



**Amended  
BY-LAWS OF**

**THE RISEN SON CHRISTIAN CENTER**

**A Non-profit  
Christian Center Corporation**

**Version 12/16/2022**

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## **ARTICLE I**

### **SECTION 1. PRINCIPAL OFFICE**

The principal office for the transaction of THE RISEN SON CHRISTIAN CENTER is located at 4841 Thomaston Highway, Woodland, Georgia 31836. The Center was founded on the 23rd day of September 2016. The Board of Directors may, at any time or from time to time, change the principal office's location from one location to another in the State of Georgia. The Corporation may also have offices at other places, within or without the State of Georgia, where it is qualified to do business, as its business may require and as the Board of Directors may from time to time designate.

#### **1.1. MISSION STATEMENT**

The Risen Son Christian Center is a means to foster Christian growth and development in the community we serve by creating an atmosphere of God's love through spiritual, scientific, educational, charitable, and recreational activities and then dedicating that service to advancing outreach programs.

#### **1.2. PURPOSE STATEMENT**

The primary purposes for which the Center was organized are spiritual, scientific, educational, charitable, and recreational, including but not limited to conducting missions and unique services. Likewise, the center intends to disseminate, teach, and instruct on the philosophical premises of Christ Jesus. We also shall encourage, nurture, spread, and aid in the growth of Christianity. Fostering these purposes is intended to be exclusive of any other purposes; this center, formed for spiritual, scientific, educational, charitable, and recreational purposes, may use non-related purposes to aid in its primary purpose.

## **ARTICLE II**

### **MEMBERSHIP**

#### **SECTION 1. MEMBER SUPPORTED.**

The Corporation, at this moment, elects to be member supported.

#### **1.1. VOTING REQUIREMENTS**

Any action that would otherwise require a vote of members shall require only a vote of active members vested in the Corporation. Whether the Board of Directors, Primary Officers, or other contributing members, each has an equal voice in voting matters. In the absence of one type of member, the other members are authorized to continue a vote on their behalf without penalties. Provisions within the Articles of this Corporations Bylaws, to the contrary, notwithstanding, will be agreed upon by all active members in compliance with the center's ministry, purposes, and objectives.

## **1.2. MEMBER RIGHTS AND DEFINITIONS**

All rights that otherwise would vest in the members shall vest in the Directors, Officers, Sponsors, Employees, Donors, Volunteers, and any other relationships supporting the center.

Members shall be defined as active or inactive members. An active member is any person or organization that supports the Corporation.

When a physical location is secured, members shall be defined as Day membership, monthly membership, annual membership, MSP membership (Mission Support Program), and honorary membership.

Membership rights or privileges are defined as:

- a. Day membership – Admission, Wi-Fi, educational and spiritual materials, enrolled in occasional door prizes, allowed to participate in any of the center's spiritual activities; however, must pay for all childcare services, recreational activities, and food court.
- b. Monthly membership – Admission, Wi-Fi, educational and spiritual materials, free skate rental, enrolled in occasional door prizes, allowed to participate in any of the center's spiritual activities; however, must pay for all childcare services, remaining recreational activities, as well as food court within the center.
- c. Annual membership – Admission, Wi-Fi, educational and spiritual materials, free skate rental, free bowling lane rental, enrolled in occasional door prizes, allowed to participate in any of the center's spiritual activities; however, must pay for remaining recreational activities; childcare service, and food court.
- d. MSP membership – Admission, Wi-Fi, educational and spiritual materials, free skate rental, free bowling shoe rental, (weekends only) weekends are defined as Friday and Saturday, enrolled in occasional door prizes, allowed to participate in any of the center's spiritual activities, however, must pay for remaining recreational activities, childcare service, and food court.
- e. Honorary membership – admission, Wi-Fi, educational and spiritual materials, free skate rental, the free bowling lane and shoe rental, free childcare services, free remaining recreational activities, and free food court.

## **1.3. MEMBERSHIP FEES**

There are no fees per se. The Corporation is solely funded through donations. All money received from donations once approved for 501(3)(c) will be secured in the Corporation business account; previous contributions, before approval, are managed by our 501(3)(c) sponsor account maintained by Streams of Dreams in Atlanta, GA.

If a physical location is secured, the suggested donation amounts will be as follows:

Day membership - \$3.50 donated daily

Monthly membership - \$100.00 donated monthly (This has a Fair Market Value of \$52.50 and must have a discloser statement)

Annual membership – no less than \$5000.00 and no more than \$15,000.00 donated annually. (This has a \$4,602.00 Fair Market Value and must have a discloser statement)

MSP membership – A pledge to donate \$35.00 a month for three consecutive years. (Auto withdraw credit card only) (This has a \$226.00 Fair Market Value annually and must have a discloser statement)

Honorary membership – Anyone who donates \$15,001.00 or above annually. (this has a \$13,572.00 Fair Market Value and must have a discloser statement)

The Center's Board of Directors, PACs, and officers (and their immediate families) will automatically be given an Honorary membership. This membership will be considered part of reasonable compensation; however, the Board may elect to have additional payment.

All membership fees are considered donations and, therefore, cannot be refunded.

All Donors who make a one-time or annual donation in support of the center above \$250.00 may become a member; however, the above rules would apply and may make their contribution not tax deductible if they choose to receive goods and services in full or partially.

#### **1.4. MEMBERSHIP AGREEMENT**

Upon purchase/acceptance of a membership, the member agrees to uphold and abide by the center's written organizational policies (Bylaws) governing documents, handbooks, or procedures, including things like employment policies, rules of conduct, discipline, statements of faith, spiritual beliefs, purpose statement, mission statement, polity, and internal dispute resolution policy. (The "Written Statements of Faith"), that are incorporated herein by reference, as if fully set forth herein. This agreement is not an admission of faith but rather an agreement between members and the center to conduct themselves in a manner that will promote the center's objectives while within the center or on the center's property. The member acknowledges this agreement directly or indirectly when they receive a membership pass. The Center reserves its right to terminate members' membership with cause if they have been found (by an investigation committee appointed by the Board of Directors) to have violated any part of this agreement. A member may also be terminated without cause if the Board of Directors or Administrator deems it necessary to protect the Corporation's goals, purpose, objectives, missions, and property. A member may also be terminated for activities outside the center and its property if activities are illegal, immoral, or unethical and directly incriminate or threaten the center due to such actions. Members agree that all membership fees are considered donations and will not be refunded. This agreement will be posted at the facility entrance, and a shortened version will be printed on all membership documents.

#### **1.5. SHORT VERSION MEMBER AGREEMENT**

All patrons within the TRS Christian Center and any properties owned or managed shall be courteous, considerate, and respectful. At the same time, they maintain high standards of honesty, integrity, and impartiality. Patrons will not take advantage of other patrons in any way possible. This Center is for indiscriminate fun, wellness, education, eating, and relaxation for all ages. Anything contrary to that objective can be the cause for removal. By donating the

suggested purchase amount for a membership pass, you agree to the membership agreement, rules of conduct, and community standards while acknowledging the center’s statement of faith. All organizational documentation in full detail is available upon request.

## **SECTION 2. CORPORATION MINISTRY and DBA.**

The Corporation is sometimes referred to in these By-laws as "The Center, Center, center, Centre, and center's" in recognition of the principal non-profit purpose for which it was organized as stated in the center's purpose statement; this Center is recognized as a Ministry for the advancement of the philosophical premises of Christ Jesus.

DBA's – (Doing Business As). This Corporation may do business as other names from time to time to fulfill its direct or implied objectives. However, the expressed purpose cannot be for making profits beyond operational and compensational costs towards the Corporation or lead to the destruction of the Corporation's primary goal. It may be necessary to expand beyond its primary purpose through the Ministry to give credibility to the organization, which can lead back to its primary purpose. Ministry can be defined as spiritual, educational, charitable, recreational, religious, political, legislative, artistic, scientific, secular, or non-secular.

**Current Active DBA’s – FCA (Fine Consulting Agency) active Dec. 2022**

## **ARTICLE III**

### **DIRECTORS**

#### **SECTION 1. POWERS.**

Subject to any limitations in the Articles of the Corporation or these Bylaws, activities and affairs of the Corporation shall be conducted, and corporate powers shall be exercised by or under the direction of the Board of Directors, sometimes referred to as "Board" or "Directors." The Board may grant emergency and delegative powers to the management of the activities of the Corporation to any person or persons, management company, Parental Advisory Committee (“PAC”), or another committee. Furthermore, those powers must be well documented and understood as temporary and secondary to the board’s capabilities.

#### **SECTION 2. AUTHORIZED NUMBER.**

The authorized number of Directors comprising the Board of Directors shall be FIVE (5) maximum and One (1) minimum. The Directors of the Corporation and the expiration term of office from the date of adopting these Bylaws are:

Name, address, email, phone number, and expiration period of office

Director #1 Cody Hall, 241 Anita Drive, Manchester, GA 31816 [Codylh92@gmail.com](mailto:Codylh92@gmail.com), 706-601-1231 January 23, 2027

Director #2 John Fine, 4841 Thomaston Highway, Woodland, GA 31836, [johnfine@trschristiancenter.com](mailto:johnfine@trschristiancenter.com), 706-577-3060, January 23, 2027

Director #3 Janet Fine, 4841 Thomaston Highway, Woodland, GA 31836,  
[janetfine@trschristiancenter.com](mailto:janetfine@trschristiancenter.com), 706-580-3751, January 23, 2027  
Director #4 Christina Hall, 241 Anita Drive, Manchester, GA 31816  
[victorianchristina13@yahoo.com](mailto:victorianchristina13@yahoo.com), 706-601-3254, January 23, 2027  
Director #5 vacant

### **SECTION 3. ELECTION AND TENURE OF OFFICE.**

Before the Annual Meeting of the Board of Directors, as defined in Article III, Section 5 of these Bylaws, the Directors, shall provide for the election of the new Board of Directors, to be elected by the votes of the Board or members of the Parental Advisory Committee (“PAC”), if approved by the Board, as herein defined in Article III, Section 3.6. A Director may not resign if their resignation would cause the Corporation to be without any Directors.

#### **3.1. TERM OF DIRECTORS**

The term of the elected Directors will run concurrently with the date of incorporation. Each elected Director may serve five years until their successor is duly elected and qualified. Each elected Director may serve more than one term but only accede three consecutive times if their resignation would leave the center without Directors. They may continue to serve until their successor is duly elected and qualified.

#### **3.2. ELIGIBILITY FOR NOMINATION AS A DIRECTOR**

For an individual to be eligible for nomination as a Director and thus become a “Nominee,” they must:

- a. Subscribe to the Statement of Faith adopted by the Center, evidenced by signing a copy of the Statement of Faith;
- b. Be a respected member of the community in which they live;
- c. is not a paid staff member of the Center (except where otherwise noted);
- d. Not be a criminal or someone who engages in criminal acts regularly;
- e. Have the mental capacity to engage in the duties and responsibilities of a director. (Be of sound mind and body);
- f. Be willing to uphold and adhere to the center’s written organizational policies (Bylaws) governing documents, handbooks, or procedures, including things like employments policies, rules of conduct, discipline, statements of faith, spiritual beliefs, purpose statement, mission statement, polity, and internal dispute resolution policy. (The “Written Statement of Faith”), that are incorporated herein by reference, as if fully set forth herein.

#### **3.3. RESPONSIBILITIES AND REQUIREMENTS OF NOMINEES, CANDIDATES AND DIRECTORS**

Individuals who meet the above qualifications outlined in Section 3,2 are referred to in these Bylaws as “Qualified.” Those qualified consents to the Board of Directors Agreement (requirements and responsibilities):

- a. Attendance of at least 75% of the Board meetings;
- b. Attendance of scheduled Board meetings to observe the activities of the Board and begin the familiarization process necessary to ensure a smooth transition for the Board and the new Directors;
- c. Serving on one or more committees/board positions as needs and abilities direct;
- d. Maintenance of a firm belief system in the center’s mission statement for themselves as well as for the center;
- e. Attendance of the center and community functions including, but not limited to, athletic events, singing events, banquets, fundraising events and activities, graduation ceremonies, Parent-Teacher Fellowship (“PTF”) meetings, and other events and actions necessary to support the activities and purpose of the center.
- f. Makes serious commitment to participate actively in committee/board work.
- g. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- h. Stays informed about committee/board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- i. Gets to know other committees/board members and builds a collegial working relationship that contributes to consensus.
- j. Is active in the committee’s/board’s evaluation and planning efforts.
- k. Participates and plays an active role in helping the center raise funds.
- l. Hires, evaluates, and, if necessary, terminates the CEO.
- m. Be willing to uphold and adhere to the center’s written organizational policies (Bylaws) governing documents, handbooks, or procedures, including things like employments policies, rules of conduct, discipline, statement of faith, spiritual beliefs, purpose statement, mission statement, polity, and internal dispute resolution policy. (The “Written Statements of Faith”), that are incorporated herein by reference, as if fully set forth herein.

Nominees, candidates, and board members may have multiple positions and responsibilities as long as those positions and duties do not create a conflict of interest within the Board, officers, or the center’s administrative and operating procedures non-administrative.

### **3.4. NOMINATION PROCEDURES**

Any member, parent, legal guardian, student, church member, teacher, or other representatives of the supporting communities for the center may nominate any person meeting the requirements in Article III Section 3.2. Any Nominee must meet the qualifications as prescribed in these Bylaws. Nominees may be presented and approved during a regular board meeting at any time unless the nominees become more numerous than needed. If they become numerous, the following rules apply:

All nominees’ names must be submitted on forms designated by the Board of Directors and provided to eligible individuals before the first week of April and with sufficient time to permit a minimum of seven calendar days for nomination consideration before the prescribed due date.

Completed nomination forms must be submitted to the center's office in sealed envelopes no later than the first Friday in April.

### **3.5. CANDIDATE CERTIFICATION**

The Current Board of Directors shall interview the Nominees and certify their candidacy. Candidate certification shall become effective when most Directors approve a Nominee's Candidate Certification Form or the Consent Agenda Form. Certification shall not be unreasonably withheld, thus removing a Nominee from consideration without specific evidence or violating one or more of the requirements for service as a Director as prescribed in these Bylaws. Candidate certification shall be completed no later than the second Friday in April. Once a Nominee has had their candidacy certified, they shall be known as a "Candidate."

### **3.6. BOARD OF DIRECTOR ELECTIONS**

Initially, Candidate nominations only need to be presented before the Board during a regular meeting and approved by a majority of the Board vote. However, if a candidate's nominations become more numerous than what is needed, then the following rules would apply:

All candidates shall be presented to the Board at least ten days before the first week in April to coincide with and facilitate the nomination process. Each candidate shall be afforded a maximum of five minutes for a personal introduction, statement of qualifications, and explanation of the position. Following all introductions, a question-and-answer period shall be allowed for members of the Board to become better acquainted with the Candidates and to assist with their decision process for final elections. Elections shall be held in the fourth week in April. All votes must be submitted in sealed envelopes on forms provided to eligible Voters (as defined herein) by 5:00 PM on the fourth Friday in April. The term eligible Voters as used herein shall mean each Board of Directors or their appointed representative. Voter forms shall be provided to the Board with all qualified candidates' names on them. Each Voter shall be allowed votes equal to the number of director positions to be filled without cumulative voting, i.e., only one vote per candidate. The designated voting location within the center shall be available during operating hours. All Voters may submit sealed ballots up to seven days before the final day of the election period, provided they receive designated "absentee" ballots provided by the center's accounting office for such a defined purpose. Such "absentee" ballots shall be held securely until all votes have been received. After the voting hours have closed for the final day, all ballots must be delivered to the center's accounting office or designated vote depository location, deposited by the Voter into the sealed ballot box or envelope, and forwarded to the legal Secretary of the Corporation. Most ballots will affirm elections returned to the Board by the appointed deadline. All of the Board of Directors shall be responsible for issuing Nominee ballots; a minimum of one director, or a majority of the remaining Directors if less than three must be present for counting and Election Certification. Election Certification and counting votes shall occur after balloting has closed or as soon as the required number of Board of Directors can conduct this business. Upon completion of the count, the fully certified election results and all tally sheets, notes, and voter ballots shall be returned to the legal corporate Secretary for storage in compliance with the center's policy. Election results shall be posted in the center's office, in the city newspaper, on the center's website, and via written notice (email) to all members of the Board of Directors no

later than the Wednesday before the regularly scheduled Board meeting. Tiebreakers for the fourth and final position, a run-off election between the candidates tied for the fourth and final position, shall be held within ten business days following the procedures outlined in these Bylaws.

#### **SECTION 4. PLACE OF MEETINGS.**

Meetings of the Board may be held at any place.

#### **SECTION 5. ANNUAL MEETINGS.**

The Annual Meeting of the Directors shall be held each year at the end of a 12-month cycle. If this day is a legal Holiday, then the Annual Meeting shall be held on the next succeeding business day at the same hour. At the Annual Meeting, the Directors shall elect Officers to manage the business of the Corporation for the next year, consider reports of the affairs of the Corporation, and transact such other business as may be appropriately brought before the meeting. The time and date of this meeting shall be subject to change and may be amended as mutually agreed upon by the Directors, provided, however, if the time or place of the Annual meeting is changed, such new time/place shall be noted on the center's website, or by email, no later than thirty (30) days before the Annual Meeting. At the Annual Meeting, newly elected Directors will sign the "Board of Director's Agreement" herein incorporated and within these Bylaws. The Treasurer shall submit the operating budget for the upcoming fiscal year to the Board of Directors two months before the Annual Meeting, with the final Board of Directors' action to approve the budget taken at the Annual Meeting.

#### **SECTION 6. REGULAR MEETINGS**

Regular Meetings of the Board of Directors will be held monthly, as needed. Location will be any location designated by the President and announced as prescribed in these Bylaws. The time and date of this meeting shall be subject to change and may be amended as mutually agreed upon by the Directors, provided, however, if the time or place of the conference is changed, such new time/place shall be noted on the center's website and email at least seven (7) days before the meeting. The President shall prepare an agenda for all Board of Directors Meetings except Special Meetings. The schedule for all Annual and Regular Meetings except Special Meetings shall include provisions for a general "open" session and a "closed" session if required. The Chairman shall prepare Unique Meeting agendas of the particular Committee requesting the Special Meeting or by the specific individual requesting the Special Meeting. The President must submit and review such Special Meeting agendas in advance. The President shall determine whether the Special Meeting is open or closed. Copies of the open session portion of the agenda for all meetings shall be made available in advance at the center's office, through email, or noted on the website no later than 8:00 AM, two (2) business days before any scheduled meeting. Closed session agenda items shall not be posted in advance but made available to the Board of Directors before the scheduled appointment. Unique Meeting agendas and requests to add items to the agenda shall be made available to the President no later than five (5) business days before any meeting. Articles submitted with less than five (5) days advance notice may be included in the next scheduled Regular Meeting or moved to the next Regular Meeting at the discretion of

the President. All Annual and Regular Meeting agendas shall have a provision for “Special Items” to allow emergency or special circumstance items to be discussed in the open session. At the President’s determination, any Special Item introduced may be tabled and moved to the closed session for final review and the Board of Directors' action.

### **6.1. OPEN SESSION AGENDA**

The open session agenda shall include, but is not limited to, the following:

- a. Review of previous meeting “open session” minutes;
- b. “Special Items” from PAC’s members in attendance if such exists;
- c. Items added by advance request other than from the Board of Directors or a Board of Director appointed Committee;
- d. All “general interest” or “consent” agenda items considered appropriate by the President;
- e. Items added by advance request by a Board of Directors or a Board of Director-appointed Committee;
- f. Review of open items pending action;
- g. Monthly and year-to-date financial review;
- h. “Special Items” from the Board of Directors in attendance.

### **6.2. CLOSED SESSION AGENDA**

The closed session agenda shall include, but is not limited to, the following:

- a. “Special Items” tabled in open session for discussion in closed session;
- b. Review items other than “Special Items” tabled in open session for discussion in closed session. The sequence of order for items considered shall be at the discretion of the President;
- c. Review of agenda items requested for the closed session;
- d. Review of previously closed session minutes;
- e. Review of the closed session open items pending action.

### **6.3. ROBERT’S RULES OF ORDER AND BOARD APPROVAL OF ACTION**

Robert’s Rules of Order

shall be employed as a general procedural format for conducting all meetings as amended by the practice of the Board of Directors

Under all circumstances, the Board will be deemed to have acted when and only when, in a duly constituted Board Meeting, a motion is made, seconded,

discussed, and passed by the appropriate majority of the Board, duly approved, and entered in written form into the Corporate Minute book via a Secretary’s Certification, signed by the legal corporate Secretary. Board discussion,

consensus and debate do not constitute formal Board action, whether oral or written, and shall in no way be considered an official action or a part of the legal documentation of the center until the above legal procedures have been followed and the Secretary has signed the Certification.

No Director, Officer, employee, or another agent of the center may represent any matter or decision as being the position or policy of the center unless the the formal Board procedures have duly approved positions or policies as set forth herein.

#### **6.4. CONSENT AGENDA**

The President may present a consent agenda at the beginning of a meeting. Items may be adopted from the consent agenda at the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be adopted after discussion immediately after the consent agenda under a new business or, later, the current plan at the discretion of the Board. Items may also be removed and scheduled (or tabled) for a future Board meeting to gather information and review as long as there is general approval from the Board.

#### **SECTION 7. SPECIAL MEETINGS.**

The President may call special meetings of the Board of Directors or upon notification to the President by the Vice President, the Center Administrator, or any two Directors or the Board's appointed representative.

#### **SECTION 8. ANNUAL MEETING-NOTICE.**

The Annual Meeting of the Board of Directors may be held without notice because the time and place of such meetings are fixed in Article III, Section 5 of these Bylaws.

#### **SECTION 9. REGULAR MEETINGS – NOTICE.**

Regular meetings of the Board of Directors may be held without notice because the time and place of such meetings are fixed in Article III, Section 6 of these Bylaws.

#### **SECTION 10. SPECIAL MEETINGS -NOTICE.**

Special meetings of the Board of Directors shall be held upon four days' notice by first-class mail or twenty-four hours' notice delivered personally or by telephone, email, or other forms of communication. A statement from a Special Meeting of the Board shall specify the purpose of any Special Meeting of the Board. The Articles and these Bylaws may dispense with information about a Special Meeting.

#### **SECTION 11. WAIVER OF NOTICE.**

Notice of a meeting need not be given to any Director who signs a waiver of information or consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting or who attends the meeting without protesting, before that or at its commencement, the lack of notice to such Director. All waivers, consents, and approvals shall be filed with corporate records or made a part of the minutes of the meetings.

#### **SECTION 12. DIRECTORS ACTING WITHOUT A MEETING BY**

## **UNANIMOUS WRITTEN CONSENT.**

Any action required or permitted by the Board may be taken without a meeting if all members individually or collectively consent in writing to such action. By written permission, such action shall have the same force and effect as a unanimous vote of such Directors. Such written consent or consent shall be filed with the minutes of the proceedings of the Board.

## **SECTION 13. NOTICE OF ADJOURNMENT.**

Whether or not a quorum is present, most of the Directors present may adjourn any meeting to another time and place, provided such a new time and place shall be announced at the time of such adjournment.

## **SECTION 14. DEADLOCK.**

Suppose the Board is deadlocked, for whatever reason, unable to reach a conclusive vote on any issue before the Board. In that case, such a matter shall be forwarded to the Individual/Committee submitting the issue for motion. It shall be reviewed, revised, and re-submitted for reconsideration by the Board in a subsequent meeting. Suppose in the case where the Board shall, because of deadlock, be unable to reach a conclusive vote on any issue before the Board, and an Individual/Committee did not originate such case. In that case, such a problem brought forward as a motion shall fail.

## **SECTION 15. QUORUM.**

One-half of the total currently serving the Board of Directors shall equal a quorum. Every act or decision made by most of the Directors at a meeting duly held at which a quorum is present is the act of the Board. A meeting at which a quorum is initially present may continue notwithstanding the withdrawal of Directors. All actions approved shall also apply to Committees of the Board and action by such Committees. Active members who are not present for a meeting can have their vote voiced by another member who is present.

## **SECTION 16. USE OF ELECTRONIC CONFERENCING.**

Members of the Board may participate in a meeting through electronic means such as telephone, video, text, email, or similar electronic communications, so long as all members participating in such discussions can understand one another. Participation in a meeting under this Section constitutes presence in person at such meeting.

## **SECTION 17. COMPENSATION OF DIRECTORS.**

Directors, as such, shall not receive any salary for services. They may receive compensation and reimbursement for expenses. Such expenses must be approved in writing by the Board. Such refunds may be allowed for attendance at either Annual, Regular, or Special Meetings of the Board if nothing herein contained shall be construed to preclude any Directors from serving the

Corporation in any other capacity and receiving compensation. All compensation must comply with current IRS regulations concerning Not-For-Profit Corporations.

#### **SECTION 18. OTHER BOARD RESPONSIBILITIES -FINANCIAL**

The Board shall authorize and ensure that the accounting books and records of the center are inspected at least annually by a duly appointed committee or representative, known as the "Financial Advisory Committee, or Financial Advisor," The Committee shall be comprised of at least three qualified persons. A "qualified person" may include but not necessarily be limited to a representative from the centers outside the CPA firm of record if one exists, one representative from the Board of directors, and no more than three nor less than one non-board members that are familiar with standard bookkeeping and accounting practices in a professional business application. No more than one (1) qualified person shall be an employee or Director of the center. The Treasurer, Assistant Treasurer, and the center's full-time staff paid bookkeeper of record may not serve under any circumstances on this Committee or as individuals. The "center bookkeeper" is the total time paid center staff member responsible to the Board of Directors and the Treasurer for daily entry posting and account reconciliation. The Board may authorize an independent compilation, review, or audit of the center's financial records upon the committee's recommendation or individual. The Board shall be required to arrange a separate collection and review or audit if the Committee/Individual recommends the following two of three consecutive inspections. The annual inspection of the center's books is intended to be a general review of the various accounts to verify that postings are both correct and thorough and that the bookkeeping policies and procedures currently employed are efficient and adequate to provide a complete and accurate reflection of the center's financial position as well as comply with all statutory requirements. It shall be the Board's responsibility to set policy for any fundraising activities of the center and to be responsible for their propriety, effectiveness, and thoroughness.

#### **SECTION 19. EXECUTIVE AND OTHER COMMITTEES.**

The Board may, by resolution adopted by a majority of the number of Directors then in office, provided that a quorum is present, create one (1) or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Appointments to such committees shall be by a majority vote of the Directors then in office. The Board may appoint one or more Directors as alternate members of the Committee or replace any absent member at any meeting of the Committee. Any such committee shall operate under the authority of the Board of Directors but shall not have any voting rights and service on such committees unless necessary at the Board's discretion. All Executive and other Committees members must meet all the requirements to serve as a Director as defined in the Bylaws herein and possess specific talent or skills beneficial to the Board and the center, as determined in the Board's sole discretion.

#### **SECTION 20. REMOVAL OF A DIRECTOR FOR OR WITHOUT CAUSE.**

For Cause: The Board may declare vacant the office of a Director who has been convicted of a felony, or found, based on the Director's admission, the testimony of 2 eyewitnesses of good character or unambiguous authentic photographic or written evidence, to have committed any of the following offenses: use of illegal drugs, chronic alcoholism, adultery or fornication, theft of

school funds, Breach of Confidentiality resulting in measurable harm to The Risen Son Christian Center, its Board of Directors, its staff, or the communities it serves.

Without Cause: Any or all Directors may be removed without cause if such removal is approved or ratified by a two-thirds (2/3) majority vote, and voting takes place at a duly held meeting of Directors at which a quorum is present.

#### **SECTION 21. FILLING VACANCIES ON THE BOARD.**

A vacancy on the Board of Directors shall be filled according to the following procedure:

1. The Candidate who received the most votes during the most recent election but needs to receive a position on the Board of Directors will be invited to join. If this candidate declines the invitation, the other Candidates who did not receive a position will be given an invitation in descending order of votes received.
2. If none of the Candidates are available to fill the vacant position and at least six (6) months remain before the end of the term of the vacant position, a special election by the Board shall be held to fill the vacant Director's role (s) with a special election to follow the procedure as provided for the annual election. The majority of the remaining Board of Directors shall call the special meeting and set the periods for (i) submission of nomination forms; (ii) Candidate certification; (iii) time and place of the special meeting of the Board; and (iv) submission of votes.

#### **SECTION 22. INDEMNIFICATION.**

The Corporation shall, to the maximum extent permitted by Georgia Corporation law, indemnify each of its agents against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with any proceeding arising because any such person is or was an agent of the Corporation. For purposes of this Article, an "agent" of the Corporation includes any person who is or was a Director, Officer, employee, or any other agent of the Corporation or is or was serving at the request of the Corporation as a Director, Officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprises or was a Director, Officer, employee or agent of a corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation.

#### **SECTION 23. NONASSESSABILITY.**

The private property of the Directors and Officers of the Corporation shall be non-assessable. It shall not be subject to the payment of any corporate debts, nor shall the Directors or Officers of the Corporation become individually liable or responsible for any obligations or liabilities of the Corporation.

#### **SECTION 24. CONFLICT OF INTEREST.**

Any member, non-member, officer, Board of Directors, employee, staff, Committee, or any other entity serving in a capacity for The Risen Son Christian Center may do so as long as that capacity does not pose a conflict of Interest to these Bylaws and all articles within, Federal laws,

guidelines and regulations, State laws, guidelines and regulations, and local laws, guidelines, and regulations.

One (1) individual may fill multiple positions. Any time a conflict of interest in their jobs is apparent. That individual must remove themselves from the conflict of interest, permanently or temporally, to avoid operating under a conflict of interest.

**“Conflict of interest is a situation in which an internal auditor, who is in a position of trust, has a competing professional or personal interest. Such competing interests can make it difficult to fulfill their duties impartially. A conflict of interest exists even if no unethical or improper act results.”**

Example 1: The CEO may serve as the President of the Board and participate in voting procedures; however, if the Board of directors is voting on the CEO’s salary or evaluation, the CEO cannot be present for the voting procedures during that session. If the CEO were to remain, it would qualify as a “Conflict of Interest;” the Board would have to proceed without the President, and either the Vice President, Chairman, or designated representative would take control of the proceedings.

Example 2: The President of the Board was not able to make the Board meeting, and the Vice President replaced them for the proceedings; however, once the proceedings began, they discovered the meeting agenda included assigning a financial review committee; the Vice President was also serving as the Treasurer. Therefore, the Vice President must remove themselves from the Board proceedings to avoid a conflict of interest. The Chair or a designated representative would take control of the Board Proceedings.

Example 3: A meeting of the Board was convened to establish a committee chairperson to oversee a construction project for the Corporation; Director (1) nominated themselves to be the chair, however during the proceedings, it was discovered that Director (1) was closely related to one of the contractors from a pre-approved list of contractors that already had been prepared by the CEO. Director (1) must remove their nomination, or there would be a conflict of interest, Director (1) must not be allowed to vote when choosing which contractor to use, or again there would be a conflict of interest. However, Director (1) may speak on behalf of the contractor closely related from a business perspective or reference. A Board vote would continue with the remaining Directors.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION 1. OFFICERS.**

The Corporation's Officers shall be a President, Chief Executive Officer, Administrator, Vice President, Secretary, Treasurer, Chief Financial Officer, Recreation Coordinator, Wellness Project Coordinator, and Designated Authority. The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the

President of the Corporation but may assume their duties if the Board approves it of Directors and there is no conflict of interest. Officers may hold up to one paid position; if they want to hold more than one position, they must select one paid position, and any other position must be a volunteer position. They may only change paid positions once selected once their term runs out. At the discretion of the Board of Directors, the Corporation may also have one or more additional Vice Presidents, assistant secretaries, assistant treasurers, and other Officers appointed per the provisions of these Bylaws.

## **SECTION 2. ELECTIONS OF OFFICERS.**

The officers of the Corporation, except such officers as may be otherwise appointed by the provisions of these Bylaws, shall be chosen annually by the Board of Directors. Each shall hold office until such officer resigns or shall be removed or otherwise disqualified to serve or at the expiration of a set term as approved by the Board. Officers may serve consecutive terms as needed by the Corporation in any office except the Treasurer, who shall be exempt from this provision and, thus, may serve successive terms without limit at the pleasure of the Board. Officers who have served consecutive terms must vacate said office for at least one year before becoming eligible for re-election if the Board approves such limits. Term-limited Directors may serve in any other available office at the pleasure of the Board.

## **SECTION 3. SUBORDINATE OFFICERS.**

Once operating with a Board of Directors, they shall hire the Center's CEO and shall be a designated Subordinate Officer referred to in these Bylaws as the "Administrator." The Administrator shall also function as the Administrative Educational Manager of the Center. The duties of the Administrator shall include but are not limited to prequalifying all staff by approved childcare and educational systems methods and hiring salaried and non-salaried support staff and maintaining the spiritual morale of staff members within the Center, developing informational and accrediting services of the Center, dismissing staff, advancing outreach programs, soliciting donations, and overseeing all day-to-day administrative duties. Each permanent center staff hiring or dismissal decision shall become final with a formal interview and the full concurrence of the Board of Directors. Staff members shall include childcare providers and all salaried support employees. The Administrator shall have such other powers and duties as the Board of Directors, and these Bylaws may prescribe occasionally. The Board of Directors may appoint or confer on any other Officer of the Corporation the right to assign such other Officers as the business of the Corporation may require. Each shall hold offices for such period, have such authority, and perform such duties as these Bylaws provide. The Board of Directors may, from time to time, determine except that under no circumstances shall Subordinate Officers be extended voting rights within the Board of Directors except in multiple positions where there is no conflict of interest. The Board of Directors must review the CEO's performance annually and provide a copy of said performance rating to the CEO; if the Board determines the CEO's performance is below acceptable standards, they may start proceedings for termination. However, a PIP (Performance Improvement Plan) from outside of the organization must be administered for one year; if the CEO's performance has not improved after the completion of one year, they may be terminated at the discretion of the Board.

#### **SECTION 4. REMOVAL AND RESIGNATION.**

Any Officer may be removed with or without cause by a two-thirds majority vote of the Directors at the time in office proceeding a PIP review, during Regular or Special meetings of the Board of Directors, or, except in the case of an Officer chosen by the Board of Directors, by any Officer upon whom the Board of Directors may confer such power of removal. Any Officer may resign at any time by giving written notice to the Corporation. Any such resignation shall take effect on the date of receiving such information or at any later time specified therein. Unless otherwise specified, accepting such resignation is unnecessary to make it effective. No removal or resignation shall be valid if it causes overall destruction of the Center's mission. Any act that does not support the Center's mission is considered unlawful.

#### **SECTION 5. VACANCIES.**

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office.

#### **SECTION 6. PRESIDENT and CHIEF EXECUTIVE OFFICER (CEO)**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$61,817.60.(29.72 x 40 x 52)**

##### **President Roles and Responsibilities**

The President shall be the Corporation's Administrator and Chief Executive Officer and shall have general supervision, direction, and control of the business and Officers of the Corporation. The primary duties of the President are as follows:

- 1) Provide focus, direction, and coordination for the Board of Directors and its continuing effort to promote and further the nonprofit purposes of the Corporation.
- 2) Establish and maintain the agenda for all meetings of the Board of Directors.
- 3) Preside over all meetings of the Board of Directors.
- 4) Coordinate the activities of the Board of Directors and the various committees and extended activities of the Corporation as authorized by the Board of Directors.
- 5) Serve as an ex-officio member of all standing Board committees.
- 6) Provide oversight and coordination for the election of Officers and committee leaders with the Board of Directors.
- 7) Provide oversight and coordination for electing a new Board of directors as prescribed in these Bylaws.

- 8) Provide orientation for newly elected Directors.
- 9) Vote during board proceedings except where a conflict of interest exists.
- 10) Endeavor to promote a spirit of cooperation and fellowship among the members of the Board of Directors that recognizes the quality of each duly elected Board of Directors and the value of their contribution to the overall effort of the Board of Directors.

In the event of the President's death or resignation without the written designation actual or deemed of a successor President, the Board of Directors shall elect a qualified candidate to become President.

### **Chief Executive Officer Roles and Responsibilities**

- 1) Creating, communicating, and implementing the organization's vision, mission, and direction.
- 2) Leading the development and implementation of the overall organization's strategy.
- 3) Soliciting advice and guidance, when appropriate, from the board of directors.
- 4) Formulating and implementing the strategic plan that guides the direction of the business or organization.
- 5) Overseeing the complete operation of the organization.
- 6) Evaluating the success of the organization in reaching its goals.
- 7) Looking at potential acquisitions, sales, loans, grants, or fundraising initiatives that will enhance the company's productivity under circumstances that enhance and supplement nonprofit value.
- 8) Representing the organization for civic and professional association responsibilities and activities in the local community, the State, and the national level.
- 9) Participating in industry-related events or associations to enhance leadership skills, the organization's reputation, and potential for success.
- 10) Establishing, coordinating, managing, and implementing procedures to create and operate the Risen Son Christian Center.

### **Qualifications:**

The Chief Executive Officer must have a bachelor's degree in a field such as business management, accounting, finance, political science, or a related field. Since they perform many administrative tasks, business administration is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

The President of the Corporation, on the date of adoption of these amended Bylaws, is **John E Fine, 4841 Thomaston Highway, Woodland, GA 31836 [johnfine@trschristiancenter.com](mailto:johnfine@trschristiancenter.com) 706-577-3060. Expires January 23, 2027.**

## **SECTION 7. VICE PRESIDENTS.**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$45,000.**

### **Roles and Responsibilities**

In the absence or disability of the President, the Vice-President shall perform all the duties, roles, and responsibilities of the President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President except where a conflict of interest exists. It is preferred that the Vice President have the same roles, responsibilities, and qualifications as the President but only required if it becomes a permanent position. Work experience can be used to substitute education requirements but is evaluated case-by-case. The Vice President shall have such other capabilities and perform such other duties as from time to time may be prescribed by the Board of Directors or these Bylaws.

The Vice-President of the Corporation, on the date of adoption of these amended Bylaws, is **Steven Fleming, 20 Lenox Circle, Griffin, GA 30224, [fleming\\_11549@msn.com](mailto:fleming_11549@msn.com), 678-580-8442. Expires January 23, 2027.**

## **SECTION 8. EXECUTIVE SECRETARY.**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$48,276.80. (23.21 an hour for 40 hours times 52 weeks)**

### **Roles and Responsibilities**

The Secretary shall keep, or cause to be held, a book of minutes at the main office. Such other places as the Board of Directors may order all meetings of Directors with the time and place of holding, whether regular or exceptional, and if extraordinary, how authorized notice thereof given. The names of those present at meetings of the Board of Directors and the proceedings thereof. The Secretary is considered the "designated

agent" and will resolve any administrative matters related to it and may sign any documents related to such issues. The Secretary shall give, cause to be shared, a notice of all meetings of the Board of Directors required by these Bylaws or by law to be given and shall keep the seal of the Corporation in safe custody. Shall have other powers and perform such duties as the Board of Directors or the Bylaws may be prescribed but will perform the following minimum duties.

- 1) Answer phone calls and redirect them when necessary.
- 2) Manage the daily/weekly/monthly agenda and arrange new meetings and appointments.
- 3) Prepare and disseminate correspondence, memos, and forms.
- 4) File and update contact information of employees, customers, suppliers, and external partners.
- 5) Support and facilitate the completion of regular reports.
- 6) Develop and maintain a filing system.
- 7) Check frequently the levels of office supplies and place appropriate orders.
- 8) Make travel arrangements.
- 9) Document expenses and hand in reports.
- 10) Undertake occasional receptionist duties.

### **Qualifications:**

The Secretary must have an associate degree in a field such as administration, education, sociology, or a relatable field. Since they perform many administrative tasks, business management is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

On the date of adopting these amended Bylaws, the Secretary of the Corporation is **Janet Leigh Fine, 4841 Thomaston Highway, Woodland, GA 31836, [janetfine@trschristiancenter.com](mailto:janetfine@trschristiancenter.com), 706-580-3751. Expires January 23, 2027.**

### **SECTION 9. TREASURER**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$35,000.**

### **Roles and Responsibilities**

The Treasurer shall keep and maintain, or cause to be held and maintained, complete and correct accounts of the properties and business transactions of the Corporation, including statements of its assets, liabilities, receipts, disbursements, gains, and losses. The Directors shall inspect the books of account at all reasonable times. The Treasurer shall deposit monies and other valuables in the name and to the credit of the Corporation with such depositaries as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, shall render to the President and Directors, whenever they request it, an account of all of his transactions as Treasurer and the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws. When the Chief Financial Officer position is filled, the Treasurer will work as an Assistant Financial Officer if needed; otherwise, the Treasurer position will be adjourned. It is preferred that the Assistant Financial Officer have the same roles, responsibilities, and qualifications as the Chief Financial Officer but only required if it becomes a permanent position. Work experience can be used to substitute education requirements but is evaluated case-by-case. The Treasurer of the Corporation, on the date of adoption of these amended Bylaws, is **Steven Fleming, 20 Lenox Circle, Griffin, GA 30224, [fleming\\_11549@msn.com](mailto:fleming_11549@msn.com), 678-580-8442. Expires January 23, 2027.**

## **SECTION 10. CHIEF FINANCIAL OFFICER (CFO)**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$78,832.00. (37.90 x 40 x 52)**

### **Roles and Responsibilities**

1. Provide leadership and management to the financial department.
2. Provide financial strategy recommendations to CEO/President and executive team.
3. Identify and address potential financial risks for the company.
4. Oversee all financial decisions, such as budgeting and auditing.
5. Implement strategies and systems to improve financial performance.
6. Support the financial department in developing short and long-term financial goals.
7. Review financial reports and determine methods to reduce costs.
8. Take control of financial records and documentation.
9. Serve as a key point of contact for the financial department and auditors.

### **Daily CFO Responsibilities**

10. Overseeing the reconciliation of income and expense reports.
11. Preparing and analyzing financial statements and profit and loss reports.
12. Designing financial models that will benefit different operating initiatives.
13. Supervising the finance department and ensuring all activities are current and updated.
14. Managing all financial transactions for the Risen Son Christian Center, including payroll and immunities.
15. Taking over all responsibilities of the Treasurer and holding in account thereof. The treasurer will become an assistant financial officer if needed.

### **Qualifications:**

The Chief Financial Officer must have a bachelor's degree in a field such as business management, accounting, finance, or a relatable field. Since they perform many administrative tasks, business administration is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

**Current CFO:** TBA (not yet selected or hired)

### **SECTION: 11. RECREATION COORDINATOR (training & development manager)**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$69,388.80. (33.36 x 40 x 52)**

### **Roles and Responsibilities**

The recreation coordinator will plan, direct, and facilitate group activities. While these professionals may work at summer or youth camps, gyms, sports clubs, and retirement communities, their primary responsibility is for the not-for-profit organization, the Risen Son Christian Center. Although the exact day-to-day duties of a recreation coordinator vary based on the need, common duties will include the following:

- 1) Identifying, planning, and leading activities.
- 2) Collaborating with instructors to ensure a high-quality experience.
- 3) Purchasing and managing equipment for all recreational activities, including safety and first-aid kits.

- 4) Compiling and reviewing participants' feedback to identify areas for improvement.
- 5) Hiring and managing instructors, attendants, and any other personnel needed for the operation of the Center.
- 6) Administering basic first aid.
- 7) Enforcing safety regulations.
- 8) Modifying activities based on population, time constraints, needs, and audiences.
- 9) Providing evaluation, audit, financial, summary, and any other reports identified as needed to the CEO and department officers to whom the report relates.
- 10) Maintain high-quality wellness among participants by addressing and satisfying their needs.
- 11) Maintain a forward-thinking attitude toward the overall mission of the Center and how it relates to recreational needs.

### **Qualifications:**

Recreation coordinators must have a bachelor's degree in a field such as exercise science, health education, sociology, or a related field. Since they perform many administrative tasks, business management is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

Current RC: TBA (not yet selected or hired)

## **SECTION 12. WELLNESS PROJECT COORDINATOR (operations manager)**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$53,414.40. (25.68 x 40 x 52)**

### **Roles and Responsibilities**

Fitness and wellness coordinators are responsible for providing various health-related programs and services. They may work in a fitness center or similar environment. Their role is primarily administrative, and their objective is to ensure that they satisfy their clients by developing programs that meet their health and wellness needs.

Their responsibilities include developing programs, leading programs, monitoring staff, and providing staff training. Their job involves coordinating schedules and resources. They are also responsible for ensuring the facilities are clean and available for assigned groups or activities.

Client safety is a priority for fitness and wellness coordinators. Sometimes, they collaborate directly with individuals with specific health and wellness needs. Common duties include:

- 1) Provide individual support or counseling in general wellness or nutrition.
- 2) Track attendance, participation, or performance data related to wellness and nutritional events.
- 3) Prepare or implement budgets and strategic, operational, purchasing, or maintenance plans.
- 4) Maintain or arrange for maintenance of fitness equipment, culinary equipment, or facilities.
- 5) Develop marketing campaigns to promote a healthy lifestyle or participation in nutrition, fitness, and wellness programs.
- 6) Conduct surveys to determine interest in, or satisfaction with, wellness, nutrition, and fitness programs, events, or services.
- 7) Teach or arrange classes for fitness, nutrition, and wellness teachers to improve participants' strength, flexibility, conditioning, or general fitness and wellness.
- 8) Select and supervise contractors, teachers, coaches, planners, and attendants for all Risen Christer Centre events, hosts, and health, fitness, and wellness practitioners.
- 9) Respond to customer, public, or media requests for information about wellness, nutritional, and fitness programs or services.
- 10) Recommend or approve innovative programs or service offerings to promote wellness, nutrition, and fitness, produce revenues, or minimize costs.

**Qualifications:**

Project wellness coordinators must have a bachelor's degree in a field such as exercise science, health education, sociology, or a related field. Since they perform many administrative tasks, business management is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

Current PWC: TBA (not yet selected or hired)

**SECTION 13. HUMAN RESOURCES MANAGER**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$63,606.40. (30.58 x 40 x 52)**

## **Roles and Responsibilities**

The human resources manager position for the Risen Son Christian Center requires an engaged, productive employee. The ideal candidate will have experience in HR or employee recruitment, with a thorough understanding of HR policies and procedures. The bulk of the role will involve employee orientation, benefits administration, compensation, rewards, and conflict resolution, and there is a fantastic opportunity for developing and refining systems. We are eager to find a human resources manager who connects easily with people and has a meticulous mindset for managing the dynamic nature of today's workforce. To fulfill the objectives of this role, you should have the following skills:

- 1) Oversee and refine employee standards and procedures, using existing HR systems and improved or recommended processes.
- 2) Maintain and enhance employee benefits programs, including compensation, health insurance, expense reimbursement, and vacation.
- 3) Assist with recruitment efforts, and prepare employees for their assignments by establishing and conducting orientation and training programs.
- 4) Ensure compliance with national and local HR regulations by conducting investigations and maintaining records.
- 5) Identify and recommend improvements to internal standard operating procedures, including team restructuring and morale building.
- 6) Support departments in developing and delivering strategic HR plans that fit the overall business direction.
- 7) Planned, monitored, and appraised HR activities by scheduling management conferences, resolving employee grievances, training managers in coaching and disciplining, and counseling employees and supervisors.
- 8) Champion the onboarding process by ensuring it is high-quality and up-to-date, and provide clarity and connection for employees so their roles serve the overall business vision.
- 9) Maintain management guidelines by preparing, updating, and recommending human-resources policies and procedures.
- 10) Build strong relationships with external suppliers, fostering trust and promoting collaboration.
- 11) Manage confidential matters with discretion.

## Qualifications

The HR Manager should have three or more years of experience in human resources or employee recruitment. Must have a bachelor's degree in supporting human resources or a relatable field. Since they perform many administrative tasks, business management is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case. The HR manager must also have exceptional communication and people skills and an ethical mindset. Adept at problem-solving and conflict resolution. Strong problem-solving and conflict-resolution skills. Familiarity and experience with HR software and a strong understanding of national laws related to HR and nonprofits.

Current HR: TBA (not yet selected or hired)

## SECTION 14. FUNDRAISING MANAGER

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$63,606.40. (30.64 x 40 x 52)**

### Roles and Responsibilities

Fundraising managers are responsible for developing and managing campaigns that bring donations from various sources. This can include several responsibilities, such as identifying and interacting with potential donors through connection strategies ranging from fundraising events to crowdsourcing campaigns and public relations. They may also apply for grants and provide stakeholders (including executives and organizational leaders) with regular updates on their fundraising progress. Their core duties and responsibilities they must be able to do are;

- 1) Developing and executing fundraising strategies.
- 2) Researching fundraising opportunities.
- 3) Writing, submitting, and uploading press releases as required.
- 4) Writing funding proposals and submitting these to potential donors.
- 5) Preparing quarterly budgets.
- 6) Producing ingenious ways to raise awareness.
- 7) Implementing a variety of marketing strategies and promotional campaigns.
- 8) Organizing and attending non-profit events and networking with relevant stakeholders.
- 9) Establishing good relationships with staff, members of the public, and the media.
- 10) Fostering ongoing relationships with donors.
- 11) Providing updates or checking in with regular or recurring supporters.
- 12) Planning and hosting fundraising events.
- 13) Assigning tasks and supervising the progress of staff members.
- 14) Possess several vital skills that apply to the roles of management and fundraising aspects. Some of the most consequential of these skills include:

- a. Writing and speaking skills. Fundraising managers should convey why the project, cause, or organization is worthwhile. They may also need to field questions about using the collected funds. Writing skills are also essential for drafting grant proposals or corresponding with donors.
  - b. Project management and organizational skills. A skilled fundraiser may have to hit certain goals or milestones, progress down a fundraising timeline, or fulfill small steps — such as events — toward achieving broader goals. Organizing and managing these milestones is integral to their completion and success.
  - c. Creative, critical thinking skills. Fundraising management professionals may need to exhibit outside-the-box thinking as they seek new, more effective ways to get the word out about their project or cause — or to attract new financial donations.
  - d. People skills. Fundraisers will have face-to-face meetings with big donors or recurring supporters, expressing gratitude, answering questions, and maintaining ongoing support.
  - e. Financial acumen. Fundraisers may also undertake basic fiscal management, bookkeeping, and accounting tasks to ensure that they are accurately tracking their fundraising progress.
  - f. Leadership skills. The person in charge of fundraising may lead teams of employees, which requires vision casting, task delegation, administration, and other leadership competencies.
- 15) Fundraising success hinges on managing teams and projects internally while ensuring that funds and donations come in regularly. Prospective fundraising managers will cultivate many skills in advanced management and leadership programs. Fundraising is at the heart of the Risen Son Christian Center, therefore, has an important leading role.

## **Qualifications**

The Fundraising Manager should have a bachelor's degree in PR, Fundraising, or any related field (preferably a master's degree). 3-5 years of fundraising experience. Previous experience in administration, sales, or marketing is also acceptable. Sound knowledge of the charity sector. Experience managing a team and excellent written, verbal, and telephonic communication skills. Must have a bachelor's degree in supporting a fundraising-relatable field. Since they perform many administrative tasks, an additional degree in business management is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case. The fundraising manager must also have exceptional communication and people skills and an ethical mindset. Adept at problem-solving and conflict resolution. Familiarity and experience with fundraising software

and a strong understanding of local, state, and national laws related to fundraising and nonprofits.

Current Fundraising Manager: TBA (not yet selected or hired)

## **SECTION 15. CEO AUTONOMY POWERS**

The CEO of the Risen Son Christian Center Corporation has autonomy powers under specific, emergency, or exceptional circumstances. Suppose the continuity of the Center is threatened for some unforeseen reason that will result in the objectives of the Center being eliminated. In that case, the CEO may use his autonomy powers to eliminate the threat. The CEO may also use these powers to dissolve the Board of Directors, eliminate officer positions, or change organizational processes if the reason is in the Center's best interest. However, it must be provable that the CEO was acting in the Center's best interest, and the reasons causing the action would be considered unlawful, immoral, or destructive to its overall mission. Under normal circumstances or conditions, no autonomy exists.

## **ARTICLE V**

### **CORPORATE RECORDS AND REPORTS**

#### **SECTION 1. RECORDS.**

The Corporation shall keep the following:

1. Adequate and correct books, records, and accounts.
2. Minutes of the proceedings of all meetings.
3. All records are maintained at a corporate address in a secure location or as designated by the Board of Directors. Minutes shall be kept in digital or written form. Other books and records shall be held in digital or written form or any other form capable of being converted into written form.
4. All federal, State, and local records required by law, regulations, or procedures in digital or written form.

#### **SECTION 2. CHECKS, DRAFTS, INDEBTEDNESS.**

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as shall be determined from time to time by resolution of the Board of Directors. Without a determination by the Board of Directors, such instruments may be signed by either the CEO, President, CFO, or the Treasurer of the Corporation.

#### **SECTION 3. CONTRACTS, OTHER INSTRUMENTS - HOW EXECUTED.**

The Board of Directors, except as in these Bylaws otherwise provided, may authorize any Officer or Officers, or agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless authorized by the Board of Directors, no Officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, pledge its credit, or render it liable for any purpose or any amount unless specified by the Board of Directors. The CEO has autonomy powers that may be used without Board approval as long as it does not violate the Center's primary purpose. The current contract authority approved by the Board of Directors is **John Edward Fine, CEO**.

#### **SECTION 4. CORPORATE SEAL**

The Corporate seal shall be circular and shall have inscribed thereon the name of the Corporation, the date of its incorporation, and the word "Georgia."

#### **SECTION 5. AMENDMENTS TO ARTICLES OF INCORPORATION AND BYLAWS**

The Board of Directors shall adopt, amend, or dissolve the Articles of Incorporation and adopt, amend, or repeal the Bylaws of the Corporation by a two-thirds (2/3) majority vote at the Annual Meeting or any Special Meeting/Special Election provided advance written notice of the proposed changes and amendments at least thirty (30) days before the Meeting/Election has been (i) noted on the center's website; (ii) noted in a newsletter or email; and (iii) stated in a notice mailed by first class mail to the Primary Address of Records of the Corporation as determined by these Bylaws. The CEO can amend Articles of Corporation plus By-Laws with anatomy powers if the situation determines it necessary and without notice.

#### **SECTION 6. DISCLOSURE RECORD KEEPING, RULES, REQUIREMENTS, AND PROCEDURES**

The IRS imposes recordkeeping and substantiation rules on donors of charitable contributions and disclosure rules on charities that receive specific quid pro quo contributions, which are:

- Donors must have a bank record or written communication from a charity for any monetary contribution before the donors can claim a charitable contribution on their federal income tax returns.
- Donors are responsible for obtaining a written acknowledgment from a charity for any single contribution of \$250 or more before the donors can claim a charitable contribution on their federal income tax returns.
- Charitable organizations must provide a written disclosure to a donor who receives goods or services in exchange for a single payment over \$75. These rules do not apply to a donated motor vehicle, boat, or airplane if the claimed value exceeds \$500. For information on vehicle donations, see IRS Publication 4302, A Charity's Guide to Vehicle Donation, and IRS Publication 4303, A Donor's Guide to Vehicle Donation. For information about organizations qualified to receive charitable contributions, see IRS Publication 526, Charitable Contributions. Publication 526 also describes contributions

you can (and cannot) deduct and explains deduction limits. For assistance with valuing donated property, see IRS Publication 561, Determining the Value of Donated Property.

## **6.1. RECORDKEEPING RULES**

A donor cannot claim a tax deduction for any contribution of cash, a check, or other monetary gifts unless the donor maintains a record of the contribution in the form of either a bank record (such as a canceled check) or a written communication from the charity (such as a receipt or letter) showing the name of the charity, the date of the contribution and the amount of the contribution.

Payroll Deductions for charitable contributions made by payroll deduction, the donor may use a pledge card prepared by or at the direction of the charitable organization, along with one of the following documents:

- Pay stubs.
- Form W-2, Wage, and Tax Statement
- Other employer-furnished documents that show the amount withheld and paid to a charitable organization. If a donor makes a single contribution of \$250 or more by payroll deduction, the pledge card or other document from the organization must also include a statement to the effect that the organization does not provide goods or services in whole or partial consideration for any contributions made to the organization by payroll deduction. Each payroll deduction amount of \$250 or more is treated as a separate contribution for purposes of the \$250 threshold requirement for written acknowledgments.

## **6.2. WRITTEN ACKNOWLEDGMENT**

A donor cannot claim a tax deduction for any contribution of \$250 or more unless the donor obtains a contemporaneous, written acknowledgment of the contribution from the recipient organization. An organization that does not acknowledge a contribution incurs no penalty; without a written disclosure, the donor cannot claim the tax deduction. Although it is a donor's responsibility to obtain a written disclosure, an organization can assist a donor by providing a timely, written statement containing the following:

1. The name of the organization
2. The amount of cash contribution
3. A description (but not the value) of non-cash contribution
4. A statement that the organization provided no goods or services in return for the contribution if that was the case.
5. A description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution
6. A statement that goods or services, if any, that an organization provided in return for the contribution consisted entirely of intangible religious benefits (see IRS pub 1771); if that was the case, It is not necessary to include either the donor's Social Security number or tax identification number on the acknowledgment. A separate acknowledgment may be provided for every contribution of \$250 or more, or one acknowledgment, such as an annual summary, may be used to substantiate several donations of \$250 or more. There

are no IRS forms for the acknowledgment. Letters, postcards, or computer-generated documents with the above information are acceptable. An organization can provide either a paper copy of the acknowledgment to the donor or an organization can provide the disclosure electronically, such as via an email addressed to the donor. A donor should not attach the declaration to their individual income tax return but must retain it to substantiate the contribution. Individual contributions of less than \$250 will not be aggregated. An example could be weekly offerings to a donor's church of less than \$250, even though the donor's annual total contributions are \$250 or more.

### **6.3. CONTEMPORANEOUS RECIPIENT**

Organizations typically send written acknowledgments to donors by January 31 of the year following the donation. For the written declaration to be considered contemporaneous with the contribution, a donor must receive the acknowledgment by the earlier of:

- The date on which the donor files their federal income tax return for the year of the contribution;
- The due date (including extensions) of the return.

### **6.4. GOODS AND SERVICES**

The acknowledgment must describe goods or services an organization provides in exchange for a contribution of \$250 or more. It must also provide a reasonable faith estimate of the value of the goods or services because a donor must generally reduce the contribution deduction amount by the fair market value of the goods and services provided by the organization. Goods or services include cash, property, benefits, or privileges. However, there are important exceptions: Token Exception — Insubstantial goods or services a charitable organization provides in exchange for contributions do not have to be described in the acknowledgment. Goods and services are considered to be insubstantial if the payment occurs in the context of a fund-raising campaign in which a charitable organization informs the donor of the amount of the contribution that is a deductible contribution and:

1. The fair market value of the benefits received does not exceed the lesser of 2 percent of the payment or \$106, or
2. The payment is at least \$53, the only items provided bear the organization's name or logo (for example, calendars, mugs, or posters), and the cost of these items is within the limit for "low-cost articles," which is \$10.60. The dollar amounts are for 2016. Guideline amounts are adjusted for inflation. See [IRS.gov](http://IRS.gov) for annual inflation adjustment information.

Free, unordered low-cost articles are also considered to be insubstantial.

Example of a token exception: If a charitable organization gives a coffee mug bearing its logo that costs \$10.60 or less to a donor who contributes \$53 or more, the organization may state that no goods or services were provided in return for the \$53 contribution. The \$53 is fully deductible.

### **6.5. MEMBERSHIP BENEFITS EXCEPTION**

An annual membership benefit is also considered to be insubstantial if it is provided in exchange for a yearly payment of \$75 or less and consists of recurring yearly rights or privileges, such as:

1. Free or discounted admissions to the charitable organization's facilities or events
2. Discounts on purchases from the organization's services
3. Free or discounted parking
4. Free or discounted admission to member-only events sponsored by an organization where a per-person cost (not including overhead) is within the "low-cost articles" limits.

Example of a membership benefits exception: If a charitable organization offers a \$75 annual membership that allows free admission to all of its weekly events, plus a \$20 poster, a written acknowledgment need only mention the \$20 value of the poster since the free admission would be considered insubstantial and, therefore, would be disregarded.

## **6.6. INTANGIBLE RELIGIOUS BENEFITS EXCEPTION**

If a religious organization provides only "intangible religious benefits" to a contributor, the acknowledgment does not need to describe or value those benefits. It can simply state that the organization provided intangible religious benefits to the contributor. What are "intangible religious benefits"? Generally, they are benefits provided by a tax-exempt organization operated exclusively for religious purposes and are not usually sold in commercial transactions outside a donative (gift) context. Examples include admission to a religious ceremony and a de minimis tangible benefit, such as wine used in a religious ceremony. Not intangible religious benefits include education leading to a recognized degree, travel services, and consumer goods.

## **6.7. UNREIMBURSED EXPENSES**

Suppose a donor makes a single contribution of \$250 or more in the form of unreimbursed expenses, for example, out-of-pocket transportation expenses incurred to perform donated services for an organization. In that case, the donor must obtain a written acknowledgment from the organization containing a:

- Description of the services provided by the donor.
- Statement of whether the organization provided goods or services in return for the contribution.
- Description and good faith estimate of the value of goods or services, if any, that the organization provided in return for the contribution
- A statement that the goods or services the organization provided in return for the contribution consisted entirely of intangible religious benefits (described earlier in this publication) if that was the case. In addition, a donor must maintain adequate records of unreimbursed expenses. See IRS Publication 526, Charitable Contributions, for a description of records that will substantiate a donor's contribution deductions.

Example of an unreimbursed expense: A chosen representative to an annual convention of a charitable organization purchases an airline ticket to travel to the convention. The organization does not reimburse the delegate for the \$500 ticket. The representative should keep an expenditure record, such as a ticket copy. The representative should obtain from the organization a description of the services provided and a statement that the representative received no goods or services from the organization.

Examples of Written Acknowledgments “Thank you for your cash contribution of \$300 that (organization’s name) received on a date. No goods or services were provided in exchange for your contribution.”

“Thank you for your cash contribution of \$350 that (organization’s name) received on a date. In exchange for your contribution, we gave you a cookbook with an estimated fair market value of \$60.”

” Thank you for contributing a used oak baby crib and matching dresser that (organization’s name) received on a date. No goods or services were provided in exchange for your contribution.”

The following is an example of a written acknowledgment when a charity accepts contributions in one of its activities: Thank you for your gift of \$450 to (organization’s name) made in the name of its Special Relief Fund program. No goods or services were provided in exchange for your contribution.”

## **6.8. WRITTEN DISCLOSURE**

Donors may only take a contribution deduction to the extent that their contributions exceed the fair market value of the goods or services the donors receive in return for the contributions; therefore, donors need to know the value of the goods or services. An organization must provide a written disclosure statement to a donor who makes a payment exceeding \$75, partly as a contribution and partly for goods and services provided by the organization. A contribution made by a donor in exchange for goods or services is known as a quid pro quo contribution.

Example of a quid pro quo contribution: A donor gives a charitable organization \$100 in exchange for a concert ticket with a fair market value of \$40. The donor’s tax deduction may not exceed \$60 in this example. Because the donor’s payment (quid pro quo contribution) exceeds \$75, the charitable organization must furnish a disclosure statement to the donor, even though the deductible amount does not exceed \$75.

A required written disclosure statement must:

- Inform a donor that the amount of the contribution deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed by the donor over the value of goods or services provided by the organization.
- Provide a donor with a reasonable faith estimate of the fair market value of the goods or services.

Exception. An organization must furnish a disclosure statement concerning either the solicitation or the receipt of the quid pro quo contribution. The information must be in writing and made in a manner that will likely come to the donor's attention. For example, a disclosure in small print within a larger document might not meet this requirement. A written disclosure statement is not required: where the goods or services given to a donor meet the “token exception,” the “membership benefits exception,” or the “intangible religious benefits exception” described

earlier, where there is no donative element involved in a particular transaction, such as in a typical museum gift shop sale.

## **6.9. PENALTY**

A penalty is imposed on charities needing to meet the written disclosure requirement. The penalty is \$10 per contribution, to be at most \$5,000 per fundraising event or mailing. An organization may avoid the penalty if it can show that failure to meet the requirements was due to reasonable cause.

## **6.10. FURTHER INFORMATION**

- Written acknowledgment — Detailed rules for contemporaneous written acknowledgments are contained in Section 170(f)(8) of the Internal Revenue Code and Section 1.170A-13(f) of the Income Tax Regulations. The “low-cost article” rules are in Code Section 513(h)(2).
- Written disclosure — Detailed rules for written disclosure statements are contained in Code Section 6115 and I.T. Regulations Section 1.6115-1. The penalty rules are contained in Code Section 6714.
- IRS publications — Order publications by calling the IRS at (800) 829-3676. Download IRS publications at [www.irs.gov](http://www.irs.gov).
- IRS customer service — Telephone assistance for general tax information is available by calling IRS customer service toll-free at (800) 829-1040.
- EO customer service — Telephone assistance specific to exempt organizations is available by calling IRS Exempt Organizations customer account services toll-free at (877) 829-5500.
- EO website — Visit the Exempt Organizations website at [irs.gov/eo](http://irs.gov/eo).
- EO Update — Subscribe to IRS Exempt Organization’s EO Update, a regular email newsletter with information for tax-exempt organizations and tax practitioners who represent them.
- Stay Exempt — An IRS interactive web-based training program covering tax compliance issues confronted by small and mid-sized tax-exempt organizations.

## **6.11. RESPONSIBILITIES**

Donor’s name, the amount paid, address, email, phone number, and type of donation. The Secretary, assistant secretary, or representative is responsible for the mailing, or by a similar means such as email, the discloser statements. The Treasurer, assistant treasurer, or representative is responsible for providing a list to the Secretary containing the qualified discloser. The Treasurer should have this list to the Secretary no later than January 15<sup>th</sup> of the following tax year. The Secretary should have all mailings by January 31<sup>st</sup> of the next tax year. The Corporate EIN must be on the letter or any other disclosers besides any other IRS requirements. Items may be scanned and saved within a computer or similar device folder. The Secretary must maintain these on-file records for two years.

Preapproved and printed Discloser statements will always be maintained at the center; upon request, any officer, Director, volunteer, or employee, may distribute those statements if a donation is offered; any fees or donations below the limits set in the above rules do not need a discloser statement. Any outside center functions should have disclosure statements available and handed out to all donors by the event coordinator or representative.

## **ARTICLE VI**

### **CENTER POLICY, DISCIPLINE, NON-PROFIT PURPOSES**

#### **SECTION 1. BIBLICAL AUTHORITY**

The highest biblical authority within this center shall be the Board of Directors of the Corporation. The Board of Directors shall be the express and final arbiter of ecclesiastical polity, doctrine, discipline, and property questions. It shall make the final decision concerning any other matter concerning the center, its internal workings, and its governance. The Board, in its acts under this Section, and in deciding any dispute or issue hereunder, shall use the standards of (1) The best financial and operating interests of the Corporation in light of the Holy Bible and the tenets of faith of this center; and (2) The furtherance of the spiritual, scientific, educational, charitable, and recreational purposes of the Corporation as they shall be apparent to the Directors according to the teachings of the Holy Bible. The Holy Bible referred to in these Bylaws is the King James Version of the Old and New Testaments of the Christian faith or any later translation that the Board may adopt or use occasionally. This Section 1 of Article VI of the Bylaws may not be altered or amended except by a two-thirds majority vote of the Directors.

#### **SECTION 2. CENTER DISPUTES AND DISCIPLINE.**

In any case where a dispute or question regarding ecclesiastical polity, Spiritual doctrine, governance of the center, or center property arises concerning any student, parent, employee, volunteer, visitor, and another person associated with or associates himself with the operations and functions of the center, said dispute shall be referred to the center Administrator for review and action. Any dispute may be referred directly to the Board by the Administrator. Decisions may be appealed to the Board of Directors upon written request. In this event, the Board of Directors shall decide any such dispute or question by majority vote, whether such dispute shall be between two or more persons attending any functions and events held by the Corporation, between any number of such persons and any Officer or Director of the Corporation, or between any number of such persons and the Corporation. Any person deemed by the Board of Directors of the Corporation to (1) pose a physical or psychological threat to any person or the Corporation; (2) be in substantial disagreement with the doctrine and interpretation of the Holy Bible espoused by the center; or (3) be causing, about to cause, or capable of disrupting the spiritual, operations, functions or other activities of the center; shall be considered a trespasser on the center property and may be ejected summarily. No Director shall incur any liability for acting in the interests of the Corporation according to this Section. The Board of Directors may take any action it shall deem necessary according to the teachings of the Holy Bible concerning any student, parent, employee, volunteer, visitor, or another person who may associate themselves and is associated with the functions and operations of the center or who

may seek to avail themselves of the services, ministry, or outreaches of the center. Such action may include but is not limited to, suspension of the right, temporarily or permanently, to attend the center's events and activities. Reasons for such action may include but are not limited to, strife, rebellion, gossip, backbiting, and in general, other displays of pride and intractability concerning the center's teaching and authority or any other conduct not in accord with the teachings of the Holy Bible. The Center provides instruction in the teachings of the Holy Bible to those who wish to follow the doctrines espoused by this center. Persons who want to pursue other doctrines espoused by another private spiritual organization may do so at any time as long as it is within another location not owned by the center. According to the Holy Bible's precepts, the Board upholds that the appropriate place for such activity is at other sites to preserve this center's unity.

### **SECTION 3. NONPROFIT PURPOSES. - 501(3)(C)**

**THE RISEN SON CHRISTIAN CENTER**, a Corporation, is a spiritual center and operates or may operate as a school, a publishing division, a division that distributes charitable merchandise, and other divisions which further the spiritual, educational, scientific, charitable, and recreational purposes of the Corporation. The property of the Corporation has been irrevocably dedicated to nonprofit spiritual, educational, scientific, charitable, and recreational purposes. No part of the net earnings of the Corporation shall inure to the benefit of its directors, officers, or any other individual, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in the furtherance of the nonprofit purposes of the Corporation. No substantial part of the activities of this Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation negatively. This corporation shall not participate in or intervene in (including the publishing or distributing statements) any political campaign on behalf of any candidate for public office as the Board of Directors, in its sole discretion, shall determine. This corporation shall not participate in or intervene in (including the publishing or distributing statements) any religious doctrine or doctrine that does not follow the philosophical precepts of Christ Jesus on behalf of a religious organization or leader thereof. Religion, religious, and religious leaders, contrary to the Center beliefs, are defined as those who are of the same caliber as described in Matthew 23:1-36. The Corporation is considered a public domain, meaning its actions must remain non-discriminatory. The Fruits of the Spirit, as described in Galatians 5:22-23 provide the guidance that allows us to love indiscriminately, thus allowing us to provide such community services. In furtherance of its spiritual, educational, scientific, charitable, and recreational nonprofit, tax-exempt purposes, the Corporation shall have the following powers and authority:

- (a) To do all acts, perform all functions, and execute all activities permitted by the state of Georgia's nonprofit corporation laws or any other State in which the Corporation is qualified to act.
- (b) To have and exercise all powers and rights enjoyed by corporations in the State of Georgia and in any State where the Corporation is qualified to function as long as such powers are not explicitly prohibited for nonprofit corporations.
- (c) To use all media, whether now known or hereafter discovered, including but not limited to electronic, print, television, and radio.
- (d) To exercise such incidental powers as may be necessary to conduct the purposes for which the Corporation is established, namely to

establish and operate a Christian center for the daily instruction of the Board of Directors may adopt biblical principles in curricula, approaches, or activities. The Board of Directors may determine fees or compensation for the Corporation, provided that such incidental powers shall be exercised in a manner consistent with its tax-exempt status as a spiritual, scientific, charitable, educational, and recreational organization as outlined in Section 501(c)(3) of the Code. Further, believing that it is the duty and privilege of Christians to provide Christian education for children and the belief that this can best be accomplished by concerted action, the purpose of the center shall be to maintain a center for the daily instruction of children or adults with such education to be by the Statement of Faith of the center and directed toward the end that the center's members may occupy their places worthy in society, the Church, the state, the United States Nation, and to the glory of God.

(e) Notwithstanding any other provisions of the Articles or these Bylaws, the corporation shall not, except to an insubstantial degree, engage in any activity or exercise any powers that are not in furtherance of the nonprofit purposes of the Corporation. The Corporation shall not carry on any activity not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Code or under the corresponding section of any future United States federal tax code; or (b) by a corporation, contributions to which are deductible under 170(b)(1)(A)(i) of the Code, or the corresponding section of any future United States federal tax code.

### **3.1. DISSOLUTION CLAUSE**

Upon the dissolution of this corporation, the Board of Directors shall, after paying or adequately providing for all the debts, obligations, and liabilities of the Corporation, distribute the remaining assets for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose.

## **ARTICLE VII**

### **PARENTS, PARENTAL COMMITTEES, BOARD OF ADVISORS AND THE PARENTAL ADVISORY COMMITTEE ("PAC")**

#### **SECTION 1. PARENTS AND PARENTAL COMMITTEES OTHER THAN THE PARENTAL ADVISORY COMMITTEE.**

Parents (including legal guardians) and parental committees may be chosen by the Board of Directors from those whose children are currently attending the Center and who meet the Center's qualifications. Parents and parental committees shall serve at the Board's pleasure and perform duties in the center as the Board directs them. Such responsibilities may include but are not limited to determining and reviewing curriculum, reviewing, and approving extra-curricular activities, encouraging and developing spiritual gifts and ministries in the center, and assisting in reviewing the center's financial, administrative, and other policies. The Board of Directors shall set the number and term of office of Parents and those who serve on such parental committees. Neither Parents nor those who serve on certain Parental Committees shall have any vote on the Board of Directors by being on any such committee.

## **SECTION 2. BOARD OF ADVISORS.**

The Board of Directors may appoint a Board of Advisors and shall serve at the pleasure of the Board of Directors. Advisors shall give advice and counsel as requested by the Board of Directors, but such guidance and counsel shall not be binding on the Board of Directors. Advisors shall not have any vote on the Board of Directors.

## **SECTION 3. PARENTAL ADVISORY COMMITTEE (“PAC”)**

A special “Parental Advisory Committee” (PAC) may be formed. Every parent or legal guardian of students duly registered in any School within the center’s reach shall be eligible to participate in all the privileges and duties afforded to members of this PAC. Eligibility shall remain in full force provided the parent or legal guardian’s student remains in good standing in all respects with the School. Good standing status shall include, but not necessarily be limited to grades and attendance. Only a parent or legal guardian of a currently attending student at a school, a current employee of a School, or a Board of Director of a School may vote on the PAC. Every teacher and staff member shall be an ex officio member of this Committee with full rights and privileges of the committee. The rights and privileges shall be limited to the following:

- a. The PAC may be given rights to cast votes or nominate Candidates to be elected to the Board of Directors in accordance with the articles of these bylaws.
- b. The PAC may be given the right to vote to approve any adoptions, amendments, repeals, and dissolutions to the Articles of Incorporation and the Bylaws for the center by a two-thirds (2/3) majority vote and further described in Article V, Section 5 as approved by the Board of Directors.
- d. The Center’s legal corporate Secretary shall be responsible for keeping a current list of all members of the PAC eligible to vote in matters reserved to the PAC’s voting authority. This list shall be kept current and recorded in the center’s corporate office. Only the Board of Directors may appoint a PAC and shall be responsible for the PAC’s actions. Concerns regarding specific activities of the Board of Directors/PACs in general or a particular member of the Board of Directors/PACs may be forwarded to the CEO/President for review and resolved by the remaining Board of Directors if warranted. Sole recourse against the Board of Directors/PACs in general or a specific Director/Individual for actions or concerns shall be through the remaining Directors or a committee appointed by the Directors.
- e. A PAC should have at most FIVE (5) members.
- f. Compensation of a PAC must be approved by the Board of Directors and comply with all other articles of these By-Laws.
- g. A PAC must sign a membership agreement and agree to uphold and adhere to all By-Laws, regulations, handbooks, rules, guidelines, statements of faith, and any other areas noted by the center as long as they operate about the center.
- h. A PAC will be considered an honorary member; however, their membership term ends upon completion of assigned duties and may be extended with Board approval.

## **ARTICLE IX**

### **OTHER SCHOOLS THAT MAY BE ESTABLISHED BY CENTER POLICY**

## **SECTION 1. SCHOOLS THAT MAY BE ESTABLISHED.**

The Board of Directors may establish the following additional schools, whether accredited or otherwise:

1. A Bible School, including a curriculum of prescribed studies leading to ministerial credentialization.
2. An after-school program to accommodate local communities.
3. A daycare center.
4. A youth delinquent reform program
5. A scientific program (educational purposes only)
6. Community welfare programs
7. Preparation programs for pre-primary, primary, secondary, post-secondary, graduate, and advanced schools
8. Any other school activity, devotional teaching, or Biblical teaching in accordance with these Bylaws.

## **SECTION 2. INCORPORATION EXEMPTION.**

All other schools established by the Corporation shall be divisions of the Corporation and shall not be separately incorporated except on the advice of counsel to the Corporation in a memo accepted by the Board of Directors. All other schools established by the Corporation shall share the Federal tax exemption of the Center and shall be operated in all respects in compliance with the rules and regulations of the Code applicable to such exemption.

## **SECTION 3. RELEASES.**

Releases of liability by the Corporation shall be obtained for outings, field trips, sports, age-appropriate corrective actions, and other activities involving the risk of injury continued by any minors involved in such activities or any other activity that may cause harm to children. The Corporation's Board of Directors and committees shall approve these printed forms.

## **SECTION 4. REGULATIONS.**

The Board of Directors shall examine the application of local laws and regulations, including, but not limited to, building codes, fire codes, zoning regulations, health and safety regulations, and any Federal or State laws relating to (other schools) or any other activities before beginning classes or activities. (THINK SAFETY FIRST)

## **SECTION 5. FEE PAYMENT POLICIES AND REFUNDS.**

However, the center financially supports the community in these areas; therefore, financial support should come from donors, sponsors, and grants before considering fees except where

otherwise noted within these By-laws. The Board may vote to apply payments to any other school or activity if necessary due to the demand or volume of participants of such other school or activity. Any refunds given by any means operated by the Corporation shall be based on actual costs and expenses experienced by the center or an individual.

## **SECTION 6. NONDISCRIMINATORY POLICY.**

Every event, other school, area, activity, and anything else established by the Corporation shall adhere to the following nondiscriminatory policy:

The Corporation shall unbiasedly admit within the center participants of any race, color, national or ethnic origin, religion, physical handicap, or sexual orientation to all the rights, privileges, programs, and activities accorded or made available to individuals providing they agree to the membership agreements and have an active membership within the Center's legal properties. The Center shall unbiasedly admit within areas outside the Center's legal properties participants (non-members) of any race, color, national or ethnic origin, religion, physical handicap, and sexual orientation. It shall not discriminate based on race, color, national or ethnic origin, religion, physical handicap, and sexual orientation in its outreach policies, scholarships, loan programs, athletic support programs, and any other programs administered by the center to the general public. This non-discriminatory policy shall be disseminated to every community in any area issued to the general public by the Corporation.

Each area of consideration established by the Corporation shall maintain not limited to but may include the following records for at least three years:

- a. Records indicating the racial composition of the employees, Directors, committees, and any other individuals considered or placed in a position supporting the Center.
- b. Records sufficient to document that scholarships and other financial assistance are awarded on a non-discriminatory basis.
- c. Copies of all brochures, catalogs, and advertising dealing with membership admissions, programs, and advertising. Any center advertising nationally or in a large geographic segment or segments of the United States need only maintain a record sufficient to indicate when and in what publications its advertisements were placed.
- d. Copies of all materials used by or on behalf of the center to solicit contributions.

## **SECTION 7. SUSPENSION AND EXPULSION POLICIES.**

The Board may set policy from time to time as concerns, guidelines, internal rules and regulations, and the appropriate procedural steps to follow regarding suspension and expulsion of other students or activities. Such policies and internal regulations to be established shall include grounds for such action; the staff members approved to make determinations and final decisions as to such matters; the policies for the length of time for such suspensions, expulsions, and conduct that warrants such actions. The Board may expel/have removed any individual whose conduct is detrimental to the center or the statement of faith from the center. Educational, spiritual, and recreational activities of individuals whose behavior is not in line with any area covered within these by-laws may cause the individual to be expelled/removed from the center.

If an individual is dismissed, no refund will be given due to the membership agreement unless that individual is a non-member, in which case a full refund will be given as to the actual amount provided by the individual.

## **ARTICLE X**

### **STAFF**

#### **SECTION 1. STAFF APPOINTMENTS BY THE BOARD.**

After carefully considering their spiritual, academic, and physical qualifications, the Board shall appoint all salaried staff members. They shall be qualified for such terms, compensation, and other conditions except as herein expressly provided as the Board may determine.

#### **SECTION 2. STAFF AGREEMENT WITH STATEMENT OF FAITH**

All salaried staff members, within or on a center property, must declare their unconditional agreement with the spiritual teachings and Christlike faith the Center has formally adopted. In addition, they must agree by signing a statement acknowledging their understanding of the Center's Statement of Faith. This agreement is not an admission of faith but merely an agreement between the center and the individual to show they have the center's best interest at heart. They must be of sound mind and body and must lead respectful lives, evidenced by their agreeing to sign a written statement upon hire, verifying their agreement to abide by the Statement of faith, as well as a Christian "Code of Conduct" are examples to the individuals they interact with and others in the community whom they influence. All salaried staff members shall be under individual employment contracts with the center. The Board reserves the right to dismiss a staff member unfit for the work because their instruction, acts, or personal life conflicts with the Statement of Faith, Code of Conduct, spiritual precepts, and other principles of the center written within these By-Laws.

## **ARTICLE XI**

### **STANDARDS**

#### **SECTION 1. STATEMENT OF FAITH**

We believe all matters of faith and conduct must be evaluated based on Holy Scripture within the Bible, our infallible guide. (2 Timothy 3:16-17) Since the Holy Bible communicates and records human interactions, behaviors, and biological concepts, it is imperative that we correctly understand and articulate what the Bible teaches on these matters as it relates to believers and nonbelievers in Christ.

We also recognize that adherence to these biblical beliefs only pertains to those who decide to follow the true path of Christ Jesus. We acknowledge that we have no biblical authority granted to us to force our beliefs on others who choose to believe contrary to our ideology. We recognize that we do not have the biblical authority to pass judgment (Matthew 7:1-5) or act discriminately

against those who behave contrary to our beliefs because that authority is God's alone (Romans 13:1).

As believers in Christ, we naturally gravitate all our actions towards the principles, guidelines, values, and framework laid out within the teachings of Christ Jesus. While these teachings might not be universally preferred, they have universal concepts that can be applied to any application with the correct understanding and implementation. Our goal is to use these concepts for the betterment of the communities we serve without involving discrimination. We uphold the teachings of Christ Jesus and believe in the philosophical premises of those teachings. We also acknowledge that this philosophical viewpoint has a practical, logical, transferable, and physical property that can be applied to one's life voluntarily. Indiscriminately, we believe these philosophical premises can be shared impartially (Deuteronomy 10: 17-19) (1 Peter 5: 1-7).

While our faith covers areas like abortion, sexuality, murder, and many other permutations, we declare that most of those areas have no place at the center and do not involve the objectives and processes within the center. We also acknowledge that we are not a political organization and refuse to conduct ourselves in a manner conducive to a political organization. Our rules of conduct and community standards will make known any areas involving the center's operations.

Finally, we acknowledge that our actions determine our beliefs. Those actions, whether with believers or nonbelievers, should mimic the fruits of the spirit: love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control, as described in Galatians 5:22-23.

## **SECTION 2. BIBLICAL FAMILIES**

Our communities. We are committed to the home and family as outlined in Holy Scripture. The Bible sets forth specific home and family values, including the roles of husbands and wives, fathers and mothers, and children. We also believe that God's family includes all of humanity. As such, we must use our gifts to reach out to all within our communities, prioritizing connections. We know this has to be done without prejudice or discrimination that harms those we are called to serve.

## **SECTION 3. SPIRITUAL BELIEFS**

Based on the Holy Scriptures and teachings of Christ Jesus, we believe in the philosophical premises of those teachings. We also acknowledge that this philosophical viewpoint has a practical, logical, transferable, and physical property that can be applied to one's life voluntarily. For true believers in Christ, this scripture is the indisputable Word of God given to humanity for the betterment of our species, called the Bible.

## **SECTION 4. DESIGNATED AUTHORITY (Spiritual Advisor)**

**William Brown, 4659 Cove Road, Woodbury, GA 30293, [bandit30256@yahoo.com](mailto:bandit30256@yahoo.com), 706-975-5325, Expires January 23, 2027**

The Bible is God's inspired and infallible Word, acting as the source of authority over morality, our beliefs, Christian lifestyle, and conduct. William is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. William determines

life application and final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.

## **SECTION 5. CALLING**

By Holy Scripture and the Holy Spirit, we are called to challenge all people to be fully devoted followers of Christ. Our calling includes an introduction to and encouragement to remain entirely dedicated to Christ Jesus. (Colossians 3:17) We are charged with encouraging, equipping, serving, and sustaining believers and nonbelievers. In our service to others, we illuminate our spiritual philosophies, values, missions, and goals as guiding principles. Liturgical spiritual activities (e.g., teaching, worship services, Bible instruction), as well as non-liturgical spiritual activities (e.g., mentorship, service opportunities, events, and community involvement) all serve as calling methods that the center utilizes to uphold our spiritual values and beliefs, both expressly and by example.

## **SECTION 6. COMMUNITY**

Our spiritual activity and outreach derive meaning primarily from participation in a larger spiritual community. We exist to foster a Christlike environment of people subscribing to our community standards. For this reason, individual members of our body play a prominent role in furthering our mission and viewpoint as a center. The Center is dedicated to serving and providing for its community rather than engaging in organized worship. (Galatians 6:10) Associating with Christ-like principles reinforces the center's purpose and is vital to our mission. (2 Corinthians 6:14; 2 John 1:9-11; 1 Corinthians 15:33) Therefore, we are called to enable and equip the uncommitted with the philosophical precepts of Christ as an extension of our unconditional love. Our mission as the body of Christ is to participate, share, and encourage each other toward spiritual growth. (1 Thessalonians 5:11; Hebrews 10:23-25; Colossians 3:16) Membership in our center requires a tangible commitment to our processes and mission, which we chose to outline in our organizational documentation. Indeed, this palpable belief may be utilized outside a spiritual premise and still acceptable to the center and its objectives. We believe that the ultimate community standard is in Luke 6:31, which is written, "Do unto others as you would have them do unto you." Regarding people's actions, treating others with respect and dignity will equally allow you to be treated that way. Doing the opposite will similarly get you the same. Our goal at the center is to create a positive environment that promotes good standards for believers and nonbelievers alike. This environment omits non-age-appropriate behavior to all ages entertained, sexually explicit, abusive, cathartic, dysphemistic, discriminatory, and hateful.

## **SECTION 7. OUTREACH OF MINISTRIES**

We take the center's charge to be Christlike in a secular world very seriously. (Matthew 5:14-16) Therefore, all activities the center engages in are intended to further its spiritual purpose, as stated in our Purpose Statement. As such, our ministries are considered an outgrowth of the center's mission to support communities and share the philosophical premises of Christ Jesus.

## **SECTION 8. MISSION OBJECTIVES**

We are motivated in all facets by our faith in Christ Jesus, attempting to serve as a reflection of God's unconditional love for all people. We honor the Lord in all we do by operating the center consistently with Biblical principles. Every activity and speech that the center or its employees, representatives, volunteers, or members engage in shall be consistent with and furtherance of, the center's spiritual, scientific, charitable, and educational purposes, publicly and privately. The center's activities are for the spiritual sense of furthering its Christlike mission, message, and viewpoint. Whether the activity has an overt liturgical spiritual purpose (preaching, worship, instruction, communicating, outreach) or a related non-liturgical spiritual purpose (social service activities, weddings, primary and secondary schools, outreach, or events), all center activities are intended to glorify God. (Colossians 3:17) The Center conducts all activities holistically to foster, repeat, advertise, or express its Christlike mission, message, and viewpoint. In this way, every activity is infused with a spiritual purpose as an act of worship, intending to further the center's beliefs and commitment to the faith as outlined in all written organizational documentation or procedures. Conveying the Center's Christlike message is at the heart of all we do in life, deed, word, and expression. The Center is dedicated to serving and providing for communities, not engaging in organized worship.

Provision of charity and community services, including but not limited to care for children, widows, and those in need, strengthening leadership, discipleship, and education, are means of fulfilling our Christlike duty and providing a way of life that the center seeks to foster. (James 1:27; Mark 16:15; Titus 1:7-9; Matthew 28:19-20) Therefore, all behavior of the center's members, representatives, and volunteers is communicative, exemplifying faith. Associating with Christ-like methods reinforces the center's mission and is vital to the overall goal. (Hebrews 10:24-25)

## **SECTION 9. PROPERTY ACTIVITIES**

All Center property and facilities (including furniture, fixtures, and equipment) are holy and set apart to worship God, regardless of location. (Colossians 3:17) the center facilities are consecrated to our ministry and mission because they are a provision from God. Use of the center property shall be for the propagation of the Christlike faith, fellowship, witnessing, spiritual teaching, and charity. Therefore, all center property use and occupancy shall be limited to people agreeing with our rules of conduct and community standards.

## **SECTION 10. OWNERSHIP / CONTROL**

The Designated Authority possesses the exclusive power to enforce conformity of belief. The Board of Trustees, in conjunction with the CEO, is the foremost authority for all center operations and property. Regarding facility usage, the center seeks to avoid confusion, formal or material cooperation with evil, and scandal by associating with any conduct that contradicts its spiritual, scientific, educational, charitable, and recreational beliefs. (1 Peter 2:12)

## **SECTION 11. AUTHORITY**

The Center recognizes the Bible as the only written Word of God in all its versions, precepts, beliefs, concepts, actions, standards, morals, references, and other areas related to the Bible. This Word will be used as its only authority.

## **SECTION 12. RULES OF CONDUCT**

The Center adopts the contents of the Bible as the guidelines for its rules of conduct. These guidelines include but are limited to the following:

- (1) No use of foul language (i.e., non-age-appropriate, sexily explicit, abusive, cathartic, dysphemistic, discriminatory, and expletive).
- (2) No use or misuse of drugs or controlled substances, both legal and illegal.
- (3) No bias, prejudice, discriminatory or abusive behavior toward others.
- (4) No inappropriate clothing, including sagging pants below the waistline, exposure of body parts considered private or offensive to others, and apparel with written materials, objects, logos, or jesters that violates the community standards (i.e., non-age-appropriate, nudity, sexily explicit, abusive, cathartic, dysphemistic, and expletives). No Nudity (Shoes, shirts, and pants must always be worn).
- (5) No Music or musical devices, other than what is provided by the Center, will be allowed to be played aloud while inside or on the Center's property (must use earphones, earbuds, or similar devices, and music must not violate community standards).
- (6) No pets (except for service animals).
- (7) No inappropriate sexual behavior. Any sexual acts or anything sexually inappropriate for the Center's purposes will not be tolerated.
- (8) No misuse or abuse of the center's facility, property, and all its contents of any kind.
- (9) No weapons or items considered a weapon are allowed on the center's property, facility, or other areas controlled by the center.
- (10) No food or beverage other than what is provided by the center will be allowed unless for a specified purpose and with prior authorization, such as a medical restriction or an infant (Proof may be requested).

## **ARTICLE XII**

### **REGULAR EMPLOYEES**

#### **DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS.**

##### **SECTION 1. ASSISTANT SECRETARY.**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$23,192.00. (11.15 HR)**

### **Roles and Responsibilities**

In the absence or disability of the Secretary, the Assistant Secretary appointed by the Board shall perform all the duties of the Secretary and, when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Secretary. It is preferred that the Assistant Secretary have the same roles, responsibilities, and qualifications as the Secretary but only required if it becomes a permanent position. Work experience can be used to substitute education requirements but is evaluated case-by-case. The Assistant Secretary shall have such other capabilities and perform such other duties as from time to time may be prescribed by the Board of Directors or by these amended Bylaws. Minimal requirements are as follows:

- 1) Bachelor's degree in office management, business, or a similar field.
- 2) A minimum of 2 years experience in a secretarial role.
- 3) Excellent knowledge of office management software, such as Trello, Slack, Google Suite, and MS Office Suite.
- 4) Working knowledge of management policies and office procedures.
- 5) Excellent managerial skills.
- 6) Strong analytical and organizational skills.
- 7) Exceptional interpersonal and communication skills.
- 8) Ability to multitask and work well in a fast-paced environment.

**Current Assistant Secretary (1ea):** TBA (not yet selected or hired)

## **SECTION 2. HUMAN RESOURCES ASSISTANT**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$37,502.40. (18.03 HR)**

### **Roles and Responsibilities**

We are looking to employ an HR assistant with outstanding administrative and communication skills. An HR assistant must be a conceptual thinker with superb organizational and time management skills. You must be reliable and accurately follow instructions, with the ability to multitask and acclimatize to a fast-paced environment. To ensure success, HR assistants should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration. Top candidates will be superb at problem-solving, efficient in scheduling, and precise in recruitment. Minimum responsibilities are:

- 1) Support all internal and external HR-related inquiries or requests.
- 2) Maintain digital and electronic records of employees.

- 3) Serve as a point of contact with benefit vendors and administrators.
- 4) Assist with recruitment by identifying candidates, performing reference checks, and issuing employment contracts.
- 5) Maintain calendars of the HR management team.
- 6) Oversee the completion of compensation and benefit documentation.
- 7) Assist with performance management procedures.
- 8) Schedule meetings, interviews, and HR events and maintain agendas.
- 9) Coordinate training sessions and seminars.
- 10) Perform orientations and update records of new staff.
- 11) Produce and submit reports on general HR activity.
- 12) Process payroll and resolve any payroll errors.
- 13) Complete termination paperwork and exit interviews.
- 14) Keep current with the latest HR trends and best practices.

### **Qualifications:**

HR Assistant must have a bachelor's degree in human resources or related (essential). 2 years of experience as an HR assistant (essential). Exposure to labor law and employment equity regulations. Effective HR administration and people management skills. Exposure to payroll practices. Full understanding of HR functions and best practices. Excellent written and verbal communication skills. Works well under pressure and meets tight deadlines. Highly computer literate with capability in email, MS Office, and related business and communication tools. Excellent organizational and time management skills. Strong decision-making and problem-solving skills. Meticulous attention to detail. Ability to accurately follow instructions. Work experience can be used to substitute education requirements but is evaluated case-by-case.

**Current HR Assistant (1ea):** TBA (not yet selected or hired)

### **SECTION 3. PROJECT MANAGEMENT ASSISTANT.**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$49,046.40. (23.58 HR)**

#### **Roles and Responsibilities**

The assistant project managers provide the necessary support for projects within an organization. Taking direct lead over various project aspects, assistant project managers work to help implement project goals as directed by the project managers. This role requires individuals to oversee project goals, create and deliver reports, analyze data from project execution, and perform any other duties as project managers determine. Workers can advance into this role after successful years of proven service. Advancement beyond this position into project management positions typically follows proven experience in assistant project management or other leadership roles. Minimum responsibilities include:

- 1) Work directly with project managers to help implement project goals.

- 2) Assign duties to staff to implement project goals as needed.
- 3) Oversee variable aspects of projects and provide direct assistance to ensure timely project execution.
- 4) Overview project goals and ensure project goals are achievable.
- 5) Coordinate with the project lead and other project managers to maintain project schedule and efficacy.
- 6) Assist with procuring materials and other items necessary for completing project goals.
- 7) Review project implementation and gather data on project execution.
- 8) Coordinate with project managers and other project leads following project execution.

### **Qualifications:**

At a minimum, Assistant project managers must have an associate degree in the desired industry. A bachelor's or master's degree in a field related to the hiring industry is preferred. Industry-specific certificates and licenses can be necessary or preferred depending on the industry-specific standards. 1-5 years of proven and successful experience in the hiring industry. Verifiable leadership experience and capabilities, with past successful project execution. Ability and desire to work collaboratively to ensure successful project execution. Working knowledge of necessary industry-related tools. Expert-level experience with computer operating systems, such as Microsoft and MacOS. Proven ability to generate and deliver reports that provide useful insight into project details. Highly organized and detail-oriented, passionate about ensuring projects proceed efficiently and effectively.

**Current PM Assistant (1ea):** TBA (not yet selected or hired)

### **SECTION 4. SECURITY GUARDS.**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$21,195.20. (10.19 HR)**

### **Roles and Responsibilities**

As a security guard, you will ensure that customers, assets, and employees on the premises are always safe. You will watch for unlawful or unsafe activity, monitor surveillance feeds and inspect the grounds for possible hazards. You must have an eye for detail, sound judgment, and objectivity when making observations or filling out reports. You may also perform other duties as assigned. A high school diploma or GED is the minimum requirement to qualify for this position. Previous experience is preferred but is optional. Excellent written and verbal communications are necessary; previous customer service experience can help you excel. The ability to remain calm during an emergency or other stressful situation is also necessary. Minimum responsibilities are:

- 1) Patrol the premises and check surveillance feeds consistently.
- 2) Assist with compliance with company, local, state, and federal safety directives.
- 3) Report safety issues like fire hazards, vandalism, and suspicious or criminal activity.

- 4) Avert inventory losses by reporting missing items, inconsistencies, and damaged property.
- 5) Warn patrons of possible rule-breaking, and eject those who violate rules or cause disturbances.
- 6) Use detection devices to screen individuals for weapons or ensure only authorized employees enter restricted areas.
- 7) Answer the phone when requested or during non-business hours.
- 8) Keep an eye on the entrance and exit to prevent theft and ensure workplace security.

### **Qualifications:**

Emotional intelligence and good character judgment. Verbal and written communication skills. Ability to assess your behavior while paying attention to employees, patrons, and visitors. Listening skills, A high school diploma or equivalent, and willingness to learn and enforce safety procedures. Comfort with directing people or taking up leadership responsibilities. Attention to detail, ability to operate emergency equipment and detection devices.

**Current Security Guards (2ea):** TBA (not yet selected or hired)

### **SECTION 5. TRAINING AND DEVELOPMENT SPECIALIST.**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$29,972.80. (14.41 HR)**

### **Roles and Responsibilities**

We are looking for an observant training specialist to assess the skills of new and current employees at our company. The training specialist is responsible for organizing appropriate training for all staff members on an annual and needs basis. To be successful as a training specialist, you must have excellent interpersonal and observation skills. A great specialist can plan training sessions while managing daily employee performance surveys.

### **Training Specialist Responsibilities:**

1. Evaluate employees' skills and performance quality.
2. Identify areas in employees' skills that require improvement.
3. Organize training sessions specific to various roles in the company.
4. Ensure that new staff members receive appropriate introductory training.
5. Prepare all instructional materials.
6. Plan annual refresher courses for all staff members.
7. Assist with training and planning schedules for the overall center mission.

### **Training Specialist Requirements:**

1. A degree in education, HR, or a related field.

2. Prior experience in HR or training management.
3. Excellent communication skills.
4. Proficiency with Microsoft Office or similar programs.
5. Excellent planning and time management skills.
6. Ability to convey complex information in a way that people understand.

**Current TDS (1ea):** TBA (not yet selected or hired.)

## **SECTION 6. CHILD AND FAMILY SOCIAL WORKERS**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$31,761.60. (15.27 HR)**

### **Roles and Responsibilities**

The Certified Children, Youth, and Family Social Workers provide services to, or on behalf of, individuals under 18 and to the members of their households. They utilize their generalist social work education and experience to work in the areas of direct practice; advocacy; policy; program development; program evaluation; research; supervision; education, and administration to improve the social and psychological functioning of children, youth, and families in a variety of settings. The minimum requirements are:

### **Qualifications:**

1. A baccalaureate degree in social work from an accredited university.
2. Twenty (20) contact hours of post-degree continuing professional education on bio-psycho-social issues, interventions, or the dynamics of working with children, youth, and families.
3. Documentation of at least one (1) year and 1,500 hours of paid, supervised, post-BSW children, youth, and family social work experience.
4. Current state BSW-level license or an ASWB BSW-level exam passing score.
5. Adherence to the NASW Code of Ethics and the NASW Standards for Continuing Professional Education.

Since they perform many administrative tasks, business administration is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

**Current Child and Family Social Workers (2ea):** TBA (not yet selected or hired)

## **SECTION 7. REHABILITATION COUNSELORS**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$34,257.60. (16.47 HR)**

## **Roles and Responsibilities**

We seek rehabilitation counselors to help people with physical, mental, developmental, or emotional disabilities. You will work with clients to overcome or manage personal, social, or psychological life application effects. Rehabilitation counselors will help people with disabilities at various stages in their lives. Some work will involve students developing strategies to live with a disability or transitional stresses from school to work. You may help veterans cope with military service's mental or physical effects. Still, you may help degenerates or juvenile delinquents cope with specific issues while coaching them back to a more stable life. You may help older adults adapt to disabilities developed later in life from illness or injury. Typically you will work with juveniles, students, young and old adults, and families. The minimum requirements are:

1. Provide individual and group counseling to help clients adjust to their disability.
2. Evaluate clients' abilities, interests, experiences, skills, health, and education.
3. Develop a treatment plan for clients in consultation with other professionals, such as doctors, therapists, and psychologists.
4. Arrange for clients to obtain services, such as medical care or career training.
5. Help employable clients understand their needs and abilities collated with their disabilities, shortcomings, and laws.
6. Help clients develop their strengths and adjust to their limitations.
7. Locate resources, such as wheelchairs or computer programs, that help clients live and work more independently.
8. Maintain client records and monitor clients' progress, adjusting the rehabilitation or treatment plan as necessary.
9. Advocate for the rights of people with disabilities to live in a community and work in the job of their choice.

## **Qualifications:**

### **STATE LEVEL:**

Educational Requirements: An applicant is eligible for a standard professional certificate in the field of counseling based on meeting the following requirements: (A) Fulfilling one of the following options: (1) Completion of a state-approved certification preparation program in school counseling at the master's degree level or higher, (2) completion of a master's degree or higher in a counseling area and submission of a valid National Certified School Counselor (NCSC) credential issued by the National Board of Certified Counselors, or (3) completion of a master's degree or higher in a counseling area and submission of a valid state of Georgia professional counselor's license issued by the Professional Licensing Boards Division of the Office of the Secretary of State, O.C.G.A. Title 43, and (B) Meeting the Special Georgia Requirements (See GaPSC Rule 505-2-.24) applicable to the field of school counseling:

Background Check: Yes. The Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists (the Board) licenses professional counselors and marriage and family therapists. School counselors are licensed by the Georgia Professional Standards Commission (GaPSC), and substance abuse counselors are certified by the Alcohol and Drug Abuse Certification Board of Georgia (ADACBGA). You must have one or more of these licenses.

### **CENTER LEVEL:**

We are searching for a skilled counselor to help provide direction and support to all our patients. You will help patients build coping mechanisms to guide them through stressful situations. Your duties will also include listening to clients, asking critical questions, and developing effective strategies to improve their lives.

Excellent verbal and written communication skills and the ability to coordinate with support networks, government resources, and community resources working with your patients are essential. The successful candidate with outstanding people skills will also be friendly and professional.

1. Assessing patients through detailed conversations, interviews, and observations to determine the appropriate testing or examination.
2. Diagnosing the patient's mental and emotional disorders.
3. Creating effective treatment plans that include counseling, medication, or other services.
4. Working with your patient and developing goals.
5. Discuss the treatment plan with your patient regularly to identify faults or room for improvement.
6. Educating patients about coping mechanisms to help them through tough situations.
7. Recording the patient's progress and changing their treatment plan when needed.

### **Counselor Requirements:**

1. Bachelor's degree in psychology, social work, or counseling.
2. A minimum of 3 years of experience as a professional counselor.
3. Superb verbal and written communication skills.
4. Aptitude to empathize with clients and help them open up.
5. Good time management skills.
6. Proven experience in developing effective treatment plans. Since they perform many administrative tasks, business administration is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

**Current Rehab. Counselors (2ea):** TBA (not yet selected or hired)

## **SECTION: 8. EDUCATION COUNSELORS**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$41,433.60. (19.92 HR)**

## **Roles and Responsibilities**

We seek educational counselors to help people with physical, mental, developmental, or emotional disabilities. You will work with clients to overcome or manage personal, social, or psychological life application effects. Education counselors will help people with disabilities at various stages in their lives. Some work will involve students developing strategies to live with a disability or transitional stresses from school to work. You may help veterans cope with military service's mental or physical effects. Still, you may help degenerates or juvenile delinquents cope with specific issues while coaching them back to a more stable life. You may help older adults adapt to disabilities developed later in life from illness or injury. Typically you will work with juveniles, students, young and old adults, and families. The minimum requirements are:

10. Provide individual and group counseling to help clients adjust to their disability.
11. Evaluate clients' abilities, interests, experiences, skills, health, and education.
12. Develop a treatment plan for clients in consultation with other professionals, such as doctors, therapists, and psychologists.
13. Arrange for clients to obtain services, such as medical care or career training.
14. Help employable clients understand their needs and abilities collated with their disabilities, shortcomings, and laws.
15. Help clients develop their strengths and adjust to their limitations.
16. Locate resources, such as wheelchairs or computer programs, that help clients live and work more independently.
17. Maintain client records and monitor clients' progress, adjusting the rehabilitation or treatment plan as necessary.
18. Advocate for the rights of people with disabilities to live in a community and work in the job of their choice.

## **Qualifications:**

### **STATE LEVEL:**

Educational Requirements: An applicant is eligible for a standard professional certificate in the field of school counseling based on meeting the following requirements: (A) Fulfilling one of the following options: (1) Completion of a state-approved certification preparation program in school counseling at the master's degree level or higher, (2) completion of a master's degree or higher in a counseling area and submission of a valid National Certified School Counselor (NCSC) credential issued by the National Board of Certified Counselors, or (3) completion of a master's degree or higher in a counseling area and submission of a valid state of Georgia professional counselor's license issued by the Professional Licensing Boards Division of the Office of the Secretary of State, O.C.G.A. Title 43, and (B) Meeting the Special Georgia Requirements (See GaPSC Rule 505-2-.24) applicable to the field of school counseling: (1) content knowledge assessment – pass the GACE content knowledge assessment at the

professional level, (2) Special education – coursework in the identification and education of children who have special educational needs

Required Coursework: Special education – coursework in identifying and educating children with special educational needs if not included in graduate coursework.

Experience Requirements: NONE

Examination: Yes (see details)

Institution Recommendation Required?: Yes, must recommend for certification.

Certification: K–12

Reciprocity: Yes

Background Check: Yes

### **CENTER LEVEL:**

We are searching for a skilled counselor to help provide direction and support to all our patients. You will help patients build coping mechanisms to guide them through stressful situations. Your duties will also include listening to clients, asking critical questions, and developing effective strategies to improve their lives.

Excellent verbal and written communication skills and the ability to coordinate with support networks, government resources, and community resources working with your patients are essential. The successful candidate with outstanding people skills will also be friendly and professional.

1. Assessing patients through detailed conversations, interviews, and observations to determine the appropriate testing or examination.
2. Diagnosing the patient's mental and emotional disorders.
3. Creating effective treatment plans that include counseling, medication, or other services.
4. Working with your patient and developing goals.
5. Discuss the treatment plan with your patient regularly to identify faults or room for improvement.
6. Educating patients about coping mechanisms to help them through tough situations.
7. Recording the patient's progress and changing their treatment plan when needed.

### **Counselor Requirements:**

1. Bachelor's degree in psychology, social work, or counseling.
2. A minimum of 3 years of experience as a professional counselor.
3. Superb verbal and written communication skills.
4. Aptitude to empathize with clients and help them open up.
5. Good time management skills.
6. Proven experience in developing effective treatment plans. Since they perform many administrative tasks, business administration is preferred but optional. A master's degree is preferred but not required. Work experience can be used to substitute education requirements but is evaluated case-by-case.

**Current Education Counselors (1ea):** TBA (not yet selected or hired)

## **SECTION 9. RECREATION ATTENDANT**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$18,532.80. (8.91 HR)**

### **Roles and Responsibilities**

We are looking for a dynamic recreation attendant to join our organization. In this role, you'll provide patrons with a fun, safe experience at our recreational center. Your other duties will include cleaning the area and equipment, managing the concession stand, and keeping track of inventory. To ensure success as a recreation attendant, you should have exceptional customer service skills and a sharp eye for detail to prevent unsafe behavior. Ultimately, a top-notch recreational attendant should display excellent knowledge of management practices and a friendly, approachable demeanor that will put guests at ease.

### **Recreation Attendant Responsibilities:**

1. Supervising the front desk or welcome area to ensure a smooth flow of patrons entering and exiting the center.
2. Maintaining the recreational equipment with regular cleanings and inspections.
3. Planning activities for patrons daily, such as crafts, games, or special events.
4. Managing the inventory and taking note of stocks, order requests, and deliveries.
5. Overseeing the food and beverage area to ensure patrons are satisfied with their purchases.
6. Answering patrons' questions and resolving customer complaints swiftly per company guidelines.
7. Assist patrons with special needs to use the recreational equipment or to enter/exit the area safely.
8. Overseeing company safety programs and policies and attending to patrons needing minor medical assistance.

### **Recreation Attendant Requirements:**

1. A high school diploma or GED.
2. A minimum of 1 year's experience as a recreation attendant.
3. Exceptional customer service skills and ability to thrive in a fast-paced working environment.
4. Working knowledge of company safety protocols and ability to administer minor medical care.
5. Solid leadership skills and knowledge of management best practices.
6. Excellent organizational and time management skills.
7. Familiarity with inventory management and stock taking.

8. Physical stamina and ability to stand for extended periods.
9. A calm, friendly demeanor and good conflict-resolution skills.

**Current RA (4ea):** TBA (not yet selected or hired)

## **SECTION 10. FOOD SERVICE SERVER**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$17,180.80. (8.26 HR)**

### **Roles and Responsibilities**

We are looking to recruit an enthusiastic food server to oversee, enhance, and ensure a pleasant dining experience for our guests. The food server will maintain a positive and respectful relationship with team members, engage with guests professionally and dignifiedly, and inform management of potential service and product issues before they arise. You will perform opening duties to prepare for service and closing duties at the end of your shift. You will employ sound judgment to establish whether to take guests' food orders swiftly or to allow them time to relax. To ensure success, you will value our patrons as if they were guests in your home and take pride in your work. Top candidates will be sincere, hospitable, and hard-working.

### **Food Server Responsibilities:**

1. Performing opening duties such as setting tables, polishing glasses, folding napkins, and replenishing condiments.
2. Attending pre-shift and general meetings to update knowledge of special offers and stock-related issues and to discuss service and product matters.
3. Assisting management and hosts to meet, greet, and seat guests and issuing them food and wine menus.
4. Introducing yourself to guests and informing them of special offers and stock shortages before they select items off the menu.
5. Ensuring beverages are served swiftly and replenished continuously.
6. Ensuring accuracy when entering orders into the point of sale (POS) system.
7. Following up on food and beverage orders with the back of the house (BOH).
8. Checking on guests to establish satisfaction with the product and overall experience and providing management with feedback.
9. Issuing guests with their check on request and greeting and thanking them sincerely on departure.
10. Performing closing duties such as sweeping, vacuuming, and preparing linens for collection by laundry service.

### **Food Server Requirements:**

1. 1+ years of work experience in an upmarket or high-volume restaurant.
2. Completion of product knowledge training and written and verbal exams.

3. Proficient in maintaining a solid customer base.
4. Excellent verbal communication skills.
5. Outstanding people skills.
6. Well-groomed, professional appearance.
7. Available to work shifts, extended hours, over weekends and holidays.
8. Physically fit, agile, and dexterous.
9. Ability to stand and walk for extended periods.
10. Proficient time-management skills.

**Current FS:** TBA (not yet selected or hired)

## **SECTION 11. FOODSERVICE PREP WORKER**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position can change to (a full-time remunerated position)—current annual rate: \$18,033.60. (8.67 HR)**

### **Roles and Responsibilities**

We are looking to hire a friendly Food service worker to prepare meals and to serve our customers. The food service worker will perform food preparation duties, such as preparing fruit and vegetables and serving customers swiftly and efficiently. You will assist in preparing hot items for breakfast, lunch, and dinner and serve these and grab-and-go items. You will maintain your knowledge of our products and provide customers with correct information where necessary. You must perform optimally in a dynamic, high-pressure environment to succeed in this role. Preferred candidates are fast-paced, organized, and dexterous.

### **Food Service Worker Responsibilities:**

1. Performing preparation duties such as rinsing, peeling, slicing, and dicing fruit and vegetables.
2. Weighing and measuring ingredients.
3. Wrapping, date-labeling, and storing food items.
4. Cleaning and organizing work areas, equipment, utensils, and service station.
5. Following established recipes to prepare menu items.
6. Following guidelines to ensure correct serving temperatures and adequate portion control.
7. Serving customers in a fast, efficient, and friendly manner.
8. Providing customers with information regarding food ingredients, availability, and pricing.
9. Escalating customer concerns and complaints to management.
10. Assisting customers to pay for products.
11. Complying with safety, hygiene, and service standards and procedures.

### **Food Service Worker Requirements:**

1. High School Diploma, GED, or suitable equivalent.
2. 6+ months of food service experience.
3. Completion of the provided training program.
4. Excellent communication skills, both verbal and written.
5. Basic mathematical skills.
6. Proficient understanding of food allergies and modified diets.
7. Proficient understanding of HACCP requirements.
8. Excellent people skills.
9. Available to work shifts and extended hours.

**Current FSW (2ea):** TBA (not yet selected or hired)

## **SECTION 12. ASSISTANT COOK**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$18,678.60. (8.98 HR)**

### **Roles and Responsibilities:**

We are looking to hire a dedicated and reliable kitchen assistant to assist the cook with ingredient preparation and perform all washing and cleaning duties required in the kitchen. The kitchen assistant's responsibilities include assisting with inventory control, removing garbage, washing garbage cans, and clearing refrigerators, freezers, and storage rooms. You should also be able to record significant food wastages from customers' leftovers. To succeed as a kitchen assistant, you should exercise exceptional time management and ensure all duties are completed on time. Ultimately, an outstanding Kitchen Assistant should be able to comply with all food health and safety regulations.

### **Kitchen Assistant Responsibilities:**

1. Clean and sanitize all food preparation areas according to established hygiene standards.
2. Washing and appropriately storing all cooking appliances, instruments, utensils, cutting boards, and dishes.
3. Assisting the Cook with preparing meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat.
4. Sweeping and mopping the kitchen floors and wiping down kitchen walls.
5. Assisting with the unloading of delivered food supplies.
6. Organizing and correctly storing food supplies.
7. Promptly transfer meal ingredients from storage areas to the kitchen per the Cook's instructions.
8. Stirring and heating soups and sauces and preparing hot beverages.

### **Kitchen Assistant Requirements:**

1. High school diploma or GED.
2. Proven experience assisting in kitchens.
3. A food handler's license.
4. Sound knowledge of food health and safety regulations.
5. The ability to stand for extended periods.
6. The ability to work in a fast-paced environment.
7. The ability to work in a team.
8. Excellent organizational and time management skills.
9. Effective communication skills.

**Current AC (1ea):** TBA (not yet selected or hired)

### **SECTION 13. CULINARY COORDINATOR (HEAD COOK)**

**Volunteer or paid position. Currently volunteer; however, once funds are secured to create the Risen Son Christian Center, this position will change to (a full-time remunerated position)—current annual rate: \$32,468.80. (15.61 HR)**

#### **Roles and Responsibilities:**

We are looking for an experienced head cook to take charge of kitchen operations, including leading the staff in all matters related to food preparation. You must ensure adequate food supplies, plan the menu, and keep the kitchen and equipment immaculate. To be successful as a head cook, you should have the creativity to develop new recipes and the leadership skills to ensure that your team understands what is required of them. An excellent head cook should be able to handle multiple duties simultaneously and should be extremely organized.

#### **Head Cook Job Responsibilities:**

1. Interviewing, hiring, and training cooks and other kitchen staff.
2. Planning and supervising tasks carried out by the food preparation staff.
3. Taking responsibility for the health and safety of the food team.
4. Planning food menus and ensuring that the menu is fresh and well presented.
5. Keeping abreast of culinary trends and incorporating these into the menu.
6. Developing recipes and determining how best to present dishes.
7. Ordering food and supplies, such as kitchen equipment, and keeping an updated inventory.
8. Dealing with suppliers and checking that the correct equipment has been delivered at the quoted prices.
9. Checking regularly that the equipment and work areas are kept spotless.
10. Keeping abreast of and complying with the latest health and safety laws and regulations.

#### **Head Cook Requirements:**

1. A high school diploma or equivalent.

2. Training at a community college, technical school, culinary arts school, or 4-year college.
3. At least two years of experience working as a head cook.
4. Knowledge of culinary trends.
5. A proven ability to create unique and delicious dishes.
6. The ability to multitask and cope in a high-pressure environment.
7. Excellent leadership and communication skills.

**Current HC (1ea):** TBA (not yet selected or hired)