

BY-LAWS

I. CHURCH MEMBERSHIP

SECTION 1: General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of its church and the conditions of such membership.

SECTION 2: Candidacy

Any person may offer himself or herself as a candidate for membership in this church in any of the following ways:

1. Profession of faith and baptism (in accordance with VI. Church Ordinances).
2. Promise of a letter of recommendation from another Baptist church.
3. Statement of prior conversion experience and baptism in accordance with the ordinances of this church when no letter is obtainable.

All such candidates shall be presented to the church for membership at the conclusion of the next Sunday worship gathering after their participation in a new member class.

Persons presenting themselves for membership must be supportive of the church program and in agreement with the mission, statement of faith, and the Church Covenant as stated in the constitution. Candidates will have the opportunity to participate in a new member gathering, which should be offered on a monthly basis. One purpose of this gathering will be to share the mission, statement of faith, and church covenant with membership candidates, allowing them the opportunity to affirm their understanding and agreement with the Gospel mission of the FBC-SF faith family. Another purpose of this gathering will be to connect new members to an appropriate place of service in the FBC-SF faith family based on their age and spiritual gifts.

A three-fourths vote of those church members present and voting shall be required to affirm candidates to active membership. Annually, the active membership role will be reviewed, and any adult members listed as active who have not attended the church in the previous three years and who have not given financially to the church in the previous three years will be moved to the inactive membership role. Exceptions to this policy may be granted on a case-by-case basis in cases such as shut-ins, nursing home patients, those serving or working out-of-town, and other similar situations.

SECTION 3: Voting Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.

SECTION 4: Termination of Membership

Membership shall be terminated in the following ways:

1. Death
2. Transfer of letter to another Baptist church
3. Exclusion of action of this church.
4. Erasure upon request or proof of membership in a church of another denomination.

SECTION 5: Discipline

In obedience to Jesus Christ, the faith family at FBC-SF practices church discipline in accordance with the pattern that Jesus provided the church in Matthew 18:15-17. As such, church discipline is applied within our faith family in cases of sin among members of FBC-SF, such as gossip, divisiveness, sexual misconduct, dishonesty, etc.

1. Church discipline is the responsibility of every member of the church in that it should begin with a one-on-one meeting between the offender and the individual who witnessed or experienced the offense.
2. If the one-on-one meeting does not lead to repentance and reconciliation, then the escalating level of engagement that Jesus provided should be pursued, which should include the involvement of the deacons and/or elders of FBC-SF.
3. In cases where the first two steps of church discipline do not lead to repentance and reconciliation, elders and the deacon council should prayerfully consider recommending the removal of the person who has refused repentance and reconciliation. The hope and purpose of FBC-SF even at this step of church discipline is for the eventual repentance, reconciliation and restoration of the individual to the FBC-SF faith family.

Those removed from membership through church discipline can request that their membership be restored to the FBC-SF faith family, and restoration will occur once the elders, deacon council and faith family are in agreement that appropriate repentance has occurred.

II. CHURCH LEADERSHIP

All leaders must be committed to the mission of the church, and in agreement with the Objectives, Statement of Faith, and the Church Covenant as stated in the constitution. The church affirms the biblical role of elders and deacons in the leadership of the New Testament church.

SECTION 1: Elders

Responsibilities

Elders are called to serve among and provide spiritual protection for the Church body and are accountable to Christ and the Church membership. Elders are to provide overall leadership to the Church through prayer, the ministry of the Word, and pastoral care, as well as by setting an example for all Church members by the Elder's obedience to the mission of Christ and His Word (Matthew 28:18-20; Acts 6:3-4; 20:28-31; 1 Corinthians 4:14-16; 1 Timothy 3:2, 5:17; Hebrews 13:7, 17; 1 Peter 5:1-4). All Pastoral staff serve as Elders at FBCSF. Elders may also be selected from the adult, male membership of the Church as led by the Holy Spirit and affirmed by the Church membership. The Senior Pastor shall serve as the "first among equals" with other Elders. To serve as a non-staff elder, church members must relinquish all roles that include fiduciary responsibilities at the church (check signing, counting tithes and offering, etc.).

Qualifications

An Elder must demonstrate evidence of spiritual maturity and service for an extended period of time before serving as an Elder. Elders may include both staff and non-staff members. The qualifications for Elders are contained in 1 Timothy 3:1-7; 5:17-22; Titus 1:5-9; and 1 Peter 5:1-4.

Elder Council

The Elder Council consists of all Elders, and the goal — if possible — is for the majority of the Elder Council to be composed of non-staff Elders. A majority of the Elders shall constitute a quorum for the transaction of business at any meeting of the Elder Council. The Elder Council will provide overall leadership and direction to the Church staff, focusing on the ministry of the Word and prayer as well as on the implementation of the vision and mission of the Church.

Selection of Non-Staff Elders

While the selection process of staff Elders is described in the process for hiring a Pastor at FBCSF, the selection process for non-staff Elders is described herein. Non-staff Elder candidates may be identified as needed or during the annual process that the Deacons and Elders go through to prayerfully identify candidates for Deacon and Elder positions at FBCSF.

Any identified Elder nominee must complete a questionnaire and participate in an interview process as implemented by the Elder Council. In some cases, the Elder Council may also require additional training or orientation during this process of examination. In such cases, the selection process described in the next paragraph will proceed after the training and orientation process is completed by the Elder candidate(s).

As led by the Holy Spirit, the Elder Council will present proposed candidates at a joint meeting of the Deacon and the Elder Councils. Elder candidates must then be approved by a vote of no less than two-thirds of active Deacons and Elders. Approved candidates will then be presented to the Church at a regular or special called business meeting. Approval of Elder candidates will

require an affirmative vote of no less than two-thirds of the members in attendance at the business meeting.

Term of Service

Elders, other than pastoral staff Elders, will serve a term of three (3) years (the "Initial Term"). During the final year of his Initial Term, an Elder shall advise the Elder Council whether the Elder does or does not wish to serve for a successive three-year term. If the Elder indicates that he is so willing, the Elder will serve a successive three-year term. After an Elder serves two successive three-year terms, he shall be required to take a one-year sabbatical before again being eligible for consideration for service on the Elder Council. Reappointment of an Elder after sabbatical requires an interview in a joint meeting of the Deacon and Elder Councils to affirm the Elders appointment to active service. The process described above related to successive terms continues to govern the term of service of the Elder.

Removal

A staff Elder may be removed from office per the guidelines for terminating pastoral staff. Non-staff Elders may be removed from office by resignation or grievance. Where a grievance exists against an Elder due to unbiblical preaching or teaching or due to alleged conduct on his part unfitting an Elder, the grievance may be brought before the Deacon and Elder Councils. After investigation and consideration of the grievance, and a determination that the grievance is true and substantial, the Elder may be removed from office by a vote of not less than two-thirds of active Deacons and Elders.

SECTION 2: Pastoral Staff

Pastoral staff must meet the qualifications of an elder as set forth in 1 Timothy 3:1-7 and Titus 1:5-9. Pastoral staff should be committed to serving as a gift to the church for the equipping of the church for the work of ministry, as set forth in Ephesians 4:11-16. Before serving, a pastor must for an extended period of time prior to his calling give evidence of the spiritual maturity, service, devotional life and leadership ability that is required for the position. Pastoral staff shall teach God's Word and lead the Church to obey the Word by making disciples of all nations. When a pastoral vacancy occurs, the active deacon council and elders will have responsibility for securing interim pastoral support as deemed necessary, including pulpit supply and/or an interim pastor for any of the pastoral staff positions at the church. Interim pastoral support must be affirmed by the church at any regular called or special called business meeting. Further, the active deacon council and elders shall nominate a pastor search committee to be elected by the church to seek out a pastor for any of the pastoral staff positions at the church. The committee will be established with seven members, and if the committee falls to less than five members, it must be reconstituted. Its recommendation will constitute a nomination to the church.

The election of a pastor shall take place at a meeting called for that purpose. The meeting will be on Sunday morning the week following the presentation of the prospective pastor to the church. Provision will be made for absentee ballots. The committee shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot. An affirmative vote of 90 percent of the members voting shall constitute a call. A pastor, thus elected, shall serve until the relationship is terminated by his request or by the church's request. A pastor shall give at least two weeks notice at the time of resignation before terminating his pastoral responsibilities.

The vote to dismiss a pastor shall first be taken by the active deacon council and elder council by a vote in support of the dismissal of at least three-fourths of the councils' membership. This recommendation with a rationalization would then be presented to the church for affirmation by

secret ballot, requiring a majority vote of members present for affirmation of the dismissal. At least two week's notice shall be given for this meeting, and the chairperson of the deacons will be moderator at the meeting. The vote before the church would be taken without discussion. If the pastor is dismissed from office, compensation to him or his family will be voted on in the initial meeting and presented to the church for affirmation. Except in cases of gross misconduct or immoral behavior the church will compensate a pastor with not less than one-fourth of his annual salary and housing as well as the balance of what is left in his health insurance account. The termination shall be immediate, and the compensation shall be rendered in not more than thirty (30) days.

SECTION 3: Ministerial Staff

The church may employ ministerial staff, which are not classified as elders, as needed to equip the church for ministry. There must be consensus between the personnel committee, the elders and the active deacon council on such persons to be employed. Men and women serving as ministerial staff must give evidence of spiritual maturity in their service and devotional life. Ministerial staff are responsible to their respective supervisor and/or designated leader for accountability. Ministerial staff are at-will employees and may be removed with or without cause or notice. In any case where the employment of a staff member is to be terminated by the church, the personnel committee shall take any required actions in consultation with elder and deacon leadership. The Personnel Committee, in consultation with elder and deacon leadership, will determine the titles to be used (e.g., Minister, Director, Associate, Assistant, etc.) and establish the hiring criteria and responsibilities for each position according to the experience and qualifications of the specific position.

SECTION 4: Deacons

Deacons must meet the qualifications of a deacon as set forth in 1 Timothy 3:8-12. In accordance with the meaning and practice of the New Testament church, deacons are to be leading servants in the church. Deacons are members of the church responsible for supporting the elders in the ministry of the Word, caring for the needs of the church and community and promoting the unity of the church (Acts 6:1-6). Deacon qualifications, duties and responsibilities, selection process and terms of service are all detailed in the Deacon Handbook as approved by the church.

SECTION 5: Trustees

There shall be three church trustees. Trustees will serve three years, with one trustee rotating off each year. The active deacon council and elders shall nominate to the church a replacement to fill the vacancy each year. The duties of the trustees are:

- To have general custody of the property of the church.
- To perform such duties as are required by law, and execute, on behalf of the church, all notes, deeds of trust, mortgages or other instruments affecting the church property, when duly authorized by the church.
- Trustees shall have no power to buy, sell, mortgage, or transfer any property on behalf of the church without specific authorization voted by the church at a meeting duly called for that specific purpose.

SECTION 6: Moderator

The Senior Pastor shall serve as moderator. In the absence of the moderator, the chairperson of deacons shall preside. In the absence of the chairperson of the deacons, the vice-chairperson of the deacons shall preside. In the absence of all three, the clerk shall call the church to order and preside for the election of an acting moderator.

SECTION 7: Church Clerk

The active deacon council and elders shall nominate to the church annually a clerk as its clerical officer.

The clerk shall be responsible for:

- Keeping a record of all official actions and significant events in the life of the church.
- Maintaining a register of names of members with dates of admission, dismissal, death or erasure, together with a record of baptism.
- Issuing letters of transfer voted by the church.
- Insuring that required notice of all meetings is given where notice is necessary as indicated in these bylaws.
- Preparing the annual letter of the church to the association.

All church records are church property. A copy of the minutes shall be retained by the clerk. A hardcopy of all minutes and recommendations shall become a part of the permanent files in the church office.

SECTION 8: Church Treasurer

The elected, annual Finance Committee chairperson will serve concurrently as the church treasurer at the church.

It shall be the duty of the treasurer to oversee the appropriate and approved receipt, preservation and paying out of all money or things of value paid or given to the church, ensuring at all times an itemized account of all receipts and disbursements.

The church may delegate some of these responsibilities to the Financial Assistant at the church as defined in this position's job description, who will assist the treasurer.

It shall be the duty of the treasurer (or in his/her absence, the vice-chairperson of the Finance Committee) to render to the church at each regular business meeting a summary expenditure and income report for the preceding months. Members can get detailed expenditure information upon request of the Church Treasurer.

III. CHURCH COMMITTEES

The ministry of this church depends on the ability, experience, spiritual maturity, and commitment of members serving on the official committees at FBCSF. Election of church members to committee service offers an exceptional opportunity for dedicated service to the ministry of the church. All committee members must be committed to the program of the church, and in agreement with the Objectives, Statement of Faith, and the Church Covenant as stated in the constitution.

SECTION 1: General Responsibilities

All committee members are expected to:

- Seek to work in unity with other committee members to accomplish committee work for the glory of God.
- Pray regularly with other committee members for God's will and His work in and through the committee.
- Submit all committee decisions and issues to the authority of Jesus Christ and His Word.
- Understand that accepting a position on a committee implies an intention to be active in the work of that committee.
- Obtain good knowledge of proper procedures, practices, and understanding of the committee responsibilities.
- Exercise good leadership.
- Attend and participate in committee meetings.
- Use authority only as delegated by the church.

SECTION 2: Policies

The power of committees is advisory and suggestive only, except where the church has delegated authority.

The elders and the active deacon council shall nominate the members of all standing committees and the chairperson of each committee for approval by the church unless otherwise specified. At any time after the first meeting of the new church year, the committee may elect another member of the committee to become the chairperson. A chairperson must be elected by the committee each church year. The elders and the active deacon council may extend the appointment of a committee, including the standing chairperson, for a limited, predetermined amount of time adequate to deal with an emergency situation. This may be done without a vote of the church body. The elders and the active deacon council shall notify the church of such changes.

Committee members will function on a three year rotating basis. Approximately one third of the membership will be renewed annually. A member rotating off a committee will not be eligible for re-election to the same standing committee until after a period of one-year. No member shall serve on more than one standing committee at any one time.

The committee will appoint annually a chairperson. The chairperson may serve no more than two successive, one-year terms (2 years). Each committee shall elect its own vice-chairperson and secretary, if needed. The elders and the active deacon council shall be notified of such elections. All annual nominations will be presented for church approval by the August business meeting.

The committee calendar year is September to August, unless otherwise specified. Elders, staff members and other ex-officio members, when requested, will serve without voting privileges as advisors and consultants to a committee.

Any committee presenting a report or bringing business before the church must have at least one member present at the business meeting.

As needed, committees shall request financial allotments through the Finance Committee and plan to operate within that allowance. Any additional funding ~~should~~ must be requested through the Finance Committee. All committees are to have church approval and work with the Finance Committee before spending money not budgeted by the church. Under no circumstances shall a committee incur an obligation for any funds not budgeted to the committee without church approval.

Committees require a majority of their members present to conduct official business.

SECTION 3: Finance Committee

Membership

Nine members will be nominated by the elders and the active deacon council. The financial assistant and senior pastor are ex-officio members. Reference committee policies for details on term limits, chairperson election, etc.

Responsibilities

- Plan, present and promote the annual church budget.
- Assist the treasurer in administering the church budget.
- Give guidance to the financial assistant.
- Review the monthly and quarterly financial reports. The treasurer will submit the quarterly report to the church for adoption at the business meeting.
- Hear requests for non-budgeted financial expenditures and budget revisions, then make recommendations to the church as necessary.
- Develop and promote a program of stewardship that will encourage increased giving.
- Assist in all church sponsored fund raising campaigns that are in the best interest of the church.
- Recommend, for action by the church, expenditures that are not covered by the budget.
- Oversee the administration of the adopted church budget.
- Recommend and administer the financial policies of the church.
- Appoint subcommittees or task groups, which may or may not include members from the standing committee, as needed to effectively and efficiently carry out the responsibilities assigned, such as counting, insurance, etc.
 - Policies for and members of these subcommittees or task groups are to be established and appointed by the Finance Committee. All policy and membership decisions will be presented to the leadership and church body as a point of information.

Reports

Provide monthly financial reports that summarize the monthly income and expenditures of the church. Present for church approval an annual, end-of-year budget report that summarizes the annual income and expenditures of the church once final end-of-the-year receipts and carryovers have been closed out. Provide monthly reports and/or recommendations as needed to support financial stewardship and accountability of the Gospel ministry at FBCSF.

*SECTION 4: Personnel Committee*Membership

Three to five members will be nominated by the elders and the active deacon council. Reference committee policies for details on term limits, chairperson election, etc.

Responsibilities

- Survey the need for additional non-elder church staff positions.
- Prepare and update as necessary job descriptions and personnel handbook for all employed personnel, working with consultation from the elders and the active deacon council.
- Set personnel compensation packages
 - Personnel compensation packages should be set by a subcommittee composed of two members each from the Personnel and Finance Committees as well as from the active Deacon Council
- Recruit, interview, and employ non-elder personnel as authorized by the church. The committee should work with the direct supervisor (such as the senior pastor for the church ministry assistant or the Nursery Ministry Team for the nursery workers).
- The personnel committee is responsible for developing performance review tools and making sure they are implemented effectively.
- Assist the church in matters related to personnel administration of non-elder staff.
- Maintain and oversee the implementation of background check policies for employees and volunteers, the church sexual misconduct policy, and any other relevant policies related to the conduct and work of agents of the church.
- Appoint subcommittees or task groups, which may or may not include members from the standing committee, as needed to effectively and efficiently carry out the responsibilities assigned
 - Policies for and members of these subcommittees or task groups are to be established and elected by the Personnel Committee. All policy and membership decisions will be presented to the leadership and church body as a point of information.

Reports

Provide as needed reports related to active searches for non-elder staff positions as well as any other appropriate, personnel related updates that are deemed necessary by the committee.

*SECTION 5: Properties Committee*Membership

Five to seven members will be nominated annually by the elders and the active deacon council. Reference committee policies for details on term limits, chairperson election, etc.

Responsibilities

- I. Develop, recommend, and administrate policies and procedures which apply to the following areas of church property management:
 - A. Facility maintenance and cleanliness
 - B. Safety and Security
 - C. Facility and equipment inspection
 - D. Facility and equipment replacement schedules
 - E. Transportation equipment
 - F. Church parking
 - G. Energy and energy conservation
 - H. Coordination responsibilities with other committees and program groups
- II. Conduct an annual inventory, inspection, and evaluation of all church property and equipment assets.
- III. Evaluate adequate personnel resources to facilitate effective and efficient operation of the physical plant.

- IV. Schedule for adequate and appropriate maintenance, repair, and renovation of physical spaces and equipment.
- V. Evaluate adequate budget resources to effectively and efficiently maintain the physical plant.
- VI. Appoint subcommittees or task groups, which may or may not include members from the standing committee, as needed to effectively and efficiently carry out the responsibilities assigned
 - A. Policies for and members of these subcommittees or task groups are to be established and elected by the Properties Committee. All policy and membership decisions will be presented to the leadership and church body as a point of information.

Reports

Provide a narrative quarterly report that details elements of responsibility that are of interest to the church at large. Annually the committee will report the inventory and status of facility equipment, significant purchases, and maintenance accomplishments, personnel status, any budget modifications, and future and planned property activities.

SECTION 6: Special Committees

At times, elders and the active deacon council may recommend for approval by the church the appointment of special committees needed to fulfill specific tasks. Such committees shall serve until their responsibilities have been carried out and their activities or projects are completed, at which time the committee shall be dissolved.

IV. CHURCH MINISTRY TEAMS

Based on Ephesians 4:1-16 and other passages, FBCSF believes that every member has been gifted by the Holy Spirit for a particular place of service in the body of Christ. Here at FBCSF, ministry teams are an important part of facilitating the process of connecting members to a place of service and ministry. While committees are often focused on decisions, policy and specific areas of stewardship, ministry teams are more task oriented. They function to organize the body of Christ to do the work of Christ here at FBCSF. From children's and youth ministry to greeters to the audio/video team that provides worship support, ministry teams are formed to empower members to express their calling in ministry in the FBCSF faith family.

Organization

- I. Leadership - Each ministry team will have a deacon representative assigned to the team who will be selected by the active deacon council. While the team may decide to elect a leader other than the deacon representative, the deacon representative of the ministry team is responsible for the following:
 - A. Ensuring that there is a designated leader for the team each year;
 - B. Facilitating the development of the annual budget request for the ministry team during the annual budgeting process;
 - C. Responsible for administering the ministry team budget if assigned as the designated leader for the ministry team. If another member is designated as the ministry team leader, the deacon representative will coordinate with him/her on the administration of the ministry team budget.
 - D. Updating the deacon council monthly or as needed on the ministry activity and efforts of the ministry team; and
 - E. Acting as a liaison with standing committees and church leadership when needed.
- II. Membership - Because ministry teams are focused on Spirit-led ministry at FBCSF, teams are structured to allow members to respond to God's call to ministry in their lives. Unlike committees, where members must be nominated and then affirmed by the church, members of ministry teams do not need to be nominated or affirmed by the church. Membership is fluid, allowing any active member of FBCSF to join a ministry team at any time that they feel led to participate. There is no term of membership on a ministry team. Members stay as long as they feel that God has called them to participate in the ministry of the team. Participation by non-church members in ministry teams is subject to approval by the elders and active deacon council. All volunteers on ministry teams interacting with children and youth must submit to any required screening before serving on these ministry teams.
- III. Teams - The active deacon council and elders will maintain a list of all active ministry teams. New teams can be formed at any time with a majority vote of the active deacon council and elders. The list of active teams will be made available at the church through printed hardcopies and on the FBCSF website, and the church will be made aware of any new teams. The church will provide an on-going process of promoting ministry teams through the new membership class and will also make efforts to promote ministry teams and participation in ministry teams on at least an annual, church-wide basis.

V. CHURCH PROGRAMS

Persons serving in leadership positions in church programs (such as Connect Group teachers, directors, and other leadership positions as identified by the church) must be members of the church, committed to the church program, and in agreement with the Objectives, Statement of Faith, and the Church Covenant as stated in the Constitution. It is recognized that Vacation Bible School and other church programs often involve other churches and persons in the community. No church or person that believes anything contrary to the statement of faith and the summary of belief in the church covenant may be involved in any FBCSF church programs from a volunteer or leadership standpoint. It is also recognized that all volunteers serving with children and youth must submit to any required screening before serving.

Based on Acts 2:42-47, the church will seek to maintain programs of:

- Worship;
- Discipleship;
- Ministry;
- Fellowship;
- Evangelism.

Church ministry teams and church programs will work together to support these functions of the church. All related church programs are accountable to the church. All officers/leadership positions will be approved by the church, and all program activities are subject to church coordination and approval. The church will seek to provide the human resources, the physical resources and the financial resources for the appropriate advancement of the ministries that these church programs support as deemed necessary and as available.

Organization

- I. Leadership - Each church program will have a leader or leaders who will be nominated for approval by the church by a nominating group to include two elders, three active deacons, and three active church members, which should include at least two female church members. The active deacon council will appoint the nominating group each year. Church programs may include but not be limited to the following:
 - A. Connect Groups;
 - B. Mission Friends;
 - C. Girl's in Action;
 - D. Royal Ambassadors;
 - E. VBS;
 - F. Bible Studies....
- II. Term - Each church program leadership position will be reviewed and renewed or replaced annually.

VI. CHURCH ORDINANCES

SECTION 1: Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, professing Him publicly at any worship service, indicating a commitment to follow Christ as Lord and a desire to be a part of this fellowship in accord with the objectives, Statement of Faith, and Church Covenant as stated earlier in this document. Candidates for baptism must complete a new members class before being baptized at FBCSF.

Baptism shall be by immersion in water. Any elder or any baptized believer who is approved by the elders shall administer baptism. Baptism shall be administered as an act of worship during any worship service of the church.

A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by an elder and/or an active deacon.

SECTION 2: The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

The Lord's Supper shall be observed at least quarterly or as otherwise scheduled.

The elders and the active deacon council shall be responsible for the administration of the Lord's Supper. The elders and active deacon council are also responsible for deciding the method of administration of the Lord's Supper as deemed appropriate.

VII. CHURCH MEETINGS

SECTION 1: Worship Services

The church shall meet regularly each Sunday morning and Wednesday evening for the worship of the Almighty God. Worship gatherings will be Gospel-focused and Christ-exalting, including the preaching and teaching of the Word of God, the praise and worship of God, and the call to respond in worship in obedience to God. These church services will be conducted under the direction of the Senior Pastor.

SECTION 2: Special Services and Church Meetings

All church related services and other meetings shall be placed on the church calendar.

SECTION 3: Business Meetings

Business meetings shall be held at least quarterly on either a Sunday or a Wednesday. Motions to be presented to the church at the business meeting must be printed for distribution and placed in visible locations outside of the worship center by the Sunday prior to the business meeting.

SECTION 4: Called Business Meetings

A called business meeting may be held to consider matters of special nature and significance. A one-week notice of the subject, date, time and location must be given for the called business meeting unless extreme urgency renders such notice impractical.

SECTION 5: Quorum

The quorum consists of those who attend the business meeting, provided it is a stated meeting or one that has been properly called.

SECTION 6: Recommendations from Committees and the Elders and Active Deacon Council

Recommendations from committees and the active deacon council carry the same weight as a duly seconded motion.

SECTION 7: Parliamentary Rules

Robert's Rules of Order, revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

SECTION 8: Absentee Voting

At times the church may provide for absentee voting, as in the case of the call for a pastor. Such provision is intended to be only for those working or otherwise providentially hindered from attending the business meeting.

When such provision is made:

- Persons must make contact with a staff person to come to the church office during office hours on one of the five working days prior to the business meeting.
- The person must vote in person at the church office, leave the ballot in a sealed envelope, and sign his/her name on the envelope.
- These envelopes will be given to the moderator who will then add these votes to the count at the business meeting.

VIII. CHURCH FINANCES

SECTION 1: Budget

The Finance Committee, in consultation with the church staff, heads of committees, church programs and ministry teams, shall prepare and submit to the church for approval an inclusive budget, indicating the amount needed and sought for all local and world-wide expenses.

It is understood that the membership of this church is obligated to support the church and its cause with regular, proportionate gifts.

The church budget shall be administered by the Finance Committee. All persons with authority to incur obligation for the church must work through the Finance Committee in order to comply with the approved budget process and/or church receipts.

The Finance Committee will have authority to approve expenditures up to \$500.00 per request (excluding salaries) beyond the approved budget, not to exceed 1% of the total budget during any fiscal year. All expenditures over this amount, from approved budget line items and new budget line items, must come through the Finance Committee before being brought to the church for action.

Approval from the church is not required when the overall amount being reallocated within the budget is 10% or less than the budgeted amount in the specific line item that funds are being reallocated from. Reallocated funds must come from non-personnel budget line items and must require approval from the ministry leadership or committee chairperson that is responsible for said funds.

SECTION 2: Accounting and Auditing

A system of accounting and auditing that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

SECTION 3: Fiscal Year

The fiscal year of the church shall begin January 1 and end on December 31.

SECTION 4: Motions Involving Expenditures

All budget revisions, for both approved budget line items and new budget line items, must be submitted to the Finance Committee for review and consideration before any recommendations are brought before the church.

SECTION 5: Fundraising

Requests for fundraising should be presented to the Finance Committee. No fundraising plans should be implemented by any person or organization without the approval of the Finance Committee.

IX. CHURCH STATEMENT ON MARRIAGE AND SEXUALITY

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 1:26-27; Genesis 2:20b-25; Matthew 19:3-9). We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other (1 Corinthians 7:2-5). We believe that God has commanded that no intimate sexuality activity should occur outside of a marriage between a man and a woman (Hebrews 13:4; Colossians 3:5-6).

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (Leviticus 18:22; Leviticus 20:13; Romans 1:18-32; 1 Corinthians 6:9-11; 1 Timothy 1:9-10).

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

Because we believe in the biblical teaching that marriage is between one man and one woman, marriages outside those parameters will not be performed by church ministers or on church property.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (John 3:16; Romans 6:23; Romans 10:9-13; 1 Corinthians 6:9-11; Colossians 1:21-22).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church (John 3:16; Romans 5:8; Colossians 3:12-17; Galatians 5:19-21).

X. CHURCH OPERATIONS MANUAL

A Church Operations Manual shall be maintained by the secretary. The Manual shall be kept in the church office and made available to any member of the church.

The Manual should include minimally the following sections: Constitution and By-Laws, staff and personnel job descriptions, committee descriptions, current list of teachers and officers, current list of committees, current list of deacons (active and inactive), budget and finance statements for the year, miscellaneous policies adopted by the church (such as wedding policy, kitchen and equipment, van, etc.).

XI. AMENDMENTS

Changes in this constitution and by-laws may be made at any business meeting of the church, provided each amendment shall have been presented and explained at a previous meeting. Amendments to the constitution shall be by three-fourths vote of members present; amendments to the bylaws shall have concurrence of a majority of the members present and voting.