



Dear Prospective Board Member,

Thank you for your interest in serving on the Board of Directors for Christian Performance Theatre Inc.! This packet contains important information for you to review as you prayerfully consider the opportunity to serve in this capacity. This decision should not be taken lightly as there are three universally-recognized, core legal responsibilities:

1. **Duty of Care** - To exercise reasonable care and a level of competence when making decisions as a steward of the organization
2. **Duty of Loyalty** - To exhibit a standard of faithfulness when making decisions about the organization, ensuring that decisions are made in the best interest of the whole organization versus any one individual and/or entity
3. **Duty of Obedience** - To follow the organization's governance and guidelines, to support and uphold the organization's mission, and to not act in a way that is inconsistent with the central mission and goals of the organization

Below is an outline of the information contained on the following pages:

- [History of Organization](#)
- [Mission Statement, Values, and Statement of Faith](#)
- [Board of Directors' Responsibilities and Expectations](#)
- [Overview of Current Board of Directors and Staff](#)
- [2025 Approved Budget](#)
- [Bylaws](#)

Please note that while you may have interest in serving, the current Board of Directors have the final authority to select new members. We will always prayerfully consider each individual for this important role. Every new member of the Board of Directors must affirm our Mission Statement, Values, and Statement of Faith.

Should you desire to serve in this capacity and/or have questions about serving on the Board of Directors of Christian Performance Theatre Inc., please contact me directly at jacob.house@cptheatre.org to discuss.

Best regards,
Jacob House
President

History of Organization

All goals originate from either an identified dream or a desire to resolve a problem. For us, our initiative began in response to an identified, unmet need to provide children and teens living in proximity to Wichita, Kansas with after-school performance theatre activities that encourage intentional character development. In 2009, Christian Youth Theatre, Inc. (CYT) was established, and in 2020, we changed our name to Christian Performance Theatre Inc. (CPT).

Over the past 16 years, we have matured into a reputable organization that provides a variety of year-round programming related to the performing arts. This includes vocal, dance, and drama programming for youth ages 5 - 18 through various mechanisms: classes, enrollment shows, Broadway-style productions, and summer camps.

Through each of our programs, we witness the remarkable impact of CPT. Our participants, some of whom may be engaging in performing arts for the first time, learn much about themselves: their strengths and weaknesses, their ability to demonstrate appropriate social skills, the development of strategies to conquer personal anxiety, and the freedom to explore sensitive moral issues. We also see them learn the values of empathy and teamwork as they work together to achieve outcomes they could not have accomplished on their own. Students are encouraged to participate both onstage and offstage, where they have opportunities to serve as ushers, stagehands, costume assistants, and makeup artists.

Our teachers, directors, staff, parents, and volunteers attempt to make the most of every opportunity, both on and off the stage, to create positive, memorable moments for our participants. Through these experiences, each participant learns not only to perform confidently but also to become part of something larger than themselves and to serve others in the process.

For almost two decades, we have met the tests of time and circumstance by staying true to our mission, values, and statement of faith in everything we do. We are continually encouraged by the level of generosity and commitment exhibited by each person involved in CPT programming as we focus on "Character First".



Mission Statement, Values, and Statement of Faith

Mission Statement:

Christian Performance Theatre Inc. is dedicated to building Christ-like character through participation and education in the performing arts.

Motto/Tagline:

Character First

Values:

- We LOVE GOD - We seek to glorify God in our words, actions, relationships and performances.
- We PROVIDE OPPORTUNITY - Not every part is for every person but every person has a part. We allow opportunity for everyone to take the stage.
- We MENTOR & COACH - People are usually well aware of their limitations. We make them aware of their possibilities.
- We ENCOURAGE & DEVELOP - We will speak life giving words to encourage students and use our skills and experience to develop their talents.
- We STRIVE FOR EXCELLENCE - We utilize the resources we have been given to put our best efforts into action both on and off stage.
- We WORK TOGETHER - We unify the collaborative efforts of parents, students and friends to establish community and produce quality content.
- We CREATE MOMENTS - We create vibrant and memorable moments that will have a positive impact and last a lifetime.
- We OPERATE RESPONSIBLY - Our leadership holds firm our values to create a safe, stable, faith filled, enjoyable experience for students, families, and guests.



Statement of Faith:

This statement of faith is a summary of the foundational Biblical doctrines that guide the missional values and operational policies of Christian Performance Theatre Inc. We believe...

- The Bible is the inspired, trustworthy, and true Word of the living God and the authoritative source for our doctrinal beliefs. 2 Timothy 3:16, 2 Peter 1:21
- There is only one God who exists forever in three persons: Father, Son and Holy Spirit. Genesis 1:1, Matthew 28:19, John 10:30
- God created both men and women in His own image to have fellowship with Him. Genesis 1:26
- We are all sinful people, and incapable of a relationship with God apart from His grace. Romans 3:23, Romans 5:17
- Jesus was born of a virgin, lived a sinless life, died to atone for our sins, rose from the grave, ascended into heaven, and will one day return again. Matthew 1:18, Matthew 1:25, Hebrews 4:15, Hebrews 9:15, Romans 6:4, II Timothy 2:8, Luke 24:51, Acts 1:9, 1 Corinthians 15:3-4, Philippians 3:20-21, Hebrews 9:28
- Acceptance of Jesus Christ as Lord and Savior is the only path to salvation and eternal life. John 3:16, John 5:24, John 14:6, Titus 3:4-5
- The Holy Spirit lives within Christians and enables them to live Christ-centered lives. John 14:15-17, John 15:5, John 16:7-8
- God wonderfully created each person male or female from conception. Our gendered bodies are a gift from God to be received with joy and appreciation. We believe God instituted the covenant relationship of marriage between one man and one woman as the foundation of the family, and that sexual relations should be confined to that covenant relationship. Genesis 1:26-27, Genesis 2:24, Mark 10:6-9, 1 Corinthians 6:9-11
- Each person is valuable and loved by God, and therefore should be shown compassion, love, kindness, respect and dignity following Christ's example. Psalm 139:13, Mark 12:30-31, Matthew 25:35-40, Galatians 6:10
- Prayer is a vital part of the Christian life, bringing us into fellowship with God. It is the way we make our needs and praises known, whether done individually or as a collective body. Matthew 6:9-13, Philippians 4:6-7, I John 5:14, Matthew 18:19,20, Luke 11:9-13

Board of Directors' Responsibilities and Expectations

The Board of Directors for Christian Performance Theatre Inc. consists of individuals who have knowledge and understanding of, are interested in, and who can most adequately contribute to and carry out the philosophy and the objectives of Christian Performance Theatre Inc.

Responsibilities of the Board of Directors:

- **Governance:**
 - Develop and continually review and modify (as appropriate) the mission and purpose of the organization
 - Control any action that would change the character, nature, and purposes of the organization
 - Appoint the Board of Directors in accordance with the provisions of the Bylaws and the Articles of Incorporation
 - Manage the composition of the Board of Directors to ensure it reflects and appropriately supports the needs of the organization
 - Amend the Articles of Incorporation or the Bylaws of Christian Performance Theatre, Inc., as appropriate
 - Maintain general liability insurance according to the Bylaws
- **Planning:**
 - Guide the future direction of the organization by developing clear goals and strategic plans of action
 - Monitor the progress of stated goals, including the relationship between budget and priorities, and make necessary adjustments
- **Program:**
 - Review and approve programming to ensure it reflects the organization's stated mission, values, and purpose and achieves the organization's planning and financial goals
 - Monitor and evaluate programs based on their contribution to fulfilling the mission and meeting the financial goals of the organization
- **Finance:**
 - Oversee and maintain the financial stability of the organization
 - Develop financial goals and track progress to those goals
 - Review and approve annual budget
 - Ensure compliance with appropriate local, state and federal laws and regulations
 - Ensure all agency filing requirements and tax obligations are completed

- **Property:**
 - Identify the need for and enter into appropriate agreements for physical property to fulfill the program needs of the organization
- **Fundraising:**
 - Approve fundraising goals and plans
 - Support and participate in fundraising efforts
 - Review outcomes of fundraising activities
- **Policy:**
 - Formulate appropriate policies in the areas of finance, personnel, legal issues, systems, etc.
- **Personnel:**
 - Recruit, hire, and evaluate the performance of the Artistic Director
 - Support the Artistic Director in his/her delegation and administration of responsibilities to other staff members
 - Determine and evaluate the need for and/or approve new staff positions and appropriate compensation
 - Review, recommend, and approve staff pay changes

Expectations of Individual Board Members:

- Attend regularly scheduled Board Meetings; absences are allowed for reasonable circumstances and should be communicated in advance
- Contribute knowledge/expertise to each topic of discussion at Board meetings and question things appropriately; exercise reasonable care in all decision-making
- Lead and/or serve on committees for specific initiatives
- Contribute financially to Christian Performance Theatre, Inc.; at minimum \$250 annually
- Attend Christian Performance Theatre events, programs, and performances
- Hold in confidence all business matters of the Board, unless intended as public information
- Promote Christian Performance Theatre in their sphere of influence to solicit and encourage others to support Christian Performance Theatre's programs
- Support the mission and values of Christian Performance Theatre, Inc.
- Affirm, reflect, and uphold the Statement of Faith of Christian Performance Theatre, Inc. in daily life through word and deed
- Identify, approach, and invite future potential Board of Director members after appropriate discussions with current Board of Director members

Overview of Current Board of Directors and Staff (As of March 3, 2025)

Composition of Board of Directors: According to the organization's Bylaws, the Board of Directors can number between 3 - 24 members. The Board of Directors is made up of a President, Vice President, Treasurer, Secretary, Members at Large, and the Executive Director.

Term: The current term commitment for each member of the Board of Directors is three years. Members can serve two consecutive terms for a total of six years.

Current Board of Directors:

- Jacob House - President
- Jim Logan - Vice President
- Tammy Rupe - Treasurer
- Curtis Amrine - Secretary
- Chris Anderson - Member at Large
- Ryan Dunn - Member at Large
- Pam Kanagy - Member at Large
- Amy Sheldon Loucks - Member at Large
- Brian Smith - Member at Large
- Amy Edwards - Executive Director

Meetings: The Board of Directors currently meets on the second Monday of each month for official meetings.

Standing Committees:

Officer Committee:

- Comprised of the President, Vice President, Treasurer, and Secretary

Staff:

- Amy Edwards - Executive Director
- Dean Owens - Artistic Director
- Nicole Cox - Artistic Program Manager
- Cheryl Doeden - Office Administrator

2025 Approved Budget

INCOME	
Contribution Revenue	\$45,000
Fundraising Revenue	\$254,200
Program-Related Sales	\$206,920
Other Program-Related Sales	\$11,160
Advertising Revenue	\$16,500
Non-Inventory Rev(Exp), Net	\$,1587
TOTAL INCOME	\$535,367
EXPENSE	
Program-Related Expenses	\$39,670
Other Program-Related Expenses	\$4,405
Advertising & Promotion Expenses	\$15,650
Fundraising Expenses	\$84,114
Salaries & Related Expenses	\$134,972
Non-Employee Services	\$109,027
Occupancy Rental & Related Expenses	\$52,500
Office Expenses	\$11,859
Human Resources & Related Expenses	\$1,330
Travel & Related Expenses	\$600
Information Technology Expenses	\$10,850
Insurance	\$2250
TOTAL EXPENSE	\$467,182
NET INCOME	\$68,185
INCOME	



Bylaws
of
CHRISTIAN PERFORMANCE THEATRE INC.

Amended February 10, 2025

Article I

Section 1. Name - The name of this Corporation will be Christian Performance Theatre Inc.

Section 2. Principal Office - The principal office and place of business of the Corporation shall be located at **1135 N. Emporia, Wichita, Sedgwick County, Kansas 67214**

Article II

Section 1. Board of Directors - The business and affairs of the Corporation shall be managed by the Board of Directors (i.e., Directors).

Section 2. Duties of the Board of Directors - The Board of Directors shall have charge, control and management of the property, affairs and funds of the Corporation and shall have the sole and exclusive right to:

- a) amend the Articles of Incorporation or the Bylaws of the Corporation;
- b) dissolve the Corporation;
- c) control any action that would change the character, nature, and purposes of the Corporation; and
- d) appoint the Board of Directors of the Corporation in accordance with the provisions hereinafter set forth and those outlined in the Articles of Incorporation.

Article III

Section 1. Number of Board of Directors - The Board of Directors shall be not less than three (3) and not more than twenty-four (24), as shall be determined and selected by the Board of Directors.

Section 2. Term & Limits - Each member of the Board of Directors shall hold office for a term of three (3) years. A member of the Board of Directors may serve a second (2nd) consecutive term for a total of six (6) years if elected to the Board of Directors at the end of their first term. A member of the Board of Directors may become a member of the Board of Directors again

after being absent from the role for 12 consecutive months.

Section 3. Vacancy And Removals - Any vacancy in the Board of Directors caused by death, resignation or otherwise shall be filled only by selection by the Board of Directors.

Any member of the Board of Directors may be removed from office at any time and without cause by the Board of Directors, upon a vote of a majority of the members attending a meeting at which a quorum is present.

Section 4. Meetings -

a) An **annual meeting** of the Board of Directors shall be held between July - September of each calendar year on a date and at any place within the State of Kansas as specified by the President of the Board of Directors. The annual meeting shall be for the purpose of electing members to the Board of Directors of the Corporation, selecting officers, and/or to transact such other business as may properly come before the meeting. Written notice, stating the time and place of the annual meeting, shall be given at least seven (7) days prior to said meeting.

b) **Regular meetings** of the Board of Directors shall be held at any place within the State of Kansas as specified by the President of the Board of Directors. Written notice, stating the time and place of any regular meeting, shall be given at least seven (7) days prior to said meeting.

c) **Special meetings** of the Board of Directors shall be held at any place within the State of Kansas as specified by the President of the Board of Directors. A special meeting may also be called upon by written request by any three (3) Directors. Written notice, stating the time and place of any special meeting, shall be given at least three (3) days prior to the holding of the special meeting.

d) A member of the Board of Directors is considered present at any meeting (i.e., annual, regular, and special meetings) whether physically present or joining virtually (e.g., phone call, video conferencing).

Section 5. Compensation - Members of the Board of Directors shall serve without compensation, notwithstanding reimbursement for actual expenses incurred on behalf of the Corporation.

Section 6. Executive Director - The Executive Director of the Corporation may serve as a member of the Board of Directors as long as he/she is employed by the Corporation in that capacity. The Executive Director shall have a full vote in all matters, but will not participate in

discussions regarding his/her own performance and compensation.

Section 7. Quorum - A majority of the Board of Directors shall constitute a quorum for the transaction of business at any and all meetings of the Board of Directors. A vote by the majority of such quorum shall be sufficient to transact any and all business properly brought before the meeting.

Section 8. Qualifications - The members of the Board of Directors shall endeavor to select as appointees to the Board of Directors individuals who have knowledge and understanding of and are interested in, and who can most adequately contribute to and carry out the philosophy and the objectives of this Corporation.

Article IV

Section 1. Officers - The officers of the Board of Directors shall be a President, Vice President, Secretary and Treasurer, and such other officers as may be elected by the Board of Directors. The officers shall be elected annually during the annual meeting by the Directors from among the persons appointed to the Board of Directors.

Section 2. Officer Term - The officers shall hold office for one (1) year or until their successors have been duly elected. Officers are eligible for re-election. Vacancies in any office shall be filled by the Directors at the next regular meeting or at a special meeting called for such purpose.

Section 3. Officer Duties -

The President of the Board of Directors may call and shall preside at all meetings of the Board of Directors. The President may be an ex officio member of committees of the Board of Directors, as appropriate.

The Vice President shall preside at all meetings of the Board of Directors when the President is unable to attend a meeting. The Vice President may be an ex officio member of committees of the Boards of Directors, as appropriate.

The Secretary shall keep a record of the transactions of all meetings, receive and answer correspondence, receive and present reports, and perform such other duties as usually pertain to this office.

The Treasurer shall be responsible for the receipt and disbursement of all funds, for their proper accounting, and for maintaining general supervision over finances of the Corporation. The Treasurer shall furnish full statements of the financial condition of the Corporation whenever the Directors shall so require, and shall perform such other duties as may be required by the Board of Directors.

Article V

Section 1. Committees - The Board of Directors, from time to time, may create committees to assist with the handling of the affairs of the Corporation and the attainment of its purposes and objectives. The Board of Directors is responsible for defining the duties of such committees and prescribing the powers delegated to them.

Article VI

Section 1. Amendments - These Bylaws may be amended or repealed and other bylaws adopted at any annual meeting or at any special meeting of the Board of Directors called for that purpose, upon a vote of a majority of the Members attending a meeting at which a quorum is present; provided, however, that such proposed amendments or repeal be contained in the written notice which calls such annual or special meeting.

Section 2. Fiscal Year - The Corporation's fiscal year shall be the calendar year.

Section 3. Financial Reporting - The Corporation shall prepare an annual accounting which shall be provided to members of the Board of Directors.

Section 4. Insurance - The Corporation shall maintain general liability insurance in such amount as shall be determined by the Directors, provided that such insurance shall be sufficient to enable volunteers of the Corporation to come within the provisions of K.S.A. 60-3601.