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# Bylaws of

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# Apollo Baptist Church

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*Adopted*                      *2020*

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Apollo Baptist Church  
11611 N. 51st Avenue  
Glendale, Arizona 85304  
623-842-1281  
apollo@apollobaptist.org

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Scripture quotations, except those noted otherwise, are from the *New American Standard Bible*.

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**ARTICLE I**

**Location of Offices**

The name of this Corporation is Apollo Baptist Church. It is an Arizona nonprofit religious corporation with its office located at 11611 N. 51<sup>st</sup> Avenue in Glendale Arizona.

**ARTICLE II**

**Purpose**

This corporation is organized for exclusively religious purposes (including charitable purposes common to a church ministry as defined by Scripture). Our commission is summarized as follows: "And Jesus came up and spoke to them, saying, 'All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age'" (Matthew 28:18-20) (as modified).

**ARTICLE III**

**Statement of Faith**

The statement of faith of this corporation is that which is included in its Articles of Incorporation as filed in the Office of the Secretary of State of the State of Arizona.

**ARTICLE IV**

**Corporate Membership**

**Section 1. Corporate Members**

The corporation shall have no members. Any action which would otherwise require approval by a majority of all corporation members shall only require approval of the church congregation members. All rights which would otherwise vest in the corporation members shall vest in the church congregation members.

**Section 2. Members of the Church**

Nothing contained in Section 1 of this Article shall be construed to limit the right of the corporation to refer to persons associated with the corporation as "church members" even though such persons are not members of the corporation, and no such reference in or outside of these Bylaws shall constitute anyone being a member, within the meaning of Title 10 Section 10-3603 of the Arizona Revised Statutes. The corporation may confer by amendment of its Articles or of these Bylaws, some or all of the rights of a member as set forth in the Arizona Revised Statutes, upon any person or persons who do not have the right to vote for the election of officers or on a disposition of substantially all of the assets of the corporation or on a merger or upon dissolution or on changes to the corporation's Articles or Bylaws, but no such person shall be a member within the meaning of said Section 10-3603.

109 **ARTICLE V**

110 **Church Membership**

111 **Section 1. Purpose of the Membership**

112 The congregation of Christian believers who have applied for church membership and have been duly accepted  
113 shall constitute a spiritual body, united for the spiritual purposes set forth in the Articles of Incorporation and  
114 at Article II of these Bylaws.

115  
116 **Section 2. Applications for Membership**

117 All requests for membership must be made to a Pastor. Upon making such a request, a Pastor or Pastors  
118 must meet with the applicant. Each applicant must hear a presentation of the Gospel of Jesus Christ, the  
119 Statement of Faith, and the Church Covenant. Upon satisfying these requirements, the applicant may request  
120 an application. The completed application will include signing of the Church Covenant, signing of the  
121 Statement of Faith, and their written testimony of salvation through Jesus Christ. Any questions or  
122 disagreements with the Statement of Faith or Church Covenant must be made known to the pastoral staff for  
123 evaluation and determination of approval. If the applicant is a minor and/or has a cognitive disability, the  
124 pastoral staff has discretion to adapt these requirements to suit the applicant's age and level of  
125 comprehension.

126  
127 **Section 3. Admission of Applicants**

128 Should the pastoral staff of the church accept the application, the applicant must appear publicly at a regularly  
129 scheduled worship service to be baptized (if not previously baptized by immersion in a like-minded church) at  
130 which time their testimony will be read to the congregation. The congregation may then affirm the joining of  
131 the individual to this membership by voice vote. If the church is not meeting, then the voice vote shall be  
132 taken by the leaders of each small group and reported to the church.

133  
134 **Section 4. Voting Privileges**

135 Membership in this church shall not vest in any church member any proprietary rights in the corporation, but  
136 shall only entitle the church member to vote at a meeting of the church members on those matters submitted  
137 to the church membership for affirmation. In such cases, voting privileges are restricted to church members  
138 who are in good standing and who are not under any disciplinary action. Membership shall not be assignable  
139 to any other person or entity by any church member nor shall that membership vest to any personal  
140 representative, heir, or any other designated person.

141  
142 **Section 5. Responsibilities of Members**

143 Church members shall seek to exercise their spiritual gifts for the mutual benefit of all the church body and  
144 shall submit to the Church Covenant and the loving rule of the church congregation.

147 **Section 6. Church Discipline**

148 The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1  
149 Corinthians 5:6), to edify believers by deterring sin (1 Timothy 5:20), and to promote the spiritual welfare of  
150 the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Galatians  
151 6:1).

152 Members of this church who err in doctrine, or who engage in conduct that violates Scripture as determined  
153 by the Pastoral staff, shall be subject to church discipline, including dismissal, according to Matthew 18:15–  
154 18. Before such dismissal, however, (1) it shall be the duty of any member of this church who has knowledge  
155 of the erring individual's heresy or misconduct to warn and correct such erring individual in private, seeking  
156 his or her repentance and restoration. If the erring individual does not heed this warning, then (2) the  
157 warning church member shall again go to the erring individual, seeking his or her repentance, but  
158 accompanied by one or two members of the church who shall confirm that the sin has occurred or is  
159 continuing to occur, and/or that the erring individual has been appropriately confronted and has refused to  
160 repent. The first and second warnings may occur with no specified time interval. If the erring individual still  
161 refuses to heed this warning, then (3) it shall be brought to the attention of a member of the Pastoral staff (or  
162 a duly appointed committee, at the sole discretion of the Pastoral staff). If the Pastoral staff (or a duly  
163 appointed committee, at the sole discretion of the Pastoral staff) determines after thorough investigation in  
164 accord with the procedures prescribed by pertinent Scripture, including Matthew 18:15–18 and 1 Timothy  
165 5:19—that there is corroborating evidence that the erring individual has sinned or is continuing to sin, that he  
166 or she has been appropriately confronted, and that he or she has refused to repent, then the Pastoral staff  
167 shall inform the church at a regular meeting of the church members in order that the church may call the  
168 erring individual to repentance. If, however, the erring individual does not repent in response to the church in  
169 its collective call to repentance, then (4) he or she shall be publicly dismissed from the fellowship and/or  
170 membership of the church and the congregation thereof at a regular meeting of the church members. If the  
171 erring individual, after such dismissal, heeds the warning, demonstrates repentance, and requests  
172 reinstatement before the Pastoral staff (or a duly appointed committee, at the sole discretion of the Pastoral  
173 staff), then he or she shall be publicly restored to all the rights, duties, privileges, and responsibilities of  
174 fellowship and/or membership. Notwithstanding the foregoing, the Pastoral staff in the exercise of their  
175 discretion may proceed directly to the third stage of church discipline, (i.e. the informing of the church  
176 members at a regular meeting of the church members in order that the church may call the erring individual  
177 to repentance) or to the fourth stage of church discipline, (i.e. the dismissal from the fellowship and/or  
178 membership of the church) when one or more of the following have occurred:

- 179 (i) Where the transgression and the refusal to repent have been public, i.e. openly and to the offense of the  
180 whole Church (1 Cor. 5:1–5)<sup>1</sup>;
- 181 (ii) Where the disciplined party has taught or otherwise disseminated doctrine deemed false or erroneous by  
182 the Pastoral staff, then chosen to disregard the direction and reproof of the Pastoral staff (Romans  
183 16:17); or

184 <sup>1</sup> Reflective of a historic position on church discipline as demonstrated by the *Institutes of the Christian Religion* (1559 ed.), Book IV,  
185 Chapter. XII, pp. 454–457.

186 (iii) Where the disciplined party has been warned twice to cease from factious and divisive conduct and has  
187 chosen to disregard that warning (Titus 3:10–11).

188  
189 The members of this church, and all other professing Christians who regularly attend or fellowship with this  
190 church, agree that there shall be no appeal to any court because of the dismissal or because of public  
191 statements to the congregation at the third or fourth stages of church discipline. Members of this church, who  
192 are under discipline by the church, as defined in the previous paragraphs, forfeit and waive the right to resign  
193 from this church. Resignations from membership are possible only by church members who are in good  
194 standing and who are not under any disciplinary action.

195 Separate and apart from the process of church discipline, but subject to the discretion and approval of the  
196 Pastoral staff (or a duly constituted committee thereof), a church member, non-member regular attender, or  
197 any other individual may be notified that he or she is not to be present upon church premises for such a  
198 period of time as is deemed necessary for the safety and well-being of others on church premises. Such  
199 required absence may, but need not, be concurrent with church discipline of that person. Separate and apart  
200 from the process of church discipline, but subject to the discretion and approval of the Pastoral staff (or a duly  
201 constituted committee thereof), the names of any church members who have not attended a worship service,  
202 Sunday School class session or Fellowship Group meeting at Apollo Baptist Church for a period of six months  
203 or longer may be removed from the membership rolls.

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## **ARTICLE VI**

206

### **Church Administration**

207

#### **Section 1. Powers**

208 Subject to the limitations of the Articles and these Bylaws and of pertinent restrictions of the Corporation Code  
209 of the State of Arizona, all the activities and affairs of the corporation shall be exercised by or under the  
210 direction of the Senior Pastor, who is responsible for shepherding and having oversight of the flock (church  
211 members). Without prejudice to such general powers, but subject to these same limitations, it is hereby  
212 expressly declared that the church members shall have the following powers in addition to the other powers  
213 enumerated by these Bylaws:

- 214 (a) To approve all the pastoral staff of the corporation.
- 215 (b) To review and approve policies developed by committees, establishing operating procedures for the  
216 church consistent with the purposes of this corporation.
- 217 (c) To incur debt upon approval of the congregation; a designated Trustee shall be authorized to sign  
218 legal documents on behalf of the church for the purposes of the corporation.
- 219 (d) To carry on a business and apply any such profit that results from the business activity in which it may  
220 legally engage.
- 221 (e) To review and approve the annual budget and any budgetary changes that may occur throughout the  
222 year.

223

224 **Section 2. Number of Trustees**

225 In accordance with the provisions of Title 10 of the Arizona Revised Statutes, the authorized number of  
226 Trustees of the Corporation shall be not less than three (3), until changed by an amendment to the Articles of  
227 Incorporation or by an amendment to these Bylaws.

228

229 **Section 3. Meetings**

230 Meetings of the church members shall be held at the church.

231 (a) Regular meetings of the church members shall be held quarterly.

232 (b) Special meetings of church members may be called at any time by order of the Senior Pastor, the  
233 Deacons, the Trustees, or by a quorum of the members of the Pastoral staff.

234 (c) Notice of special meetings shall be given from the pulpit at least fourteen (14) days prior to the  
235 meeting and shall also be published in the church bulletin on the Sunday immediately preceding the  
236 meeting.

237

238 **Section 4. Quorum**

239 At all regular and special meetings of church members, the church members present shall constitute a quorum  
240 for the transaction of business.

241

242 **Section 5. Rights of Inspection**

243 Every church member shall have the absolute right at any reasonable time to inspect and copy all books,  
244 records, and documents of every kind and to inspect the physical properties of the corporation for a purpose  
245 reasonably related to such person's interest as a church member.

246

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**ARTICLE VII**

248

**Committees**

249 **Section 1. Committees**

250 To promote efficient handling of church matters, the Senior Pastor may appoint committees from within its  
251 membership. These committees shall perform tasks solely in accordance with the duties and with powers  
252 specifically delegated by the Senior Pastor. All committees shall exist for the duration specified by the Senior  
253 Pastor. Membership on a committee shall have a maximum 3 year term with a minimum one year sabbatical  
254 before reappointment unless the committee needs justify an extension of service. In the event any of the  
255 above-mentioned offices becomes vacant the Senior Pastor may, at his sole discretion, appoint another church  
256 member to fill such vacancy for the unexpired term.

257

258 **Section 2. Committee Membership Powers and Limitations**

259 Committees shall be composed of two or more members of the congregation and shall have such powers as  
260 may be expressly delegated to it by the Senior Pastor, except with respect to:

261

- 262 (a) The approval of any action for which Title 10 of the Arizona Revised Statutes also requires member  
263 approval (which must be approved by the Committee as a whole, as the corporation has no members  
264 pursuant to Article IV, Section 1 of these Bylaws).
- 265 (b) The filling of vacancies on the Committee or on any committee.
- 266 (c) The amendment or repeal of Bylaws or the adoption of new Bylaws.
- 267 (d) The amendment or repeal of any resolution of the Committee which by its express terms cannot be  
268 amended or repealed.
- 269 (e) The appointment of other committees of the church members.
- 270 (f) The approval of any self-dealing transaction, as such transactions are defined in Title 10 of the Arizona  
271 Revised Statutes. The Committee shall have the power to prescribe the manner in which proceedings  
272 of any such committee shall be conducted. Unless the church members or such committee shall  
273 otherwise provide, the regular and special meetings and other actions of any such committee shall be  
274 governed by the provision of this Article applicable to meetings and actions of the church members.  
275 Minutes shall be kept of each meeting of each committee.
- 276

## 277 **ARTICLE VIII**

### 278 **Trustees**

#### 279 **Section 1. Trustee Members**

280 Pursuant to the Articles of Incorporation the Trustees of the Corporation shall be a President, a Vice President  
281 and a Secretary-Treasurer.

282

#### 283 **Section 2. Election**

284 The Trustees of the Corporation shall be elected by the church members as stated in the Articles of  
285 Incorporation.

286

#### 287 **Section 3. Removal and Resignation**

288 Any Trustee shall be removed upon disqualification as a church member. In accordance with the provisions of  
289 the Articles of Incorporation, any Trustee may resign at any time without prejudice to the rights, if any, of the  
290 Corporation under any contract to which the Trustee is a party, by giving written notice to the Senior Pastor,  
291 and to the other members of the Trustees. Any such resignation shall take effect at the date of the receipt of  
292 such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of  
293 such resignation shall not be necessary to make it effective.

294

#### 295 **Section 4. Inability to Act**

296 In the case of absence, or inability to act by any Trustee or any person herein authorized to replace said  
297 Trustee, the remaining Trustees may from time to time delegate the powers or duties of such Trustee to any  
298 other Trustee.

299

300 **Section 5. The President**

301 The President shall be the Chief Executive of the Corporation and shall have general supervision, direction,  
302 and control of the activities and Trustees of the Corporation. He shall preside at all Trustee meetings, which  
303 are to be conducted according to the scriptural principles such as set forth in Philippians 2:2-8.

304  
305 **Section 6. Vice President**

306 In the absence or disability of the President, the Vice President shall perform all the duties of the President,  
307 and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The  
308 Vice President shall have such other powers and perform such other duties as from time to time may be  
309 required of him.

310  
311 **Section 7. Secretary-Treasurer**

312 The duties of the Secretary-Treasurer shall be to see that notices are issued to the members of the Trustees  
313 and the church members of all meetings called and see that a record of the minutes of all meetings and  
314 actions of the corporation and the Trustees are made and preserved, and perform other such duties as may be  
315 required by the Trustees or the corporation.

316  
317 **Section 8. Statutory Agent**

318 The Statutory Agent for the corporation shall be the Senior Pastor.

319  
320 **ARTICLE IX**

321 **Ordination, Licensing and Commissioning**

322 **Section 1. Ordination**

323 Ordination refers to the unanimous recognition by the church of a man’s call to the ministry, preparation as a  
324 shepherd, and qualifications to serve. Ordination shall be conferred for life, so long as the man continues to  
325 manifest the qualifications of the office.

326  
327 **Section 2. Licensing**

328 A license is issued by an Ordination Council and is given in recognition of a man’s service in a ministry. Its  
329 aim is to allow a man to perform the ecclesiastical duties and functions of the church

330  
331 **ARTICLE X**

332 **The Pastors**

333 **Section 1. Election**

334 Pastor nominees shall be selected by a designated search committee and confirmed by the church members.  
335 A pastor shall remain in office an indefinite period of time subject to the following reservations: their  
336 resignation, death or incapacitation or vote of removal by the Church. The church reserves the right to  
337 dismiss a Pastor upon giving him one month’s written notice of its intention to dismiss. A Pastor must give

338 one month's notice if he intends to resign. The time limit of a Pastor's resignation or dismissal is subject to a  
339 lesser time if both the Pastor and the church, by mutual agreement provide otherwise, or as required as a part  
340 of a disciplinary process.

341

342 **Section 2. Duties**

343 The Senior Pastor shall be an ex officio member of all councils and committees, and he shall be responsible to  
344 the church members. The Senior Pastor shall arrange for and conduct all public and regular services of the  
345 church and shall be responsible for general oversight of the spiritual welfare of the church. In the absence of  
346 the Senior Pastor, the Pastoral staff (or a duly appointed committee), shall be responsible to arrange for the  
347 public and regular services of the church.

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349

**ARTICLE XI**

350

**Other Provisions**

351

**Section 1. Endorsement of Documents, Contracts**

352 The church members, except as otherwise provided in the Bylaws, may authorize any Trustee or Trustees,  
353 agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the  
354 corporation. Such authority may be general or confined to specific instances. Unless so authorized by the  
355 church members, no Trustee, agent or employee shall have any power or authority to bind the Corporation by  
356 any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.  
357 The exception to this is where the Trustee(s) are executing contracts or documents related to the everyday  
358 business operation of the church, including, but not limited to, copier leases, phone or computer system  
359 repairs or agreements, security/life safety requirements, insurance policies, governmental requirements, etc.  
360 These daily operational needs have been approved by the church membership as part of the annual budget  
361 approval process and are only to be executed at the request of the Senior Pastor, Church Administrator,  
362 Accountant, or at the specific, approved request of a church committee. Subject to the provisions of  
363 applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in  
364 writing and any assignment or endorsement thereof executed or entered into between this Corporation and  
365 any other person, when signed jointly by the President, Vice President or Secretary-Treasurer of this  
366 Corporation, shall be valid and binding on this Corporation in the absence of actual knowledge on the part of  
367 the counter party or counter parties that the signing officers had no authority to execute the same.

368

369

**Section 2. Amendments**

370 The Governing Documents Committee may propose changes to these Bylaws at any time. Changes to the  
371 Bylaws may also be requested from time to time by the church members. Any amendments to these Bylaws  
372 will be at the recommendation of the Governing Documents Committee. Church members may propose  
373 changes to these Bylaws by submitting a written request to the Governing Documents Committee for review.  
374 Any amendment(s) recommended for approval by the Government Documents Committee shall be presented  
375 for a vote of the church membership at the next regular meeting of the church members or at a special called

376 meeting at any time by order of the Senior Pastor, the Deacons, the Trustees, or by a quorum of the members  
377 of the Pastoral staff.

378

379 **Section 3. Record of Amendments**

380 Whenever an amendment to the Bylaws is adopted, a record shall be kept at the church, with the date of the  
381 meeting at which the amendment was enacted and shall be filed as required by the Arizona Corporation  
382 Commission.

383

384

**ARTICLE XII**

385

**Use of facilities**

386 **Section 1. Marriage and Weddings**

387 Marriage and wedding ceremonies may be performed only where the participants are one man and one  
388 woman (Gen. 2:21-24; Matt. 19:4-6; Mark 10:6-9). Church facilities may be used for weddings only where  
389 both prospective spouses are church members of Apollo in good standing, or a are in good standing at a like  
390 minded church. Church facilities are not available to the general public for this purpose.

391

392

**ARTICLE XIII**

393

**Receipt, Investment, and Disbursement of Funds**

394 **Section 1. Acceptance of Money or Property**

395 The Corporation may receive monies or other properties transferred to it for the purposes for which the  
396 Corporation was formed (as shown by the Articles of Incorporation); however nothing contained herein shall  
397 require the church to accept or receive any money or property of any kind if it shall determine in its discretion  
398 that receipt of such money or property is contrary to the expressed purposes of the Corporation as shown by  
399 said Articles.

400

401

**ARTICLE XIV**

402

**Corporate Records and Reports**

403 **Section 1. Records**

404 The Corporation shall maintain adequate and correct accounts, books, and records of its business and  
405 properties. All such books, records, and accounts shall be kept at its principal place of business in the State of  
406 Arizona.

407

408 **Section 2. Fiscal Year of the Corporation**

409 The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December  
410 in each year.

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**ARTICLE XV**

**Dissolution**

Upon dissolution of this Corporation, the Trustees shall cause the assets herein to be distributed to another Corporation or entity with purposes similar to that identified in the Articles of Incorporation and at Article II of these Bylaws.

**CERTIFICATION**

I, the undersigned, being the duly elected Secretary of Apollo Baptist Church, do hereby certify that the above Bylaws were adopted as the Bylaws of Apollo Baptist Church hereof on \_\_\_\_\_, by the church members of said church in a regular or special meeting on the same date. Said Bylaws are, as of the date of the certification, the duly adopted and existing Bylaws of this Corporation.

In witness whereof, I have hereunto set my hand this \_\_\_\_\_.

\_\_\_\_\_

Secretary

\_\_\_\_\_

Printed Name

ATTEST:

\_\_\_\_\_

Senior Pastor

\_\_\_\_\_

Printed Name

Apollo Baptist Church  
11611 N. 51st Avenue  
Glendale, Arizona 85304  
623-842-1281