfer Of Membership:

Any member who leaves the church in good standing may obtain therefrom a letter of recommendation and transfer to any other church of like faith.

## ARTICLE VI

### CHURCH DISCIPLINE

Scriptural Basis And Guidelines:

I Corinthians 5:1-7; II Corinthians 2:6-11, 13:1, 2, 10; Galatians 5:10, 12, 6:1; Colossians 3:12, 13; I Thessalonians 5:14; II Thessalonians 3:6; I Timothy 5:1, 20; Titus 1:13; James 5:19-20; Matthew 5:23-24; Matthew 18:15-17

A. Members In Sin

The church shall exercise mutual watchfulness and correction. Should any member become an offense to the name of Christ and the church by reason of unscriptural conduct or persistent breach of the church covenant or by teaching contrary to the church's statement of faith, the following forms of discipline may be taken after faithful efforts by the pastor and elders to bring such a member to repentance have failed:

1. Public rebuke and/or request for public confession and apology. The elders shall have the authority to initiate such action after due consideration of the case and an opportunity is given for a hearing with the involved member. The member being disciplined shall be notified of the elders' decision to take such action before the action is actually taken.
2. If the offending member does not repent, the elders shall remove him from church office, separate him from the Lord's Table, and remove him from fellowship and membership. Such decision shall be final, provided however, that any person thus excluded may afterward be restored to fellowship, and membership on confession of his fault and after having given evidence of true repentance. The disciplined member shall be notified of such action by a letter stating such and signed by the elders on behalf of the congregation.

B. Members In Conflict

In the event of a serious difference arising between members of the congregation, if reconciliation cannot be effected by the parties involved, they shall have the right of appeal

to the pastor and elders. No charges of misconduct or improper act shall be considered by the elders unless made in writing, duly signed, dated and executed before two witnesses.

C. Members Out Of Fellowship

Any resident member who absents himself from the ministries of this church for one (1) year or more may be removed from membership by a decision of the elders after efforts have been made by the pastor and elders to bring about a restoration of such a member.

## ARTICLE VII

### CHURCH GOVERNMENT

1. The fiscal year shall be from October 1 to September 30.
2. The annual meeting should be held after church, the first (1<sup>st</sup>) Sunday on or after October 15 with the officers taking office November 1.
3. Special business meetings shall be called as the need arises.
4. Any business meeting shall be announced at least one (1) week in advance in writing.
5. A quorum at any business meeting shall consist of thirty-five percent (35%) of the regular membership.
6. All business must be passed by two-thirds (2/3) majority of those voting.
7. The pastor shall be considered an ex-officio member of all church and church related committees and boards.
8. Only church members shall serve as officers, or on boards of the church and church related organizations except for Cool Christian School. In order to serve on the Cool Christian School board one must be a born-again Christian, a member or regular attender of a Bible-based church, be in good standing with their church leadership, and approved by the Church Board.

## ARTICLE VIII

### CHURCH BOARD AND OFFICERS

A. Church Board:

The Church Board shall consist of the pastors and the other elders. It shall be the duty of the Church Board to fill vacancies (between annual meetings) and functions as the church has given authority and as the office requires. The Church Board shall meet on a monthly basis.

Qualifications:

1. Any person appointed to the office of Elder must have been a member of the Cool Community Church for at least one (1) year. (Except for the pastor).
2. Any person appointed to the office of Elder must also meet the qualifications listed in scripture.
  - a. Above reproach (blameless) - 1 Timothy 3:2; Titus 1:6
  - b. Husband of but one wife - 1 Timothy 3:2; Titus 1:6
  - c. Temperate - 1 Timothy 3:2; Titus 1:7
  - d. Respectable - 1 Timothy 3:2
  - e. Not given to drunkenness - 1 Timothy 3:3; Titus 1:7
  - f. Manages his own family well - 1 Timothy 3:4
  - g. Sees that his children obey him - 1 Timothy 3:4-5; Titus 1:6
  - h. Does not pursue dishonest gain - Titus 1:7
  - i. Keeps hold of the deep truths - Titus 1:9
  - j. Self-controlled - 1 Timothy 3:2; Titus 1:8
  - k. Hospitable - 1 Timothy 3:2; Titus 1:8
  - l. Able to teach - 1 Timothy 3:2, 5:17; Titus 1:9
  - m. Not violent but gentle - 1 Timothy 3:3; Titus 1:7
  - n. Not quarrelsome - 1 Timothy 3:3
  - o. Not a lover of money - 1 Timothy 3:3
  - p. Not a recent convert - 1 Timothy 3:6
  - q. Has a good reputation with outsiders - 1 Timothy 3:7
  - r. Not overbearing - Titus 1:7
  - s. Not quick-tempered - Titus 1:7
  - t. Loves what is good - Titus 1:8
  - u. Upright, holy - Titus 1:8
  - v. Disciplined - Titus 1:8

B. Pastor(s):

1. The calling of a pastor: When the need to select a pastor arises, a Pastoral Search Committee shall be formed. The Pastoral Search Committee shall consist of both Church Board members and members from the congregation. The Pastoral Search Committee shall investigate the needs of the church and the possible candidates. They shall make their recommendations to the Church Board. The Church Board shall invite the candidate to preach, lead worship, or minister as appropriate to the specific position. Preferably the candidate will remain in the community for several days, thereafter, the candidate shall meet with the Church Board. Upon unanimous approval by the elders a special business meeting shall be called to consider the candidate with notice of such meeting given at least one week prior to said meeting. Vote required to call: 75% of members present. If the candidate under consideration comes from within the family of Cool Community Church the vote required to call: 80% of members present. No other candidate shall be invited unless action on the previous one has been completed, with negative results.

2. His ministry may be terminated by:
  - a. His personal request.
  - b. The request of the church membership through the elders, i.e. by a vote of the church membership.
3. At least one (1) month notice shall be given by the church or the pastor before dissolving the relationship.
4. The elders shall fix a salary for the generous support of the pastor and that salary shall be reviewed semi-annually for any changes that should be made.
5. The duties of the pastor shall be:
  - a. To teach the Bible, preach the Gospel, watch over the spiritual welfare of the church through prayer and visitation and lead its members in practical Christian living.
  - b. He shall review all candidates for baptism and marriage and shall not be permitted to unite a believer with a non-believer in holy matrimony.
  - c. He, in conjunction with the elders and by virtue of his position, shall have power of address and vote in all branches and committees of the church.

C. Elders:

1. The elders shall be appointed by the congregation for a term of three (3) years.  
Method of appointment:
  - a. A male member in good standing must be recommended to the Church Board for consideration.
  - b. An initial examination shall be made by the Church Board to review his qualifications.
  - c. Upon approval by the Church Board, his name shall be submitted to the congregation for their consideration and comment for three (3) weeks.
  - d. Written and signed comments should be submitted to a pastor, who, after prayerful consideration, will make the comments known to the Church Board. Objections to a man becoming an elder should be specific and Biblically based. Comments of confirmation or objection will be treated with utmost seriousness.
  - e. If objection to an individual being appointed as an elder cannot be satisfied/resolved, that person's name will be withdrawn from consideration, without public explanation.

If a clear majority of the comments received are affirmative and confirming then the Church Board can appoint the individual as an elder.

  - g. If there are no objections, or any objections can be satisfied or resolved, then he can be appointed to the office of Elder at the next annual congregational meeting.
2. Their term of office shall be arranged so that all of them shall not expire in the same year. They shall be eligible for re-appointment.
3. They are expected to attend church services and activities and ministries. They are to assist the pastor in his responsibilities such as to teach the Bible, preach the

Gospel, watch over the spiritual welfare of the church through prayer and visitation and lead its members to practical Christian living.

4. The elders will meet with the pastor on a regular basis for prayer and planning at the pastor's discretion.
5. The elders shall have the care, custody and control of the church properties and cover the same with adequate insurance and protect the properties and equipment in every way.
6. They shall have the authority to sign all legal papers, such as deeds, leases, notes and permits, which require the signature of the church. They shall be empowered to deed, rent, convey, buy or sell property without the vote of the church. However a congregation majority vote will be required of any sale or purchase of real estate holdings. They shall have the general supervision over all financial matters of the church.

D. Deacons:

Qualifications:

1. Any person appointed to the office of Deacon must have been a member of Cool Community Church for at least one (1) year.
2. Any person appointed to the office of Deacon must also meet the qualification listed in scripture:
  - a. Above reproach (blameless) - 1 Timothy 3:9
  - b. Husband of but one wife - 1 Timothy 3:12
  - c. Temperate - 1 Timothy 3:8
  - d. Respectable - 1 Timothy 3:8
  - e. Not given to drunkenness - 1 Timothy 3:8
  - f. Manages his own family well - 1 Timothy 3:12
  - g. Sees that his children obey him - 1 Timothy 3:12
  - h. Does not pursue dishonest gain - 1 Timothy 3:8
  - i. Keeps hold of the deep truths - 1 Timothy 3:9
  - j. Sincere - 1 Timothy 3:8
  - k. Tested - 1 Timothy 3:10
3. Deacons shall be appointed by the congregation for a term of three (3) years.

Method of appointment:

- a. A male member in good standing must be recommended to the Church Board for consideration.
- b. An initial examination shall be made by the Church Board regarding his qualifications.
- c. Upon approval by the Church Board, his name shall be submitted to the congregation for their consideration and comment for three (3) weeks.

- d. Written and signed comments should be submitted to the pastor, who, after prayerful consideration will make the comments known to the Church Board.
  - e. If objections to an individual being appointed as a deacon cannot be satisfied/resolved, that person's name will be withdrawn from consideration, without public explanation.
  - f. If a clear majority of the comments received are affirmative and confirming then the Church Board can appoint the individual as a deacon. If there are no objections or any objections can be satisfied/resolved, then he can be appointed to the office of Deacon at the next annual congregational meeting.
- 4. Their term of office shall be arranged so that all of them shall not expire in the same year. They shall be eligible for re-appointment.
  - 5. The deacons shall keep the building and equipment in repair. They shall provide heat, light and janitorial service.
  - 6. They are authorized to spend, without the Church Board's authorization, a maximum of one hundred dollars (\$100.00) when needed for maintenance of church properties.
  - 7. They shall be responsible to the elders for their transactions and shall give a report when required.
  - 8. The deacons will serve the body in whatever ways are necessary under the direction of the Board of Elders and/or Pastors.

## ARTICLE IX

### ORDINANCES

#### A. BAPTISM:

The pastor shall give special instruction to applicants for baptism.

- 1. The mode shall be total immersion ... in keeping with the scriptural picture of death and resurrection with the Lord Jesus Christ. Romans 6:1-4
- 2. The ordinance is desired but not required for church membership.

#### B. THE LORD'S SUPPER:

The Lord's Supper shall be observed once a month.

- 1. It shall be open to all born-again believers.

## ARTICLE X

### MEETINGS

A. THE ANNUAL BUSINESS MEETING:

This meeting should be held the first (1<sup>st</sup>) Sunday on or after October 15. At this meeting, reports shall be given in writing by all church organizations and church officers will be confirmed.

B. SPECIAL BUSINESS MEETINGS:

Special business meetings shall be called by the Church Board as the need arises and shall be announced at least one (1) week in advance, with the exception of meetings to amend the constitution which shall be announced at least two (2) weeks in advance.

C. PUBLIC SERVICES:

This church shall hold at least one (1) service on Sunday and as the need or desire arises, two (2) on Sunday and one (1) during the week. The purpose of these meetings will be to worship the Lord, instruct and edify the body of Christ, and reach the lost.

D. SPECIAL SERVICES:

This church shall hold missionary meetings, conferences, evangelistic services, baptismal services, and other special services upon the decision of the Senior Pastor and/or elders.

E. CHURCH BOARD MEETINGS:

The Church Board shall meet to transact its business at least once each month unless the Church Board shall vote to omit a meeting. Minutes in summary form, of all or part of the board meetings shall be available at Church Business Meetings.

## ARTICLE XI

### AUXILIARY BODIES

Auxiliary bodies such as Sunday School, Vacation Bible School and Youth Groups, et cetera, may be formed under this Article by the consent of the Church Board. No auxiliary body may form a constitution that supersedes or alters this parent constitution. A financial report shall be submitted by each auxiliary body to the treasurer and are financially accountable to the Church Board.

## ARTICLE XII

### CHURCH PROPERTY

The title to all real estate and personal property acquired by purchase, deed, gift, transfer, inheritance or other conveyance, shall be held in the name of the church as follows:

“The Cool Community Church, a corporation organized and existing under and by virtue of the laws of the State of California”.

All property so held shall be maintained by its duly appointed deacons, subject to the supervision and direction of the elders and in accordance with the laws of the State of California.

The property of this organization is irrevocably dedicated to religious purposes and no part of the net income or assets of this corporation shall ever incur to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision of payment, of all debts and liabilities of this organization shall be distributed to the Western District of the Evangelical Free Church of America, which is organized and operated exclusively for religious purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

### **ARTICLE XIII**

#### **AMENDMENTS**

1. This constitution and accompanying by-laws may be amended by a two-thirds (2/3) vote of the members present at the annual meeting of the church, or at a meeting specifically called for that purpose. The proposed amendment must be stated in the call and be announced at least once on each of two (2) Sundays before said meeting.
2. The adoption of any amendment shall rescind all previous articles or rules pertaining to the matter amended.

#### **GENERAL BY-LAWS**

1. With regard to music:
  - a. Music should be an expression of praise to God.
  - b. Music should be a comfort to Christians.
  - c. Music should provide doctrinal instruction for the saved.
  - d. Music should provide a challenge to the unsaved.
  - e. No music which is detrimental to the spirit of Christian worship will be allowed, neither in hymn, chorus, solo, or otherwise.
  - f. Visiting groups must have the approval of the pastor and/or Church Board.
2. With regard to films:
  - a. Church sponsored films such as the Billy Graham films, Sermons from Science, et cetera, may be shown on approval by the pastor and/or Church Board.
3. With regard to literature:
  - a. Such literature as is necessary for the needs of the Sunday School and for public distribution (such as Sunday School papers, tracts, information, bulletins, et cetera), shall be approved by the pastor and/or Church Board.

4. With regard to finances:
  - a. The main source of all church funds shall be the tithes and offerings.
  - b. Special projects will be announced and money may be designated for these projects from the general fund, or special offerings may be taken.
  - c. Any believer can sell his own possessions or goods and give it to the poor, those in need, or to the church. Acts 2:44-45
  - d. The policy of financing any project will be to proceed only as the money becomes available, and not to incur any debt.
5. With regard to ecumenism:
  - a. Although the church recognizes the unity of the true body of Christ as one church, we cannot have any part in the modern day trend of union with liberal or non-evangelical churches.
6. With regard to the charismatic movement:

(Such as tongues, faith healing, spirit baptism, et cetera)

  - a. This church recognizes the indwelling work of the Holy Spirit in every believer, and will not disassociate itself from those claiming a secondary genuine experience, except in cases of church discipline. We feel that those who claim this experience should not seek to force it upon others and we ask that they not “disrupt” any church service or spread discord among the brethren.
7. With regard to use of facilities:
  - a. Church Members

Any church member who wishes the use of the facilities of this church must first receive permission from the pastor and/or the Church Board.
  - b. Non-Church Members

Any non-church organizations that wish to use the facilities of this church must first receive permission from the Church Board.