

**FAITH FELLOWSHIP CHURCH OF BREVARD, INC.
CONSTITUTION, STATEMENT OF FAITH AND BY-LAWS**

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CONSTITUTION, STATEMENT OF FAITH AND BY-LAWS
Faith Fellowship Church of Brevard, Inc.
An Evangelical Free Church of America
Brevard County, Florida

CONSTITUTION AND STATEMENT OF FAITH

PREAMBLE

As people gathered out of the world by the saving grace of our Lord Jesus Christ, and as believers commissioned by the Holy Spirit to reach the world with the Good News of Christ, we respond to the Lord in agreement around this Statement of Faith to establish this Constitution and these By-Laws for the orderly governance of the local expression of the Body of Christ called Faith Fellowship Church of Brevard.

ARTICLE I. NAME AND AFFILIATION

This organization is incorporated and shall be known as Faith Fellowship Church of Brevard, Inc., an Evangelical Free Church of Brevard County, Florida. This organization, hereinafter referred to as the church, shall be affiliated with the Evangelical Free Church of America.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of Faith Fellowship Church shall be to spread the Gospel of Jesus Christ in every way prescribed or approved by the Holy Scriptures, to engage in such religious, educational, charitable and benevolent work as the Constitution and By-Laws may determine.

ARTICLE III. MEMBERSHIP AND AUTHORITY

- A. **MEMBERSHIP:** Church members form the basic governing body of Faith Fellowship Church. The church members are eligible to serve on the General Board.
- B. **QUALIFICATION FOR CHURCH MEMBERSHIP:** The church may add to its membership any person who is at least twelve years of age, who confesses with the assurance of salvation, personal faith in the Lord Jesus Christ and who subscribes to the Statement of Faith and the Constitution and By-Laws of the church and who give evidence by their confession and their conduct that they are living in fellowship with the Lord Jesus Christ. Children younger than twelve years of age, who request membership and show adequate knowledge of doctrine and confession of faith, may be received into membership at the discretion of the Senior Pastor.
- C. **AUTHORITY:** The membership, at its regular and special business meetings, is the legislative and governing body of Faith Fellowship Church.

ARTICLE IV. STATEMENT OF FAITH

Faith Fellowship's Statement of Faith will be the current approved Statement of Faith approved by the Evangelical Free Church of America. This can be found at:

<http://www.efca.org/about-efca/statement-faith>

ARTICLE V. GOVERNANCE

- A. **OFFICERS:** Officers of the church shall be the Senior Pastor, Church Chairperson, Vice chairperson, Secretary, Treasurer and other officers as deemed necessary by the church membership. Aside from the Senior Pastor, who is an officer by virtue of position, all officers must be elected by the church and be drawn from the voting membership. The Church Chairperson, Vice-chairperson, Secretary, and Treasurer shall serve as officers of the corporation. Officers of the corporation shall carry out and execute the decisions and will of the body that has elected them or will have vacated their office. All officers and board members must be voting members of the church.

- B. **GENERAL BOARD:** There shall be a General Board composed of the officers of the church, the pastors and other persons. The General Board is responsible directly to the membership of the church to see that the decisions of the church, as expressed in its business meetings, are carried out. The executive functions shall be concentrated and organized within the General Board. It shall act as overseer to all organizations established by the General Board and may, if necessary, overrule the decisions of any particular organization when such action reflects the expressed will or best interest of the church.

- C. **PASTORAL:** From earliest times, God has blessed His people with the gift of spiritual leadership and established in the early church a pastoral leadership model which is a blessing of the Holy Spirit. Thus we seek to identify, call and ordain as our pastors whom God has called as overseers of the flock which He bought with His own blood (Acts 20:28) that they may fulfill the ministry of the Gospel among us. Persons in Pastoral leadership must be person who give public testimony to the saving grace of God and are of established and plainly evident Christian character (I Timothy 3:1-11). They must have the desire and ability to fulfill the area of pastoral assignment to which they are called and to watch over the spiritual welfare of the church the ordinances of Baptism and the Lord's Supper to believers, and by teaching and example lead the members and constituents of the church in practical Christian living in response to the Gospel and the Word of God. They must subscribe to the Statement of Faith above and give enthusiastic support to the mission, vision and purpose of the church and support the constitution and By-Laws of the church.

ARTICLE V. PROVISION FOR BY-LAWS.

This Constitution recognizes the existence and force of its By-Laws, a supplemental document providing specific rules, procedures and requirements for membership, pastoral staff, government and meetings of the church.

ARTICLE IV. PROPERTY, DIVISION AND DISSOLUTION

- A. **PROPERTY:** This church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of Florida and as is deemed necessary for the business by mortgage, deed, or otherwise. All such property shall be held in the name of the church.

- B. **DIVISION WITHIN THE CHURCH:** In the case where there is an irreconcilable division within the church, which threatens its unity or existence, the Senior Pastor or the General Board may enlist competent and knowledgeable resources and assistance to pursue every effort for reconciliation of the ministry established for the church. To determine such a case is necessary, the Senior Pastor, the General Board or 20% of the voting members of the church may request intervention. Contact with Peacemaker Ministries, Inc. or equivalent mediation services, shall be pursued. If that is not possible, the Superintendent, along with the individuals of the Evangelical Free Church District Board of which the church is a part, or their designees, shall be requested to mediate in the situation. To determine such a case is necessary, the Senior Pastor, the General Board or 10% of the members of the church in good standing may request intervention. In the case where reconciliation has not been reached after great prayer and good faith attempts, the District Board shall have authority in such a case to decide which group will remain as an Evangelical Free Church, and therefore retain title to all the name, rights and assets which the church owns.

- C. **IF THE CHURCH WOULD NEED TO BE DISSOLVED:** In case of dissolution of the church organization, the assets shall be assigned to the District Conference of the Evangelical Free Church of America of which the church is a part to enable said conference to renew the work or use the values thereof for further Gospel enterprises. The church shall be considered dissolved if so decided by two-thirds of the membership, or when the remaining membership cannot financially support the necessary expenses of the church or when they cannot carry out the purpose of the church, or when the church has not held an annual meeting for three years or when less than six members remain.

ARTICLE VII. AMENDMENTS

The constitution may be amended upon membership approval at two successive business meetings of the congregation at least 60 days apart provided that written copies of the proposed amendment are available and public announcement of such meetings has been made to the membership at least thirty (30) days prior to such meetings. A quorum of 20% of the church membership is required for approval at such meetings with a two-thirds majority voting in favor of change.

Amended December 5, 2012

BY-LAWS
Faith Fellowship Church of Brevard, Inc.
An Evangelical Free Church of America
Brevard County, Florida

ARTICLE I. MEMBERSHIP AND CONSTITUENCY

- A. **CHURCH CONSTITUENTS:** Constituents shall include any person who desires to be affiliated with Faith Fellowship Church for purposes of worship, fellowship, study and Christian growth without regard to age, gender, race, color or creed. Constituents will be treated with openness and all Christian care. Constituents are urged to attend worship and study opportunities as they grow in their faith and understanding of God's Word. They may also be invited to participate in ministry and service opportunities appropriate to their spiritual maturity and gifts at the discretion of ministry leadership and staff.
- B. **VOTING MEMBERS:** Members are eligible to vote in church business meetings if they are at least eighteen years of age and have attended worship services at Faith Fellowship Church 50% of the Sundays for the prior three months. An exception to the requirement of attendance can be made by the Church Chairman for either an individual or group who has legitimate reasons for not being able to attend worship such as a severe health problem, military or missionary deployment, seasonal residency, or residential college education at a college or university that is out of town.
- C. **RESPONSIBILITIES OF CHURCH MEMBERS:** While there are many facets of service within the church and many varieties of gifts expressed, we believe that all members of the church share basic responsibilities in personal, home, church, and community life.
1. **PRESENCE:** Members are called to be responsible in attending to both the private and public worship of God as well as small group learning opportunities (Hebrews 10:25). Members are called to not be conformed to this world, to be transformed by the renewing of the mind that they might discover the good, acceptable, and perfect will of God (Romans 12:2). We urge every member to practice the disciplines of daily Bible reading, private and family prayer, and the giving of public testimony to one's personal experience of grace.
 2. **FAMILY:** It is the sacred responsibility of parents to provide Christian instruction for their children. The Christian family is to embody the ideals of mutual submission and service which the church is called to model in the world (Ephesians 5:21-6:4).
 3. **PRAYER AND CARE:** Members are encouraged to remember each other in prayer; to aid each other in sickness and distress; and to be courteous in speech, slow to anger and to maintain the unity of the church (Romans 12:18).
 4. **STEWARDSHIP:** Members are urged to consider it their sacred responsibility

and privilege to make full use of their talents for the Lord's service whenever opportunity affords itself. Members are called to commit themselves prayerfully to systematic contributions from their income for the support of the ministry of Christ through the church according to the principles laid down in Malachi 3:10 and I Corinthians 16:2.

5. LIFE: Toward the world, each member should seek to be an example in speech and conduct, in love, in faith, and in purity (I Timothy 4:12). Each member is encouraged to prayerfully consider their lifestyle and abstain from any act or practice they are convinced may be harmful in its influence or a stumbling block to the weak (Romans 14:13, 21).

D. METHOD OF ADDING TO MEMBERSHIP

1. Prospective members are encouraged to attend a membership class. Requests for membership will be submitted to the pastoral staff.
2. Candidates for membership receive a copy of the Constitution and By-Laws and then meet with the one of the pastoral staff to discuss their faith experience and their understanding and agreement with Statement of Faith and the Constitution and By-Laws. Upon approval by the pastor, membership in the church is established.
3. The names of new members shall be published to the congregation when approved. At such times of approval it is desirable for all members to review the duties of members as outlined in the Constitution, Statement of Faith and By-Laws and to thankfully and publicly proclaim their prayerful support of new members.
4. Pastors and their spouses, upon accepting a call and beginning ministry in this church, are members of the church for the duration of their ministry.

E. WITHDRAWAL AND TERMINATION FROM MEMBERSHIP

1. Anyone may withdraw his or her membership by communicating such intent to the pastor(s). In such a case, the staff secretary will officially communicate the withdrawal of membership to the (former) member in writing.
2. An accurate and up-to-date list of the constituents and membership is maintained by the staff secretary. Accordingly, the secretary periodically reviews the membership role in order to identify those who remain on the role in spite of the fact that they have moved away or, for other causes, no longer attend regularly. As appropriate, a reasonable effort is made to contact such persons and ascertain their intentions regarding membership. If such persons cannot be contacted or are clearly not a part of the local fellowship any longer, they may be removed from the membership role at the discretion of the Senior Pastor. Such persons may also be restored to membership at a later time if they reconnect with the congregation as members.

F. ACCOUNTABILITY/DISCIPLINE OF MEMBERS

1. **PURPOSE OF DISCIPLINE PROCESS:** Faith Fellowship Church shall use every loving and pastoral effort to provide ministries of reconciliation to encourage and restore those members and constituents who may have fallen away from their Christian lifestyle and commitment (2 Corinthians 5:17-19). The purpose of discipline is established (1) to guard and preserve the honor of God; (2) to protect the purity and very purpose of the church and to guard other Christians from being tempted, misled, divided, or otherwise harmed; and (3) to restore fallen Christians to usefulness to God and fellowship with His church. The ultimate goal of all discipline is to train Christians to be self-disciplined so that they may share in the holiness of God. Mutual accountability within the church is commanded by God in Scripture and is one of the most important responsibilities of a true church of Jesus Christ (Matthew 5:23-24, 18:15-17 and Galatians 6:1).
2. **DISCIPLINE PROCESS:**
 - a. If members refuse to listen to initial pastoral or other private, informal correction, church leaders are called to get directly involved to hold members accountable to Scripture and to promote repentance, justice, peace and forgiveness. This process is to give full protection to any member who may be accused of conduct not befitting a Christian and is to be accomplished with discretion and confidentiality.
 - b. A Discipline Committee shall be appointed by the General Board composed of three or more persons of spiritual maturity, each uninvolved in the situation of immediate concern, and at least one of whom is a member of the pastoral staff unless the person accused is a pastor. In such a case, the Board shall select a pastor of respected reputation and belief from outside the congregation.
 - c. We take the procedure outlined in Matthew 18:15-17 and Galatians 6:1 as a guide for the committee to establish the facts by two or three witnesses and to make every effort to bring repentance, healing and restoration. An accused person may bring with them a spiritual advocate to such meetings and proceedings if they so desire.
3. **INVOLVEMENT OF THE GENERAL BOARD:**
 - a. Should the matter not be settled by the Discipline Committee, the committee brings a confidential recommendation to the General Board. The General Board may then accept the recommendation without any further action or it may institute specific actions as follows: (1) Make additional effort for reconciliation; (2) Rebuke setting forth the serious character of the offense, reproving the offender, and exhorting him to repentance and to more perfect fidelity to the Lord Jesus Christ; or (3) Suspension by which one is deprived of the privileges of membership in the church, of office, or of both. It may be for a definite or indefinite time.

- b. If an accused leaves the church during the disciplinary process or while a censure is still in effect, and if the Board learns that he/she is attending another church, the Board may inform that church that the person is currently under church discipline and may ask that church to encourage the accused to repent of his sin and be restored to the Lord and to any people whom he has offended. Details are not to be revealed.
 - c. This discipline process does not negate any requirement to report violations of state and federal laws to appropriate authorities.
4. RESTORATION: If a person who has been rebuked or suspended comes to repentance, and asks for and receives forgiveness then he or she shall be warmly and lovingly restored to the church and its fellowship.

ARTICLE II. PASTORAL AND MINISTRY LEADERSHIP STAFF

A. PASTORAL STAFF

1. RESPONSIBILITIES: The Senior Pastor, as called to this position in Section E of this article, shall have primary responsibility for Preaching and Worship and equipping the members and constituents of the church for evangelism and works of service in the name of Christ (Ephesians 4:11-13). In addition, the pastor(s) shall prayerfully seek and articulate the vision of the church and leadership in ministry.
2. ADDITIONAL PASTORAL STAFF: As God shall bless us with more than one pastor, we will recognize specific areas of pastoral responsibility (Education, Youth, etc.) and designate a Lead Pastor. The additional pastors will take their lead in ministry from the Senior Pastor and will work together with the General Board to accomplish the mission, purpose and vision of the church. While working under the guidance and leadership of the Senior Pastor, all pastors are also accountable to the General Board for their ministry.
3. DUTIES: The duties of all pastors are included in written job descriptions developed with the General Board. Each member of the pastoral staff shall submit a written report to the church at its annual business meeting.

B. MINISTRY STAFF

1. Persons in Ministry Staff leadership must be persons who give public testimony to the saving grace of God and are of established and plainly evident Christian character (I Timothy 3:1-11). They must have the desire and ability to fulfill the assignment to which they are called and to watch over the spiritual welfare of the church, and by teaching and example lead the members and constituents of the church in practical Christian living in response to the Gospel and the Word of God. They must subscribe to the Statement of Faith above and give enthusiastic support to the mission, vision and purpose of the church and support the Constitution and By-Laws of the church. They are called by the procedure in Section D of this Article.

2. **DUTIES:** Staff ministers who equip believers for ministry shall be designated in a way that describes their gift and function in the ministry of the church. Ministry Staff shall work under the guidance and leadership of the Senior Pastor and are also accountable to the General Board for their ministry. The pastoral staff shall develop job descriptions for approval by the General Board for each staff Minister related to the specific equipping ministry they shall be fulfilling.

C. OTHER CHURCH STAFF

1. Church staff may be added at the recommendation of the Senior Pastor with approval of the General Board as needed to support the ministries of the church within budgeted funds and approval of the congregation as noted in other sections of these By-Laws. All salaries and benefits will be determined and approved by the General Board.
2. **QUALIFICATIONS:** Qualifications shall include technical expertise for the assigned task. Church staff shall also be persons of Christian faith and conviction and in agreement with the Statement of Faith. Church staff shall also exhibit relationally the fruit of the Spirit (Galatians 5:22-23) in their ministry area.
3. **ACCOUNTABILITY:** All church staff report to and are accountable as assigned to the pastor(s). The Senior Pastor has the authority to recommend to the General Board to dismiss church Pastoral, Ministry Staff and supervisory employees for reasons other than budget/financial constraints. The General Board or an appointed Personnel Team will approve a list of candidates for staff positions with the Senior Pastor making a final decision to hire. No staff member shall be hired or dismissed, unless for reasons of budget constraint, without the concurrence of the Senior Pastor.

D. **APPROVALS TO HIRE:** The church membership must approve, by majority vote, any increase in the number of permanent, paid staff positions (Pastoral, Ministry staff or church Staff). A permanent position is defined as any position that will continue more than 6 months, whether full time or part time. The church membership must approve, by majority vote, the hiring of any person filling a vacant permanent, paid staff position, whether full time or part time (Pastoral, Ministry staff position), except for the following positions:

1. Clerical support staff (secretary, receptionist, bookkeeper, maintenance worker, etc.).
2. Any other non-ministry, non-supervisory position as determined by the Board. The vote must be conducted at a church business meeting, announced to the church at least 14 days in advance.

- E. **PASTORAL CALL:** The call of a Senior Pastor requires the recommendation of a Pastoral Search Committee. Such a Committee, appointed by the General Board, consists of at least five persons: three members of the General Board and two or more other voting members of the church who are elected at a business meeting. The committee identifies potential candidates, and after appropriate, careful investigation and personal interviews, a candidate is invited to minister the Word at a service of the church and to meet with the General Board and others as necessary to support assurance of their ability to serve this church. Following this, the committee and General Board make a recommendation to the church concerning a call to ministry. Candidates are recommended to the church and voted on one at a time. Such a vote requires a duly called meeting with written, secret ballot and a two-thirds majority to carry. The two thirds majority shall be determined by appointed tellers or the Board itself and affirmed by the church Chairperson. The approval and subsequent acceptance of this call shall constitute approval for local church ordination if this is needed. The call shall be issued by the General Board on behalf of the congregation. Ordination and investiture of a Senior Pastor shall be planned and carried out by the General Board with the help of the Elders.
- F. **ADDITIONAL PASTORS:** When the need arises to call additional persons as pastors, the intent to do so is formalized as a motion put to congregational vote at a business meeting. Unless otherwise directed by the church, passage of such a motion obliges the General Board, with particular input from the Senior Pastor, to find and evaluate potential candidates. A suitable candidate identified by the board (or a committee formed for this purpose) is invited to meet with the General Board, appropriate other organizations and be introduced to the congregation. Not more than two weeks after such a visit, a candidate acceptable to the Senior Pastor and General Board is recommended to the church for a call to ministry. The church members then vote affirmatively or negatively on one candidate. Such a vote requires a written, secret ballot and a two-thirds majority to carry.
- G. **TERM OF OFFICE:** All members of the pastoral staff are called for an indefinite term of ministry. Dismissal from office only occurs by recommendation of a Discipline Committee to the General Board and approval of membership, providing an opportunity for due process and consideration of all issues involved. Such a vote requires a quorum of 20% of the membership and written, secret ballot with a two-thirds majority to carry.
- H. **ACCOUNTABILITY:** Pastor(s) are responsible for coordinating the activities of all staff. The pastor(s) are accountable to the General Board in matters of pastoral ministry and also responsible for approving attendance at conferences and other professional activities of the staff, as well as submitting a budget for pastoral ministries.

ARTICLE III. GOVERNANCE

- A. **AUTHORITY:** The membership is the legislative and governing body of the church.
- B. **OFFICERS:** Officers of the church corporation shall be those specified in the Constitution. They are elected for a three year term at the annual business meeting of the church.
- C. **GENERAL BOARD:**
 - 1. The General Board has a dual function which calls for humility in the exercise of the servant leadership. The board's primary duty is to carry out the decisions of the church, but is also called upon to provide leadership and clarity of vision for the membership. Moreover, the board is expected to consider and decide matters not explicitly addressed by the membership. These decisions are guided by the principles we affirm in the Constitution.
 - 2. **MEETINGS OF THE GENERAL BOARD:** The General Board meets monthly, unless otherwise specified by the church Chairperson and must meet at least once each quarter. A quorum for the conduct of its business is those in attendance at a duly called and scheduled meeting. The Chairperson may call a special meeting at their discretion, or when such a meeting is requested by any two members of the board, or by the Senior Pastor. Meetings of the General Board are open to all members of the church except for meetings where private personnel matters or disciplinary matters are discussed, until it is necessary for congregational involvement.
- D. **PASTORAL AND STAFF POLICIES:** All matters related to the compensation package, including, but not limited to items such as insurance, vacation and leave policy respecting the pastoral staff and other professional staff are approved by the General Board. These matters should be reviewed for each staff member at least annually.
- E. **VACANCY OF OFFICERS:** Vacancies of officers are filled by appointment of the General Board for the remainder of the term.
- F. **OFFICER'S DUTIES:**
 - 1. **CHURCH CHAIRPERSON:** Prepares the agenda for, and presides at, all meetings of the General Board and all business meetings of the church. The Chairperson must faithfully carry out the leadership of the General Board and be capable and knowledgeable of the needs of the congregation, and various organizations within the church in concert with the common vision and the mandates of the church. The Chairperson is an ex officio member of all organizations created by the General Board.

2. VICE CHAIRPERSON: Will assist the Chairperson in preparing agendas for all meetings and will preside in the absence of the Chairperson. The Vice Chairperson will assist the Chairperson in knowing the needs of the church and help serve as an ex officio member on various commissions or committees.
 3. SECRETARY: Keeps the minutes of church business meetings as well as all meetings of the General Board. In addition, the secretary determines if a quorum is present and serves as parliamentarian at all business meetings.
 4. TREASURER: Has primary responsibility for oversight for accurate reporting of the financial matters of the church at each regular meeting of the General Board and each regular meeting of the church. The Treasurer works with the assigned members of the church staff for accounting and financing matters according to the approved annual budget; for accurate and confidential reports to each contributor to the church; and for keeping historical and demographic trends of income for use by those charged with the preparation of the annual budget. The Treasurer and the staff member with primary responsibility for the above activities shall be bonded.
- G. ELDERS: There may be a body of non-ruling elders established for the purpose of prayer support, consultation and aid to the Senior Pastor. The Elders are chosen by the Senior Pastor without term or particular job description to serve as an extension of the ministry of the Senior Pastor. The Elders may serve as in pastoral, teaching and preaching ministries of the church under the guidance and authority of the Senior Pastor. They may be called to serve at the direction of the Senior Pastor in hospital or home visitation, prayer for the sick, or in administration of the ordinances of the Church.
- H. FINANCIAL OPERATIONS:
1. The church budget is developed under oversight of the General Board and subsequently recommended for approval by the membership at the Annual Business Meeting of the church members. The budget planning must reflect priorities established by the church and General Board as well as considering staff recommendations. The General Board must approve any change in the budget or any spending that is not included in the approved annual church budget.
 2. If changes in the budget are to exceed 20% of the original budget, approval is required by the congregation in a called meeting to amend the budget.
 3. A called meeting of the church membership is required to approve buying or selling real estate, incurring debt, encumbering any assets owned by the church, entering into property lease contracts, change of location or any improvement that exceeds 10% of the value of the church property.

4. Financial oversight is the responsibility of the General Board, including the Treasurer, but a team may be appointed for regular oversight of all the fiscal affairs of the church including insuring that accurate records are kept, and timely reports are presented to the membership and General Board. The team is to prepare the annual budget in accord with the budgetary proposals of the staff and the priorities established by the church and General Board. The General Board shall also prepare a policy to specify who may commit the church to its various activities including finances.
 5. The General Board must arrange for an annual audit. This audit may be done by qualified persons within the church not involved in current financial activities or with qualified unaffiliated persons. Those charged with responsibility for the audit must be approved by the General Board. These audits may be done at the level of a review of policies and procedures and testing of records, with comments as to accuracy and reliability of systems or it may be done by professional accountants qualified to write their opinion per standard public audit policies.
 6. In order to coordinate the various financial needs of the church, and maintain church convictions regarding ministry priorities as expressed in the budget, fund raising by organizations shall be approved the General Board. No organization or group within the church may engage in fund raising that may be construed as gambling; not limited to but including raffles, cakes walks or donation for drawings.
- I. OTHER ORGANIZATIONS: The General Board may appoint various functional organizations to manage and support the activities of the church as necessary. This may include such groups as a Personnel, Finance or Stewardship Committee. Each such organization and their personnel serve at the pleasure of the General Board. They should be composed of knowledgeable and qualified persons. Key leadership of such organizations should normally be members of the church. All organizations bearing the church name must be approved by the General Board.
- J. NOMINATIONS: Nominations for the General Board are solicited by the Board from the congregation and sent to the Pastor. A brief statement about the nominee may be submitted as well. The eligibility of the nominees to serve on the Board is reviewed by the Pastor before a list of qualified nominees is submitted to the current General Board. Those elected to the Board must be active members of the church participating in worship and in support of the church. Each nominee is then asked by a member of the Board to prayerfully consider serving. If there is a vacancy opening for the Chairperson of the Church, a nomination is made for that position. The slate of nominations, including the position of church chairperson, is published by the Board to the congregation along with the required notice of the annual meeting. The election of the new Board members and the Church Chairperson, if that position is open, is voted upon separately at the Annual meeting of the church membership. The other officers of the church are elected from within General Board at the first organizational meeting of the new term of office.

ARTICLE IV. CHURCH MEETINGS

A. **WORSHIP SERVICES:** Regular Sunday services and other services providing for worship, fellowship, observance of ordinances, and preaching of the Gospel shall be conducted to effectively fulfill the church's purpose as stated in the Constitution. The Lord's Supper shall be observed periodically, typically once a month.

B. BUSINESS MEETINGS:

1. The Annual Business Meeting of the church shall generally be held during the fourth quarter of the year, at such time as may be decided by the General Board. At the Annual Business Meeting, annual reports shall be received, officers shall be elected, and necessary business transacted. The fiscal year shall end December 31.
2. The Chairperson may call quarterly or special business meetings at: 1) his/her discretion; 2) the direction of the General Board; or 3) the request of ten voting members in good standing of the church. A business meeting of the church may not be called without the knowledge of the Senior Pastor.
3. A quorum for business shall be those in attendance at a duly called and announced meeting. Business meetings must be scheduled with 14 days advance notice and materials to be approved must be made available the Sunday prior to the business meeting. If the General Board secretary is absent, the Chairperson appoints someone to take minutes of the meeting.
4. All church meetings are open to all church members with the exception of the Discipline Committee or of other sensitive personnel matters.

C. MEMBERSHIP DECISIONS:

1. **CONSENSUS:** To foster unity in the church, whenever possible, decisions of the church body will be made by prayerfully reaching consensus. Consensus is not defined as unanimous agreement of those present, but as a majority agreement after prayerful consideration of issues and concerns that God is leading in a particular direction. Consensus will be determined by the Chairperson. When there is no consensus, the General Board and congregation will enter into a time of prayer and listening seeking the will of the Lord, led by the Chairperson. Any voting member of the church may call for a vote on any issue if consensus is unclear. When it is judged that there is no consensus, the Chairperson may table the matter for further prayer or call for a vote. A motion may be made to institute Robert's Rules of Order. The motion to institute Robert's Rule must be voted on. If there is passage on a matter by a split or close vote, the Chairperson may ask for another vote to table the matter until a later date.

2. VOTING: As a general practice, voting will be used only when necessary for legal purposes or when it is clear that voting is the only way to make a decision. When such votes occur to determine elections or matters of business, unless otherwise specified, they shall be decided by a simple majority of written ballot votes cast; abstentions and improperly marked ballots do not count as votes cast. The Chair is empowered to decide if a ballot is properly marked. Members must be present to vote. In cases of three (or more) candidates splitting the vote so that no one garners a majority, the two (or more in case of a tie) with the greatest number of votes will stand in a run-off election. Votes are counted by tellers who are appointed as needed by the church Chairperson. In the case of secret ballots, those counting the vote will not collect the ballots from those voting. Votes are counted by at least two tellers.

D. OTHER MEETINGS: As necessary when consistent with the church Constitution, Statement of Faith, By-Laws for furthering the vision of the church. All others must be approved by the Senior Pastor or General Board.

ARTICLE V. AMENDMENTS

The church membership may make changes in these By-Laws as necessary. Proposed amendments must be published to the membership at least two weeks before their consideration at a business meeting. At such a business meeting, each member must be furnished with a written copy of the motion to amend the By-Laws. Passage of an amendment requires a two-thirds vote of the quorum in attendance to carry.

Amended December 5, 2012