

**Cedar Valley Baptist Church**

**Elgin, Texas**

BY-LAWS

ADOPTED ON

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**CEDAR VALLEY BAPTIST CHURCH**

**BY-LAWS**

**Article** I**. Church Membership**

Section 1. General: Cedar Valley Baptist Church (CVBC) is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. **A member is defined as a person whose name is listed on the current Active Membership Roll of CVBC**. This membership roll is updated annually at the business meeting held in October of each year. An Active Member must attend worship service at least quarterly. New members may become eligible to vote prior to being listed on the current Active Membership Roll by completing a new member’s orientation class and upon vote of the church. The members listed on this roll are the only ones eligible to vote at CVBC business meetings. Proxy voting is not allowed at any business meeting.

1. There are other non-voting categories of membership at CVBC and these are listed below: (Members who are homebound, in a care facility, or suffering a long-term illness will not be moved to the Inactive Membership List).

A. CVBC Inactive Membership List

1. The CVBC Inactive Membership List is made up of church members whose contact information is not available.

2. CVBC will move members who do not attend regularly to the Inactive Membership List. If a church member does not include themselves in the church family, they cannot make an informed vote on church business. Any person on the Inactive Membership List can request reinstatement to the Active Membership roll after quarterly worship attendance at CVBC (and in the spirit of Hebrews 10:25). When they have met the requirements of Hebrews 10:25 and request reinstatement on the Active Membership roll, they will then be placed back on the list to be included in the next membership vote.

B. Watch-care List

1. The Watch-care List is where individuals are placed that do not meet the requirements for the Active Membership roll. These members can attend church and other classes or functions but cannot serve on any leadership teams or vote on church matters.

The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership as viewed through the CVBC Constitution.

Section 2. Candidacy: Any person may offer himself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

(1) By profession of faith and for baptism according to the policies of this church.

(2) By promise of a letter of recommendation from another Baptist church and a statement from the candidate of a prior conversion experience and baptism by a Baptist church.

(3) By statement of faith on a prior conversion experience and baptism by a Baptist church when no church letter is obtainable.

Section 3. Rights of Members:

(1) Every Active Member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. See Article I, Section 1, second paragraph, which explains new members’ eligibility to vote.

(2) Every Active member of the church is eligible for consideration by the membership as a candidate for elective office(s) in the church.

(3) Every member of the church may participate in the ordinances of the church as administered by the church.

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(3) Every member of the church may participate in the ordinances of the church as administered by the church.

Section 4. Termination of membership: Membership shall be terminated in the following ways:

(1) Death of the member,

(2) Transfer to another Baptist church

(3) Exclusion by action of this church, or

(4) Removal upon request by a church of another denomination or proof of such membership.

Section 5. Discipline: It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, ministerial staff, and deacons are available for counsel and /or guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. .

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-17. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by a 2/3 vote of the members of the church upon evidence of the excluded person's repentance and reformation. This would be done at a business meeting where there was at least a two week notice before the vote. See **member definition** above in bold print.

**Article II. Church Officers**

All who serve as officers of the church shall be members of this church.

Section 1. Church Officers are: The Pastor, Ministerial Staff, Deacons, Moderator, Clerk, Treasurer, and Trustees

(1) Pastor: The pastor is responsible for leading the church to function as a New Testament church. The pastor will \_ lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to:

(a) Lead the church in the achievement of its mission,

(b) Proclaim the gospel to believers and unbelievers, and,

(c) Care for the church's members and other persons in the community.

(d) The pastor also acts as the official spokesperson for the church through verbal or written communication in response to inquiries from the media, public/private corporations, non-governmental organizations (NGOs), law enforcement agencies, attorneys or individuals inquiring about or demanding information about any activity, policy, belief, event or action at CVBC.

A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least two week's public notice has been given. A two-week public notice will include an announcement from the pulpit on at least two Sundays before the meeting along with announcements in the corresponding bulletins and weekly One-Call broadcasts.

A pastor search committee shall be proposed by the Nominating Committee and elected by the church to seek out a suitable pastor, and its recommendation will constitute a nomination. A job description shall be written by the Personnel Committee in cooperation with the search committee. The committee shall bring to the consideration of the church only one candidate at a time. Election shall be by secret ballot, an affirmative vote of three fourths of the **members** present being necessary for a choice. The pastor thus elected shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of this church, and if so designated, will serve as moderator in all business meetings in keeping with Robert’s Rules of order authorized in these bylaws.

The pastor may relinquish the office of pastor by giving at least two weeks' notice to the church at the time of resignation.

The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least two weeks’ public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee and the deacons or by written petition signed by not less than one fourth of the church members. The moderator for this meeting shall be designated by the **members** present by majority vote, and he/she shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two thirds of the **members** present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from the office, the church will compensate the pastor with not less than one twelfth nor more than one half of his total annual compensation based upon a recommendation from the Finance Committee in conjunction with the Personnel Committee.

In case of a vacancy in the office of pastor, it is the duty of the Personnel Committee to search for and find an interim pastor. Once found, the Personnel Committee will

present the candidate to the next business meeting or special called business meeting for consideration. If approved by the members present, the church will enter into a Covenant Agreement with the candidate for a specific time duration to perform temporary pastoral duties until a full time replacement can be found by a search committee.

(2) Ministerial Staff: The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written by the Personnel Committee when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by a search committee proposed by the Nominating Committee and elected by the church for the purpose of seeking out such staff member(s). The search committee shall bring to the consideration of the church only one candidate at a time. Election shall be by secret ballot; an affirmative vote of three fourths of the **members** present being necessary for a choice. Resignation of any ministerial staff member should be proceeded by at least two weeks' notice to the church.

The church may vote to vacate such positions upon recommendation of a majority of the personnel committee and the deacons or by written petition signed by not less than one fourth of the church members. Such termination shall be immediate and the church will compensate, except in cases ·of gross misconduct, the staff member with not less than l/12th nor more than ½ of his/her total annual compensation based upon a recommendation from the Finance Committee in conjunction with the Personnel Committee. The compensation shall be rendered in not more than thirty (30) days.

(a) Currently CVBC has the following ministerial positions other than the senior Pastor: (1) Youth Minister

(3) Deacons: All matters relating to the qualifications, duties, selection, and classifications of a Deacon is contained in the CVBC Deacon Handbook which is attached to these By-Laws in Appendix 1.

(4) Moderator: The pastor shall serve as moderator, the church’s presiding officer in all instances of church business unless otherwise indicated. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator for only that meeting.

(5) Clerk: Shall serve as the recording clerk at regular and special business meetings and work with the Pastor, moderator and other staff members to ensure accurate records are kept of the church history, member changes, ministries and finances.The clerk is elected annually when the Nominating Committee makes recommendations to fill committee positions. This is a non-compensated position.

(a) Church Membership – Provide for the enrollment of new church members requesting membership. Ensure all letters of request for new members from the church where they have indicated an membership are processed along with processing all letters of transfer of records to other churches in a timely manner. Keep accurate and current written and electronic registries of names of members, dates of admissions, baptisms, transfer of letters and deaths.

(b) Church Business Meetings – Responsible for recording, processing and maintaining accurate written records of the all business transactions, comments and motions made in the meetings. Provide for proper notice of all meetings to the membership in the church bulletin. Previous business meeting(s) minutes are prepared and distributed to all members in attendance prior to the meeting. Corrections to the minutes made in the subsequent meeting are accepted and noted for the official records of the church. All transfers of membership requests from other churches are presented at the next church business meeting. Ensure that copies of the minutes are available to members in a designated location the week after the business meeting. In the event the regularly elected clerk is unable to attend the CVBC Business meetings, the clerk should arrange for someone to stand in their stead as clerk for the meeting(s).

(6) Treasurer: The treasurer must be bonded and such bond to be paid for by the church. The pastor or interim pastor shall ensure that the treasurer is bonded. The church shall elect annually a church treasurer as its financial officer. This is done annually when the Nominating Committee makes recommendations to fill committee positions. The treasurer has the responsibility for overseeing the financial reporting services of the church and maintaining the business integrity of the church. Specific responsibilities include but are not limited to the following tasks: Sign checks as needed written by the Financial Secretary, Trustees. Write checks that have been authorized by the Finance Committee in emergencies i.e. to pay visiting speakers or singers, benevolence. Oversees and facilitates monthly and/or yearly itemized reports of receipts and disbursements. Be knowledgeable of receipts and disbursements should questions or incidents occur. Oversees records and accounting of all receipts and disbursements. Ensures that the financial secretary maintains a copy of each treasurer’s report at the church. Presents suggestions for the records and accounting practices to the Finance Committee. Keeps Pastor, Deacons and Finance Committee up to date on the condition of the finances of CVBC. Monitors and ensures all accounts are paid on time and within budget requirements.

The treasurer position shall be considered a service to CVBC and shall receive no pay for this service.

(7) Trustees: The church shall elect three or more trustees to serve as legal officers for the church. This is done annually when the Nominating Committee makes recommendations to fill committee positions. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Trustees shall serve on a rotation basis, with one new trustee being elected every three years. An exception to the rotation requirement may be granted by vote of the church.

Trustees have three commonly recognized duties to the organization they serve: the duty of care, the duty of loyalty, and the duty of obedience. The duty of care concerns the trustee’s competence in performing directorial functions and typically require him/her to use the care that an ordinarily prudent person would exercise in a like position and under similar circumstances. The duty of loyalty requires the trustee’s faithful pursuit of the interests of the organization he/she serves rather than the financial or other interests of the trustee or of another person or organization. The duty of obedience requires that a trustee act with fidelity within the bounds of the law to the CVBC mission as expressed in the latest Constitution and By-Laws.

Each of these duties is a duty to CVBC only and may be enforced by CVBC or by someone acting on its behalf whose legal right to enforce such duties derives from CVBC’s right to do so. It is important to remember that the breach of these duties may give rise to liability on the part of the trustee. The Trustees must follow the will of the church. If a trustee fails to perform duties as directed, they may be removed by a 2/3 vote of the members present at a regular or special called business meeting.

Trustee liability occurs in three distinctly different situations. First, they may be liable for breaching the duties of care, loyalty, or obedience on behalf of CVBC if, as a result of the breach, the church has been injured. These fiduciary duties may be enforced only by CVBC or someone, i.e. legal representation, acting on its behalf. Second, those dealing with CVBC may suffer some personal or financial injury and may, in addition to or instead of seeking relief from CVBC exclusively, seek to hold trustees responsible individually. These suits instituted by those outside the organization are generally referred to as "third‑party actions."

Third, trustees may be personally subject to the requirements of particular statues, the violation of which will subject them to liability in actions brought by governmental authorities.

**Article III. Church Committees**

The current committees of the church are (in alphabetical order): Advertising/Promotion, Building Use, Building and Grounds, Constitution/By-Laws, Finance, Flower/Decor, Kitchen/Hostess, Missions/Evangelism, Nominating, Personnel, Tellers, Ushers and Youth.

All committees are to meet at least annually in October of each year to elect officers, welcome new members, review service descriptions, select frequency of meetings and plan to fulfill the responsibilities of their respective committees.

Other regular and special committees may be added or dropped by the amendment procedure prescribed within these bylaws. All church committee members shall be recommended by the church Nominating Committee and elected by the church (by September of each year) unless otherwise specified within these bylaws. Committee members shall serve on a three-year rotation basis and if possible, one third to be elected each year. An exception to the rotation requirement may be granted to committees that depend heavily on institutional history to maintain continuity of knowledge, i.e., Personnel and Finance Committees. A committee member should not serve on more than three (3) committees concurrently.

Committees should consist of an odd number of members determined by the Nominating Committee.

The church is under no obligation to staff each committee ·unless it is deemed necessary by the church members.

The Chair Person of each committee is a member of the Church Council and responsible for attending Council meetings and reporting committee activities.

Vacancies in committee membership may be filled by the Nominating Committee when notified by the respective Committee Chair.

A quorum for all committees consists of the members present at a scheduled meeting.

(1) Advertising Promotion: (+Pastor) The purpose of this committee is to inform the general public and potential members about CVBC, its worship services, ministries, programs, special events, outreach activities and other opportunities of service. This will be done through the CVBC marquee, website, social media, newspapers, billboards, mail outs and other tactical means. This committee is responsible for the marquee – its operation and messages. This committee is responsible for maintaining the CVBC social media outlets that include, but are not limited to, the website, Facebook, Twitter, etc. and updating the electronic sign.

(2) Building Use: This committee has the responsibility for renting church facilities and is also responsible for developing and maintaining a written Building Use Policy. Due to the fluid nature of this policy it is merely referenced here to indicate its existence. Copies can be obtained from the church office or any of the committee members.

(3) Building and Grounds: Responsible for all maintenance as related to buildings and grounds. Scheduling of work to be performed by maintenance workers, all contractors as to guidelines of contract of work to be performed. Schedules work days as needed throughout the year for buildings, grounds and the entire property. Works with other church members to address maintenance and/or repair needs. Works with CVBC staff as to safety and security needs. Oversees the purchase of computers, office equipment, fixtures, signs, lawn equipment, etc. and negotiates and maintains service contracts for the ice machine, coffee maker, copier and computers and CVBC Network. This committee is responsible for maintaining the electronic marquee sign. Oversees the cleaning staff to ensure that the internal cleanliness of the church and associated buildings is acceptable. Continue maintaining the CVBC property and acreage in ways that benefit the church. Ensures continuing tax deferment of all church acreage.

(4) Constitution and By-Laws: (+ Pastor + Ch. Of Deacons + Youth Minister) This committee annually reviews the constitution and bylaws and updates as needed and as changing legal situations demand it. All amendments whether proposed at a business meeting or suggested by a church member will be reviewed and evaluated by this committee before formal consideration by the church body.

(5) Finance: (+ Treasurer) this committee develops and recommends an over-all stewardship development plan, a unified church budget, and budget subscription plans. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. It works with the treasurer and financial secretary in the preparation and presentation to the church of required reports regarding the financial affairs of the church. The finance committee, shall prepare and submit to the church for approval an inclusive annual budget, indicating by line items the amount needed and sought for all local and other expenses. The annual budget process begins in July with final adoption of the budget considered by the church in September. Offering envelopes will be provided for members’ use.

The Finance Committee performs monthly, quarterly, and annual reviews of the church finances. The committee provides a quarterly finance status report to the church body during the quarterly CVBC business meeting. The status report shows a summary of all budgeted and non-budgeted expenses as well as the current remaining budget balances for all departments, committees and personnel. The Finance Committee is responsible for the collections of all requested budgets for the church for the upcoming year. The committee organizes the budget requests and develops a recommended CVBC annual budget for the upcoming year. This budget is based upon the historic finances and projected finances of the church as well as the history and projected operating expenses.

(6) Flower Committee: Purpose is to place flowers, an inspirational wall or art décor in the following areas 1.) Pulpit, 2.) Foyer, 3.) Fellowship Room, 4.) Sunday School Hallway, 5.) He-Brews Café, and 6.) Bathrooms seasonally. Members may request to place live flowers on pulpit in memory or to honor a loved one. If a live floral arrangement isn’t picked up by a member of the family, the Flower Committee will presume live floral arrangement was donated to church. In such case, live floral arrangement will be thrown away after a week’s time of display except for a vase, basket, or bucket the live floral arrangement was placed in. This will be added to Flower Committee’s inventory. Family member can request to retrieve the vase, basket, or bucket at any given time. For holidays or special occasions, decorations to correspond accordingly. Seasonal flowers and holiday decorations are in inventory and are to be changed at the beginning of each season. Seasons: Winter, Spring, Summer, and Fall. Holiday Decorations: Thanksgiving décor to be placed by the first Sunday of November. Christmas décor to be placed by the first Sunday in December. Christmas décor to be removed by the first Sunday of the New Year (1st Sunday in January). Flowering of The Cross on Easter Sunday: responsible for promoting and coordinating the “Flowering of the Cross” which includes set-up and breakdown. Other special occasions may include Valentine’s, Palm Sunday, Easter, Mother’s Day, Memorial Day, Father’s Day, Grandparent’s Day and Veterans Day.

(7) Kitchen / Hostess: Coordinates food and beverages for all fellowships, funerals, parties, VBS events, and coffee on Sunday mornings.  This includes planning, preparation, set up, and clean up.  Preparation may include creating menus and coordinating items to be purchased and/or prepared by committee or church members. Keep the kitchen stocked with paper products etc.  Provide meals as needed/requested to assist church members. Maintain a clean and organized kitchen.  This includes routinely cleaning kitchen counters, appliances, and floors.  Organize kitchen equipment (cookware, dishes, serving items, utensils) to be readily accessible as needed. Clean and oversee the maintenance of ice machine and the coffee maker and work with Building & Grounds Committee to establish and maintain service contracts for both machines.

(8) Missions/Evangelism: The purpose of this committee is to equip the body (members) of CVBC to do the mission that God has placed on CVBC- to make disciples of all nations. Matthew 28:19 is the enabling bible verse: “Therefore go and make disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit”. This committee will concentrate on being the “idea factory” of CVBC’s outreach for missions and evangelism. The committee will develop ideas and create a game plan to put them into action while involving the entire church body.

(9) Nominating: (5 members appointed by the Pastor) This committee coordinates the enlistment of all church committee volunteers, some officer positions, and program organization volunteers. These positions are filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the nominating committee before they are approached for service. The nominating committee will ensure that each person considered for appointment to a specific committee or committees is fully aware of duties and responsibilities found in the service descriptions of each respective committee. The nominating committee shall present to the church for election, usually in September, all who accept the invitation to serve for the upcoming church year. As needed, the nominating committee will recommend any special group or committee for a distinct purpose and fill vacancies as needed.

(10) Personnel: This Committee develops and updates all paid staff job descriptions. Posts job vacancies, screens applicants and performs interviews as necessary for all non-ministerial staff positions and for interim pastor positions. Performs annual evaluation of the CVBC Senior Pastor and makes annual pastoral salary recommendations to the Finance Committee. Ensures all service descriptions for committees and church officers are up to date. Develops and updates CVBC Personnel Policy Handbook annually. Assists the Pastor with all adverse personnel actions. Works with the Pastor to determine staffing needs, assists with employee issues, reviews and recommends annual salaries, benefits and other compensation for all full time, part time and temporary employees during the month of August to the Finance Committee.

Performs background checks on the following individuals prior to employment or volunteering: all paid staff, all volunteers that work with children from (ages) infant to 17 years old –includes VBS. Background checks are renewed every 2 years.

(11) Tellers: Responsible for counting, securing and depositing all funds collected at church services, at church supported activities and/or mailed to the church. Ensure there is a bank bag in Sunday School office to put the weekly Sunday School offering in and ensure the key in is in the bag lock so it can be locked. Retrieve bank bag given to the Sunday School office so it can be counted with the morning offering. Responsible for making bank deposits at the bank selected by the church.

(12) Ushers: Duties include ensuring bulletins are in the foyer before every service and that there are at least four ushers available at every AM service. Ushers are assigned to handle visitor package and prepare visitor folders. Four ushers are assigned to collect the tithes and offerings which are given to the Tellers for counting. Adult ushers are encouraged to recruit youth, both male and female, to assist in collecting tithes and offerings during the AM service. One usher is in the foyer every AM service by 9:30 AM to direct visitors to proper classes and all ushers are to greet everyone with a smile and handshake.

(13) Youth: Assists the Youth Minister in planning and executing activities that encourage the growth of the youth ministry and outreach of the youth at Cedar Valley.

**Article IV. Church Program Organizations**

The church supports the following programs. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

The Programs/outreach ministries of CVBC are: Sunday School, Children’s Church, Women’s Ministry, Fall Fest, other service projects, and Men’s Fellowship.

(1) Sunday School (SS): This shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, reach persons for Christ and church membership.

The Sunday School shall be organized by departments and/or classes as appropriate for all ages, and shall be conducted under the direction of the Sunday School director or co-directors elected by the church. The SS provides scriptural based teaching for the ongoing education of all attendees.

(2.) Children’s Church: Divided into three age groups held during the morning worship service:

a. Infants and Toddlers (provide safety and child care as well as age-appropriate Bible truths being taught through play, reading, simple crafts, and music).

b. Pre-schoolers (provide safety and child care as well as age-appropriate Bible truths being taught along with character-building skills using play, God’s Word, crafts, music and educational materials).

c. School-ages (Kindergarten-5th grade) providing a fun and loving environment giving children the opportunity to hear God’s word and learn how to apply it to their daily lives through hands on experiences engaging all five sensory. This age group engages in the worship service several times a year with presentations. Holidays are observed in this age group where the children will attend the worship service with their parents or supervising adult. (Easter, Mother’s Day, Father’s Day, Fourth of July, Thanksgiving, Christmas).

(3). Vacation Bible School: This is a summer focus, open to the community, usually consisting of a multi-day program of christian education. VBS is viewed as a mission opportunity to reach as many young people as possible. A meal is provided and hands on experiences through Bible stories, music, arts, crafts, skits, and games allows them to learn who God is, His amazing love for them and how to receive eternal life with God. This program generally caters toward Pre-K through 6th grade but also engages our Youth as helpers.

(4.) Women’s Ministry - The Women’s Ministry seeks to reach women of all ages with the Gospel of Jesus Christ, equip them to live as women of faith and provide them with opportunities to serve God.  We seek to accomplish this purpose by offering opportunities for Bible study, prayer, fellowship, worship and service within CVBC, as well as, within the community.  It is our desire as women of faith to mentor women, who in turn will mentor and encourage other women.

(5) Men’s Fellowship: The Fellowship is a weekly gathering of the men of CVBC at a predetermined location. Its purpose is to pray for the church and its members and others that are mentioned and to get to know the brethren through sharing information and fellowship. Programs are delivered by one of the members on a rotating basis while volunteers take care of organizing the meetings. Collections are regularly taken and the Fellowship donates funds to deserving and worthy causes by a vote of the members present.

**Article V. Church Council**

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations. It is the place where church leaders, officers, ministerial staff, program leaders and committee chairs meet quarterly to share information and keep the lines of communication open.

The Church Council shall hold meetings quarterly on the last Tuesday preceding the regularly scheduled business meeting held during the months of January, April, July and October unless otherwise scheduled. Council members may vote to hold meetings on a monthly or bi-monthly basis as needed.

The primary functions of the Church Council shall be to formally consider and recommend to the church, suggested objectives and church goals, ministry programs and program plans recommended by church officers, organizations, and committees and to evaluate achievements in terms of church objectives and goals. The Council also develops and maintains a 6-month calendar.

Regular (voting) members of the Church Council shall be:

1. Pastor, (Presiding Officer)

2. Ministerial Staff

3. Program Organization Directors

4. Deacon Chair

5. Church officers

6. Committee Chairs

**\* Meetings are open to all members of CVBC**.

All matters agreed upon by the council which call for action not already approved shall be recommended at the next CVBC business meeting for approval or disapproval.

**Article VI. Church Ordinances**

(1) Baptism: This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service of this church, who indicates a commitment to follow Christ as Lord, and who desires membership in this church.

(a) Baptism shall be by immersion in water.

(b) The pastor, or whomever the pastor shall authorize, shall administer baptism.

(c) Baptism shall be administered as an act of worship during any worship service of the church.

(d) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or ministerial staff or deacons. If negative interest is ascertained he/she shall be deleted from those awaiting baptism.

(2) Lord's Supper: The church shall observe the Lord's Supper quarterly, the first Sunday of the quarter, unless otherwise scheduled by the church. The pastor and the deacons shall administer the Lord's Supper.

**Article VII. Church Meetings**

(1) Worship Services:  The church shall meet regularly each Sunday morning and Wednesday evening for the worship of Almighty God.  Prayer, praise, preaching, instructions and evangelism shall be among the ingredients of these services.  The pastor shall direct the services, with the exceptions of illness or vacation.

(2) Special Services: Revival services and other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

(3) Regular Business Meetings: The church shall hold regular business meetings quarterly on fourth Sunday of the months of January, April, July and October unless otherwise scheduled by the church.

(4) Special Business Meetings: The church may conduct called business meetings to consider matters of special nature and significance. A two-week notice must be given for the special called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and the time and place; and it must be given in such a manner that all members have opportunity to know of the meeting.

(5) Quorum: A quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

(6) Parliamentary Rules: At the end of the By-Laws is a simplified “Cheat Sheet” summary of the most frequently used motions, points and proposals found in Robert’s Rules of Order. In lieu of this document if further clarification is needed, Robert's Rules of Order Revised by General Henry M. Robert, 1915 version, Public Domain is the authority for parliamentary rules of procedure for all business meetings of CVBC.

**Article VIII. Church Finances**

(1) Budget: It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts.

(2) Accounting Procedures: All funds received for any and all purposes shall pass through the hands of the church treasurer, or financial secretary and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond. (See Article II, (6), regarding the church treasurer). A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee.

(3) Financial Secretary: The church employs a part time financial secretary who is bonded and reports to the pastor. This employee must have advanced financial and accounting skills and works closely with the pastor, finance committee and the treasurer. A job description for this position is maintained by the Personnel Committee who also fills vacancies in this position.

(4) Fiscal year: The church fiscal year shall run concurrently with the church year which begins on October 1 and ends on September 30.

**Article IX. Amendments**

All proposed amendments to both the Constitution and By-Laws of CVBC must be taken to the Constitution and By-Laws Committee for prior consideration. Any proposed amendment taken directly to a business meeting not having been previously considered by the Constitution and By-Laws Committee is null and void. The only committee having authority to propose changes or amendments to the CVBC Constitution and By-Laws is the Constitution and By-Laws Committee. A two-week notice is required for a meeting to consider an amendment and a 2/3 vote of the members present is required for adoption.

**Article X. Dissolution**

1. Upon dissolution of the corporation (CVBC), the Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable education, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United Sates Internal Revenue law), as the Trustees shall determine. Any such assets not so disposed of shall be distributed to the Austin Baptist Association in Austin, Texas, providing it is at such time an organization exempt from taxes under Internal revenue Code Section 501(c)(3)for one or more purposes that are exempt under the Texas franchise Tax.

2. In the event the foregoing entity does not qualify as an organization exempt from taxes under Internal Revenue code 501(c) (3), then upon dissolution, all of the corporation’s assets shall be distributed to the Baptist General Convention of Texas, providing it is at such time an organization exempt from taxes under Internal Revenue Code Section 501(c) (3) for one or more purposes that are exempt under the Texas franchise tax.

3. In the event the foregoing entity does not qualify as an organization exempt from taxes under Internal Revenue code 501(c) (3), then upon dissolution, all of the corporation’s assets shall be distributed to the Southern Baptist Convention, providing it is at such time an organization exempt from taxes under Internal Revenue Code Section 501(c) (3) for one or more purposes that are exempt under the Texas franchise tax.

ADDENDUM

CVBC CHURCH HISTORY

The minutes of the Austin Baptist Association from 1941 listed a Cedar Valley Baptist Church that was located in the same general area as the current church. The church was in existence from at least 1910 to 1944 and was described as a one room frame building that would seat 300 people.

This information was not known to Buster Swope, chairman of the Missions Committee or Rev. G.W. Turner, Pastor of the First Baptist Church of Elgin in 1986. Those two men had a dream and desire to extend the Word of the Lord to an area that was not particularly being reached by either Elgin or Bastrop. The current location of CVBC was selected because of the potential that was present for growth.

After several weeks of negotiations with Joseph A. Jackson that included several coffees and lunches at Elgin’s City Café, the current property was purchased in September of 1986 by the First Baptist Church of Elgin.

The property contained a building known as Cedar Valley Church of Christ that had not been used for services for several years. The original intent was to have the building moved from the property at the expense of the Texas Embassy Living Museum but lack of funds prevented this from occurring. Later the idea was developed to restore the building for church services. However this plan was halted by an untimely fire that destroyed the old structure.

The Deacons at First Baptist secured and erected a tent and on September 30, 1988 the first meeting of a three day Deacon led revival was held on the grounds.

On October 8, 1988 the First Baptist Church voted to authorize the Mission Committee to rent and place a temporary building on the property. Services began in October with an early average of 4-6 people present. On November 9, 1988 the First Baptist Church of Elgin officially approved the establishment of a mission at the intersection of F.M 969 and F.M. 1704 to be named Cedar Valley Baptist Mission Church.

**Subsequent key events occurring at CVBC since that time are:**

1. January 1989 – application was made for assistance from the State Missions Board and the Austin Baptist Association. A portable building donated by Joe and June Allen was placed on the property. Approval to build the first Sanctuary (now the Fellowship Hall) at an estimated cost of $50,000.

2. February 1989 – The church voted to use a vacant house on Joe and June Allen’s property until the sanctuary is complete.

3. March 1989 – Full Sunday School and Church Services are started.

4. May 1989 – Ground breaking ceremonies are held.

5. June 1989 – A loan from Coupland Bank was approved and an invitation was extended to the Texas Baptist Men Retired Builders to construct the building.

6. July-September 1989 – Sanctuary built and work continued on the Fellowship Hall.

7. October 1989 – First services are held in the new sanctuary.

8. February 1990 – Dedication Day for the Sanctuary and the Fellowship Hall.

9. March 1992 -- The church sets August 16, 1992 as the date to organize into and independent church known as Cedar Valley Baptist Church (CVBC).

10. August 16, 1992 – Organizational Ceremony and adoption of a constitution.

11. The 25th anniversary of CVBC was celebrated on Oct. 29, 2017

**The following Pastors have led the mission and the organized church:**

1. Karl Richart -- Oct. 1988 to October 1989

2. Hylon Vickers – Oct. 1989 to May 1990

3. Curtis Ray – August 1990 to September 1991

4. Hylon Vickers – Oct. 1991 to Feb. 1993

5. Leroy Wilson – Interim from Feb to July 1993 and full time from July to July 1995

6. Jeff Wilson – called to be the Associate Pastor June 2009

7. Paul Stephens – July 1995 to May 2011

8. Jeff Wilson -- Called to be the interim Pastor May 2011 to May 2012

9. Dr. Logan Cummings called to be the interim from May 2012 to July 2012

10. B.J. McAlpin – called to be pastor August 2012 to Feb. 2014

11. Dr. Logan Cummings called to be interim pastor from March 2014 to June 2015

12. Steve Ponder called to be pastor June 28, 2015 to June 30, 2022.

13. Gene Smith called to be interim pastor on July 1, 2022.

14. Derek Brown called to be pastor on Sept.1, 2023.