

Constitution and Bylaws of Community Grace Brethren Church

Adopted ?/2026

CONSTITUTION OF COMMUNITY GRACE BRETHREN CHURCH

PREAMBLE

Community Grace Brethren Church hereby enacts this Constitution to govern the body of Christ decently and in order in accordance with 1 Corinthians 14:40.

ARTICLE I. MISSION STATEMENT

We exist to glorify God by being Christ followers who make Christ followers
(Matthew 28:19-20)

ARTICLE II. VISION STATEMENT

Worship the King – Mature as Family – Engage the World

ARTICLE III. NAME

Community Grace Brethren Church

ARTICLE IV. ADDRESS

909 S. Buffalo Street, Warsaw, Indiana 46580

ARTICLE V. COVENANT

The covenant by which this church exists as a distinct body, and which every member accepts, is as follows:

Acknowledging Jesus Christ to be our Savior and Lord, and submitting to the authority of the holy Scriptures as our rule of faith and practice, and recognizing the privilege and duty of uniting ourselves for Christian fellowship, the celebration of Christian ordinances, the public worship of God, and the advancement of His church on earth, we do now, in the sight of God and invoking His blessing, solemnly covenant and agree with each other to associate ourselves as a church of the Lord Jesus Christ, as warranted by the Word of God.

We agree to maintain the teaching & the preaching of the Word of God, to submit ourselves to the orderly administration of the affairs of the church, to walk together in brotherly love, to be bound by the Constitution and Bylaws, including the discipline process, and to live out our faith in the community.

This we do depending on the aid of our Heavenly Father, who so loved the world that He gave

His only begotten Son for our salvation, and of Jesus Christ who has redeemed us with His blood, and of the Holy Spirit, our Comforter and Guide.

ARTICLE VI. STATEMENT OF FAITH

The “Statement of Faith” which this church shall embrace, preach, and defend is specifically set forth as follows:

1. THE BIBLE: The Word of God, the sixty-six books of the Old and New Testaments, verbally inspired in all parts, and therefore wholly without error as originally given of God (2 Tim. 3:16; 2 Peter 1:21).
2. THE ONE TRUE GOD: Existing eternally as three persons – the Father, the Son, and the Holy Spirit (Luke 3:22; Matt. 28:19; 2 Cor. 13:14).
3. THE LORD JESUS CHRIST: His preexistence and deity (John 1:1-3), incarnation by virgin birth (John 1:14; Matt. 1:18-23), sinless life (Heb. 4:15), substitutionary death (2 Cor. 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Heb. 4: 14-16) and coming again (Acts 1:11).
4. THE HOLY SPIRIT: His personality (John 16:7-15); and deity (Acts 5:3-4); and His work in each believer: conviction (John 16:8), baptism and indwelling at the moment of regeneration (1 Cor. 12:13; Rom. 8:9), and filling (Eph. 5:18), to empower for Christian life and service (Eph. 3:16; Acts 1:8; Gal. 5:22-23).
5. MAN: His direct creation in the image of God (Gen. 1:26-28), his subsequent fall into sin resulting in spiritual death (Gen. 3:1-24; Rom. 5:12), and the necessity of the new birth for his salvation (John 3:3-5).
6. SALVATION: A complete and eternal salvation by God’s grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Eph. 2:8-9; Titus 3:5-7; 1 Peter 1:18-19).
7. THE CHURCH: One true Church, the body and bride of Christ (Eph. 1:22-23; 5:25-32), composed of all true believers of the present age (1 Cor. 12:12-13); and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (Eph. 4:11-16).
8. CHURCH LIFE: A life of righteousness, good works, and separation unto God from the evil ways of the world (Rom. 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Eph. 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 Cor. 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Rom. 12:17-21), exhibiting

the fruit of the Spirit (Gal. 5:22- 23), and maintaining a life of prayer (Eph. 6:18; Phil. 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (James 5:13-18).

9. ORDINANCES: The Christian should observe the ordinances of our Lord Jesus Christ, which are: (1) baptism of believers by triune immersion (Matt. 28:19) and (2) the threefold communion service, consisting of the washing of the saint's feet (John 13:1-17), the Love Feast (1 Cor. 11:20-22, 33-34, Jude 12), and the communion of the bread and the cup (1 Cor. 11:23-26).
10. SATAN: His existence and personality as the great adversary of God and His people (Rev. 12:1-10), his judgment (John 12:31), and final doom (Rev. 20:10).
11. SECOND COMING: The personal, visible, and imminent return of Christ to remove His church from the earth (1 Thess. 4:16-17) before the tribulation (1 Thess. 1:10; Rev. 3:10), and afterward to descend with the Church to establish His millennial kingdom upon the earth (Rev. 19:11-20:6).
12. FUTURE LIFE: The conscious existence of the dead (Phil. 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28-29), the judgment and reward of believers (Rom. 14:10-12; 2 Cor. 5:10), the judgment and condemnation of unbelievers (Rev. 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15).
13. MARRIAGE AND HUMAN SEXUALITY: God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in the Bible (Gen. 2:18-25). The Bible clearly teaches that marriage is between one man and one woman, for life, uniquely reflecting Christ's relationship with His Church (Eph. 5:21-33). God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

The Bible teaches that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, the use of pornography, etc.) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Bible or the doctrines of Community Grace.

14. SANCTITY OF HUMAN LIFE: All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

In order to preserve the function and integrity of Community Grace as the local Body of Christ, and to provide a biblical role model to Community Grace members and the community, it is imperative that all persons employed by Community Grace in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

The “Statement of Faith” herein set forth cannot be changed or diminished.

ARTICLE VII. AMENDMENTS

The Constitution may be amended by a seventy five percent (75%) vote of a constituted quorum (Article IV, Sec. 4, A) at a duly authorized business meeting providing that (a) such amendment has been reviewed by the Board of Elders and (b) an announcement from the pulpit on two (2) successive Sundays has been made of the amendment and (c) a written copy of the amendment has been posted and made available upon request of any member.

THE BYLAWS OF COMMUNITY GRACE BRETHREN CHURCH

PREAMBLE

Community Grace hereby enacts these Bylaws to govern the body of Christ decently and in order in accordance with 1 Cor. 14:40.

ARTICLE I. CHURCH GOVERNANCE

Community Grace Brethren Church's government is elder-led, congregational rule in form, vested in its members. The Board of Elders is the final authority for all matters of self-government of the church. The church shall remain free from the control or supervision of any other ecclesiastical or denominational body or government control or influence but may cooperate, through association or otherwise, with other churches and ministries of like faith and practice. This church is part of the Charis Fellowship.

ARTICLE II. STATEMENT OF FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the church's faith, doctrine, practice, policy, and discipline, our Board of Elders is the church's final interpretive authority on the Bible's application.

ARTICLE III. CHURCH MEMBERSHIP

SECTION 1. Types of Membership

A. Active Member

Those members who have completed and fulfilled the qualifications, procedures, and consistently meet the responsibilities of Sections 2–5 below.

B. Inactive Member

Those members who have been placed in this status by the Elders as described in Section 7, C below.

C. Associate Member

Missionaries (sent by Community Grace living in another area, who desire to retain

membership here), college students, and persons desiring to fellowship and serve within this congregation while living temporarily in our area may apply for Associate Membership. Prospective Associate Members shall apply for membership, meet all qualifications for regular membership, and be accepted into membership on the same basis as regular members. Associate Members are not provided the privileges described in Section 6 below.

SECTION 2. Membership Qualifications

Any person, 16 years old or older, who shall have (1) confessed that Jesus Christ is the Son of God, and is committed to Him as Savior and Lord, and (2) who shall have publicly submitted to the authority of the Bible as the complete, final, inerrant, and inspired revelation of the Triune God to man, and (3) who shall have been baptized following a commitment to Jesus Christ, and (4) who shall have consented to the covenants and provisions of the Constitution and Bylaws (including the “Statement of Faith”), and the resolutions of the church, may formally become a member of this church.

SECTION 3. Procedures

Any person who desires to become a member of Community Grace Brethren Church and has never been obedient to Jesus Christ in believer’s baptism will be baptized by triune immersion only.

Those transferring membership to Community Grace who have been baptized by single immersion as a believer will not be required to be rebaptized by triune immersion but should understand and be agreeable to the church’s practice of triune immersion.

SECTION 4. Becoming a Church Member

A person may become a church member of Community Grace by the following steps:

- A. Fulfilling the Qualifications for Membership (Article III, Section 2)
- B. Completion of the Membership Class.
- C. Turn in their signed Membership Application which contains their agreement with the Statement of Faith, member expectations, and the “Partnership Agreement”.
- D. Sharing the story of their “Spiritual Journey” with a pastor or elder of Community Grace at an arranged Membership Interview.
- E. Have their Membership Application reviewed by the Elders at their monthly meeting and receive an affirmative of the Elders vote to add them as members.
- F. Receive the “Right Hand of Fellowship” as a new member during one of the weekend services.

SECTION 5. Expectations of Church Members

Members are expected to be faithful in all spiritual duties essential to the Christian

life, including participation in the Communion ordinances, loyalty to the church, regular attendance of its services, contribution to its support and ministries, and participation in its organized work. They are expected to live their lives in consistency to the Statement of Faith and to actively participate in the church, including by meeting the following minimum expectations:

- A. Pray for the health and growth of the church
- B. Be intentional and take ownership of their faith and spiritual walk
- C. Seek and reach out to the lost
- D. Be a regular attender at Community Grace
- E. Be a faithful giver from the resources God has given them
- F. Find an area in the church to serve
- G. Preserve the integrity of the church and work to build unity within the church

SECTION 6. Privileges

- A. Only Active Members who are sixteen (16) years of age and over, are eligible to vote in all business sessions.
- B. Any member who has a dissatisfaction, concern, suggestion, etc., with the general procedure of any area of church life, shall have the privilege of presenting their issue in writing to the Board of Elders. No verbal complaints shall be entertained before the Board of Elders. Any such written and signed submission will be considered by the Board of Elders within thirty (30) days. A written report from the Board of Elders stating the decision of the Board will be returned to the submitting party within a timely manner.

SECTION 7. Withdrawal or Termination of Church Membership

- A. A member of the church who desires to withdraw or transfer his membership may do so at any time, unless they are under church discipline. However, as a courtesy to the church body, a letter of transfer or withdrawal should be submitted to the Board of Elders. The name(s) of the member(s) submitting the letter will be removed from the list of members.
- B. The Board of Elders, assisted by Church Staff, shall conduct a quarterly review of the current membership list. Any person who does not meet the definition of member (as outlined in Article III, Section 5) for a period of one (1) year or more, will be considered for removal from the membership list except for illness, an essential occupation, or other reasonable absence as determined by the Board of Elders.
- C. In certain circumstances, determined by the Board of Elders on a case-by-case basis, a person may be placed in an “Inactive Member” status. Those who are placed in an “Inactive Member” status will remain on the membership roll but will not retain

the privilege of voting. Inactive Members can request reinstatement to Active status by asking the Elders to begin that process.

- D. A member may be removed by church discipline as described in Section 8. An individual involved in church discipline may not withdraw their membership at any time during the discipline process in steps (2)-(3).

SECTION 8. Church Discipline

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Cor. 5:6), to edify believers by deterring sin and promoting purity (1 Tim. 5:20), and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Gal. 6:1).

The Lord Jesus Christ has entrusted the local church with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error, with the goal of the restoration of the offender. This discipline is entrusted to the Board of Elders, and they are to follow the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; and 2 John 7-11. Any member of this church who practices or affirms a doctrine or conduct that, in the judgment of the Board of Elders, is opposed to the teaching of the Word of God, or is threatening to the testimony of this church, or is divisive to the body, shall be subject to church discipline.

Members of Community Grace are also expected to pursue unity, truth, and love in all communication. Therefore, conflicts, grievances, or accusations shall not be handled publicly—especially through social media or other public platforms—nor shall members engage in gossip, slander, or the spreading of harmful or unverified information about others. Instead, members are encouraged to address concerns privately and biblically, according to Matthew 18:15-20, seeking reconciliation in a spirit of humility and grace.

Discipline will follow this biblical pattern and is an effort to bring the individual to repentance and protect the church from unrepentant sin. The individual involved in church discipline may not withdraw their membership at any time during the discipline process in steps (2)-(3) below:

- (1) Matthew 18:15 – When a church member feels that they have been wronged, the offended church member shall confront the errant church member through a private one-on-one conversation. This may include multiple conversations.
- (2) Matthew 18:16 – If still unresolved, the offended church member shall confront the errant church member with 2-3 witnesses (other church members).
- (3) Matthew 18:17-20 – If still unresolved, the offended church member shall bring the issue to the Elders. The Elders shall seek the errant member's repentance and

reconciliation between the parties. If there is no repentance, the Elders shall vote to remove the member from fellowship and inform the church of their decision.

- (4) Upon evidence of repentance to the satisfaction of the Elders, the church shall fully forgive the errant member (Luke 17:3; Col. 3:13). The Elders shall meet to determine and vote on a plan for restoration. Elders may also vote to restore membership if the errant member has been removed from membership. At the Elders' discretion, restoration may include measures of accountability (Gal. 6:1). The Elders shall inform the church of their decision.

SECTION 9. Statement on Mediation

Each Church member should seek to resolve all conflicts within the community of faith in accordance with Scripture. As such, members of the church agree to submit any legal dispute with the church for mediation before a mutually agreed-upon mediator. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the church, are contrary to biblical and church teaching, and mediation is an effort to resolve disputes in a biblical fashion (1 Cor. 6: 1-7).

Mediator(s) will attempt to assist us in reaching a voluntary settlement of any disputes through mediation. The confidentiality of the mediation process will be protected, and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may, at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

ARTICLE IV. CHURCH MEETINGS

SECTION 1. Worship Services

Our Sunday Morning Worship Service is an active celebration of Jesus Christ's resurrection and His worthiness as King, Lord, and Savior. We worship by singing biblical truth, reading Scripture, giving, and a biblical sermon, and observing the ordinances.

SECTION 2. Business Meetings

A. Bi-Annual Meeting

Bi-Annual Business Meetings will be held on a date set by the Board of Elders. Other business meetings may be called by the Lead Pastor or Board of Elders as deemed appropriate.

B. Special Meetings

Special meetings may be called by the Lead Pastor or the Board of Elders. A special meeting may also be called in response to a written request from one or more church members to the Board of Elders stating the purpose of such a meeting. The purpose of a special meeting shall be published two (2) weeks in advance, and only announced business will be transacted.

SECTION 3. Notice for Church Business Meetings

All meetings, including business meetings, special meetings, or other business meetings shall be publicly announced in at least two (2) weeks in advance

SECTION 4. Quorum for Church Business Meetings

- A. At least twenty-five percent (25%) of the active membership must be present at any duly called business or special meeting to constitute a quorum required for the transaction of business.
- B. At least sixty-six percent (66%) of the active membership, by presence or absentee ballot, at any duly called business or special meeting is required to constitute a quorum for the call or termination of a pastor to take place. Under normal circumstances, absentee ballots will be made available (2) two Sundays prior to the vote.

SECTION 5. Voting at Business Meetings

Unless otherwise provided in these Bylaws, a 66% vote of approval of the constituted quorum of the voting membership of the congregation constitutes an act of the church.

SECTION 6. Ministry Meeting

Meetings of all ministries shall be held at the call of the Lead Pastor, the Moderator, the chairman of that ministry, or the majority of that ministry's members.

SECTION 7. Parliamentary Rules

Robert's Rules of Order, as amended, shall be the parliamentary authority for all church meetings. However, these Bylaws shall prevail if there is any conflict with Robert's Rules of Order.

SECTION 8. Business Meeting Minutes

The Church Clerk or authorized designee shall ensure that minutes of all business meetings are prepared and secured in a safe place.

SECTION 9. Fiscal Year

The fiscal year of the church is January 1 through December 31.

ARTICLE V. PASTORS

SECTION 1. Qualifications

The Pastors of this church must be in complete agreement with the Statement of Faith as outlined in this constitution. Each man must meet the Scriptural qualifications for elders as provided in 1 Timothy 3:1-7 and Titus 1:6-9.

SECTION 2. Role and Duties

- A. Lead Pastor - In addition to his general responsibilities as an Elder stated in this constitution, the Lead Pastor shall provide leadership for the congregation and the Board of Elders, and supervisory leadership of all church staff. He shall serve as chairman of the Board of Elders. He shall consider his primary responsibility to be that of equipping the saints, in accord with Ephesians 4:11-16, preaching and teaching the Word of God, and providing a good example of Christian conduct.
- B. Associate Pastors - Associate Pastor(s) shall serve the church in those responsibilities assigned to them by the Lead Pastor and the Board of Elders. All full-time Associate Pastor(s) may serve on the Board of Elders. A position description for each Associate Pastor is in the Standard Operating Procedures.

SECTION 3. Selection and Call

The call of a Pastor shall be indefinite. When a vacancy occurs, one candidate at a time shall be recommended to the church by the Board of Elders, who shall be approved by an 80% or more vote of the constituted quorum (per Article IV, Section 4, B), either by presence or absentee ballot.

SECTION 4. Accusations against a Pastor shall be considered in the following order:

- A. Prior to being brought to the Board of Elders, any offense or issue with a Pastor should follow the procedure set forth in Matthew 18:15-20.
 - 1. If Jesus' given first two steps in Matthew 18:15-20 are followed and are unsuccessful, accusations against a Pastor must be prepared in writing, supported by the testimony of at least two or three witnesses (1 Timothy 5:19), and are to be presented to the Board of Elders for consideration.
 - 2. If further action is required, the Board of Elders shall then consider the

accusations in a meeting with the accusers and the Pastor. If resolved to the satisfaction of the Board of Elders, no further action need be taken. The Board of Elders shall be the sole judge if further action is necessary.

3. If the issue is not able to be resolved by consensus, the Board of Elders is strongly encouraged to solicit input from additional spiritual leaders in the church and if need be, input from an outside consultant from the Charis Fellowship in order to come to a consensus and conclude the issue satisfactorily for all involved.
- B. If there is an accusation of a serious deficiency of or abuse of the pastoral position or violation of the pastoral call, the Board of Elders may call a special Elder Meeting, without the pastor in question, at which time a vote shall take place to review if further investigation is warranted.

In the event the Board of Elders does not vote to remove the Pastor, all Elders requesting the dismissal may voluntarily relinquish their offices if they desire.

SECTION 5. Resignation or termination

- A. A Pastor may voluntarily resign from his position by submitting a written notice to the Board of Elders and to the congregation providing ninety (90) days advance notice of his date of termination. The Board of Elders may excuse a Pastor from the ninety (90) day notice at their discretion.
- B. If a Pastor is found to be in grave sin such as violating the biblical qualifications of 1 Timothy 3:1-7 or Titus 1:6-9, exhibiting insubordination towards the congregation or the Board of Elders, or acting or teaching contrary to the Statement of Faith, the Board of Elders may request a letter of immediate resignation or vote on the termination of the Pastor. The accused Pastor is not afforded a vote.

ARTICLE VI. ELDERS

SECTION 1. Qualifications

The Elders of this church must be in complete agreement with the Statement of Faith as outlined in this constitution. Each man must meet the Scriptural qualifications for elders as provided in 1 Timothy 3:1-7 and Titus 1:6-9.

SECTION 2. Role and Duties

An elder is expected to provide Godly leadership and exhibit Christ-like character by example to the church body.

SECTION 3. Nomination and Selection

The congregation shall approve its own Elders according to the scriptural qualifications at the annual business meeting. It is the responsibility of the members of the congregation as well as the Board of Elders to identify men who meet those qualifications and to encourage them to make application. For the current nomination process, please see the Standard Operating Procedures.

In the event an Elder vacancy occurs or an additional Elder is determined to be needed, the Board of Elders may call a special meeting to elect an Elder.

Any man who is an active member who senses God's call to serve as an Elder may nominate himself to be considered for the Board of Elders.

SECTION 4. Number of Elders

The Board of Elders shall consist of a sufficient number of qualified men to shepherd the church. The Board of Elders may vary its size by a vote of its membership if they determine more Elders are required to properly lead and shepherd the church.

SECTION 5. Resignation or Removal of Elders

An elder may voluntarily resign his position as a recognized elder by written notice to the Board of Elders or the Lead Pastor.

An accusation made against an elder related to the qualifications of 1 Timothy 3:1-7 and Titus 1:6-9 or exhibiting insubordination to the Lead Pastor or Board of Elders, or is teaching contrary to the Statement of Faith, shall be cause for immediate investigation by the Board of Elders. If the accusation is founded, the Board of Elders shall remove the individual from their duties.

SECTION 6. Moderator

- A. The Moderator shall be nominated to the congregation by the elected Board of Elders from its current membership. The congregation shall vote on this nomination annually, along with the rest of the slate of officers submitted to them. He shall serve as chairman of the congregational business meetings.
- B. He shall serve as an ex-officio member of all ministries in the church, acting as a liaison between these ministries and the Board of Elders. He may also appoint other members from the elected Board of Elders to act as ex-officio representatives from the Board of Elders on ministries as he deems appropriate. In the absence of the Lead Pastor, he shall serve as chairman of the Board of Elders. In his absence, he may designate any member of the Board of Elders to fulfill his duties.

ARTICLE VII. THE BOARD OF ELDERS

SECTION 1. Board Members

The Board of Elders shall be made up of the Lead Pastor, all other Associate Pastors, and Lay Elders elected by the congregation. The Board of Elders shall be comprised of Lay Elders and Pastors.

1. "Lay Elders" shall mean individual members of the church who are volunteers and not employed as pastors of the church, meet the qualifications of Elder, and have a vote on the Board of Elders.
2. "Voting Pastors" shall mean Pastors who are employed as pastoral leaders by the church and determined to be voting Pastors by the Board of Elders.

Lay Elders and Voting Pastors are, collectively, "Elders." There should always be at least one more Lay Elder than there are Voting Pastors.

For nonprofit purposes, the Board of Elders shall serve as the Board of Directors.

SECTION 2. Lay Elder Term

Each Lay Elder shall serve a three (3) year term with the terms of office staggered so that only a portion of the Board shall be changed in any (1) one given year. Although not required, it is a standard practice that after serving 2 consecutive terms, an Elder is given a minimum of a year off.

SECTION 3. Elder Vacancies

If an Elder vacancy exists, the Board of Elders may present a qualified candidate to the congregation for their approval at a scheduled business meeting or call a special business meeting for this purpose.

SECTION 4. Responsibilities

The Board of Elders shall be responsible to the congregation for the oversight of all matters of church life and practice. It shall provide general supervision for all ministries of the church.

SECTION 5. Duties

The Board of Elders shall meet regularly together for prayer, study of Scripture, business matters, and receiving reports from the various ministries and organizations of the church.

SECTION 6. Elder Meetings

Elders shall meet to conduct the business of the church as prescribed in the Standard Operating Procedures.

SECTION 7. Notice of Elder Meetings

Elder meeting dates/times will be determined by the Board of Elders.

SECTION 8. Quorum for Elder Meetings

Sixty six percent (66%) of the Elders then in office constitutes a quorum for the transaction of any business at any meeting of the Board of Elders.

SECTION 9. Voting for Elder Meetings

Unless otherwise provided in these Bylaws, the act of a majority of the Elders constitutes an act of the Board of Elders.

SECTION 10. Meetings by Telephone or Similar Equipment.

An Elder may participate in a meeting by conference telephone or any similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

ARTICLE VIII. DEACONS

SECTION 1. Qualifications

The Deacons and Deaconesses of this church must be in complete agreement with the Statement of Faith as outlined in this constitution. Each person must meet the character qualifications provided in 1 Timothy 3:8-13.

SECTION 2. Role and Duties

Deacons and deaconesses shall serve under the supervision of the Lead Pastor and the Board of Elders as prescribed in these Bylaws and Standard Operating Procedures. The term of service shall be for 2 years.

SECTION 3. Nomination and Selection of Deacons

The congregation shall elect deacons and deaconesses from the membership of the church. For the current nomination process, please see the Standard Operating

Procedures.

SECTION 4. Resignation or Removal of Deacons

Deacons or deaconesses may voluntarily resign their position as recognized deacons by written notice to the Board of Elders or the Lead Pastor.

An accusation made against a deacon or deaconess related to the qualifications of 1 Timothy 3:8-13 or exhibiting insubordination to the Lead Pastor or Board of Elders, and/or is teaching contrary to the Statement of Faith, shall be cause for immediate investigation by the Board of Elders. If the accusation is founded, the Board of Elders shall remove the individual from their duties.

SECTION 5. Meetings

Deacons shall meet to conduct their duties for the church as prescribed in the Standard Operating Procedures.

SECTION 6. Notice of Deacon Meetings

Deacon meeting dates/times will be determined by the Deacons.

SECTION 7. Quorum for Deacon Meetings

Sixty six percent (66%) of the Deacons and Deaconesses then in office constitutes a quorum for the transaction of any business at any meeting of the Deacons.

SECTION 8. Voting for Deacon Meetings

Unless otherwise provided in these Bylaws, the act of a majority of the Deacons constitutes an act of the Deacons.

ARTICLE IX. OTHER CHURCH STAFF

The need for church staff shall be determined by the Board of Elders. All church staff will be members and affirm and abide by the Statement of Faith. The qualifications, selection, roles and responsibilities, etc. for employment shall be determined by the Board of Elders and detailed in the Standard Operating Procedures.

ARTICLE X. STANDARD OPERATING PROCEDURES

The church shall maintain a policies and procedures manual called the Standard Operating Procedures. Any and all additions or modifications to the Standard Operating Procedures shall be approved by the Lead Pastor and/or the Executive Pastor. These

changes shall be reported to the Board of Elders. The pastoral staff and members of the congregation may submit suggested changes by written request to the Lead Pastor and/or the Executive Pastor.

Any and all additions or modifications to the Standard Operating Procedures shall be in agreement with, and consistent with, the policies and intent of the Constitution and Bylaws.

ARTICLE XI. ORGANIZATIONS

All organizations not associated with Community Grace Brethren Church, and using the church facilities, must be approved by the Pastoral Staff, and shall function under the general supervision of the Lead Pastor.

ARTICLE XII. INDEMNIFICATION

SECTION 1. Purpose

This Indemnification Policy is established to protect the officers, directors, elders, pastors, employees, ministry leaders, and volunteers (hereafter referred to as Covered Persons) of Community Grace as they serve and carry out their duties in good faith for the ministry of Jesus Christ.

SECTION 2. Biblical Foundation

We believe it is biblical and prudent to protect those who serve Christ's church from undue personal liability arising from their faithful ministry (see 1 Timothy 5:17–18; Galatians 6:6). Therefore, this policy provides indemnification consistent with our commitment to Christian stewardship and accountability.

SECTION 3. General Indemnification

To the fullest extent permitted by applicable state law, Community Grace shall indemnify any Covered Person who was or is a party to, or is threatened to be made a party to, any threatened, pending, or completed action, suit, or proceeding — whether civil, criminal, administrative, or investigative — by reason of the fact that they are or were serving the church in an official capacity.

SECTION 4. Scope of Indemnification

Indemnification shall cover all litigation expenses (including attorney fees), judgments, and fines, if the Covered Person acted in good faith and in a manner reasonably believed to be in the best interests of the church and in a manner consistent with biblical principles.

SECTION 5. Exceptions

Indemnification shall not be provided:

1. In matters where a court or competent authority determines the Covered Person acted with gross negligence, willful misconduct, or intentional violation of the law.
2. Where the act(s) and/or omission(s) giving rise to the claim were outside the scope of the Covered Person's employment or volunteer responsibilities.
3. In any matter where indemnification is prohibited by state or federal law.

ARTICLE XIII. DISSOLUTION

SECTION 1. Property and Real Property

- A. The title of the property of this church shall be vested in the corporate body of the church. The Board of Elders is granted oversight of the same and to provide for maintenance of the campus and facilities supervising all operations required for such maintenance including such disbursements as may be necessary for labor and materials, including such disbursements that may be necessary up to 15% of the annual budget for non-budgeted items. Any disbursement above the 15% would require congregation approval.
- B. The Board of Elders has the responsibility and authority over administration and maintenance of all church property and assets. The only exception to this would be that prior to the purchase, transfer, or sale of real estate, the transaction must be approved by a vote of the congregation at a duly called business meeting.
- C. All property and assets owned by the local church and its auxiliaries shall be irrevocably dedicated to religious purposes, and upon dissolution, such property or assets shall not inure to the benefit of any private citizen but said property shall be distributed to a religious organization which is a qualified tax-exempt organization under the then applicable Internal Revenue Code. This decision concerning property distribution shall be made by the Board of Elders with a confirmation vote by members of Community Grace Brethren Church. In the event of their failure to make such a decision, said property shall fall under the direction of the Charis Fellowship. The Charis Fellowship shall determine what entity of the Fellowship is best suited, and in the best position and/or need, to assume the use and oversight of this property.

ARTICLE XIV. CONFLICT OF INTEREST

SECTION 1. Purpose

The purpose of this Conflict-of-Interest Policy is to protect the integrity of Community

Grace's decision-making process, to ensure the trust of the congregation, and to comply with applicable laws and biblical principles of integrity and stewardship.

SECTION 2. Biblical Foundation

As followers of Jesus Christ, we are called to live above reproach and to do all things honestly and in good faith (Proverbs 11:3; 2 Corinthians 8:21). Therefore, all leaders, officers, directors, employees, ministry leaders, and volunteers (Covered Persons) must avoid conflicts of interest that could harm the church's testimony or effectiveness.

SECTION 3. Definition of Conflict of Interest

A conflict of interest occurs when a Covered Person's personal, financial, or relational interests could improperly influence — or appear to influence — their duty to act in the best interests of Community Grace Church. Examples include but are not limited to: Having a financial interest in a business or transaction that the church is considering; Receiving compensation or gifts (other than nominal gifts) from individuals or organizations doing business with the church; Using church property, information, or position for personal gain.

SECTION 4. Disclosure of Conflicts

Covered Persons must disclose any actual or potential conflicts of interest to the Board of Elders as soon as they arise. Full disclosure enables the church to make informed, unbiased decisions.

SECTION 5. Determining Whether a Conflict Exists

After disclosure of the potential conflict, the Board of Elders shall determine whether a conflict of interest exists. The Covered Person shall recuse themselves from both the discussion and vote on any matter where they have a conflict.

SECTION 6. Procedures for Addressing Conflicts

- A. A Covered Person with a conflict must leave the meeting during the discussion and vote on the matter.
- B. The Board of Elders may request additional information from the Covered Person if needed.
- C. The Board of Elders may decide whether the arrangement or transaction is fair, reasonable, and in the best interest of the church.

SECTION 7. Compensation

A voting member of the Board of Elders who receives compensation from Community

Grace for services is precluded from voting on matters pertaining to their own compensation.

ARTICLE XV. NONPROFIT STATUS

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Articles of Incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XVI. AMENDMENTS

The Bylaws may be amended by a seventy five percent (75%) vote of a constituted quorum (Article IV, Sec. 4, A) at a duly authorized business meeting providing that (a) such amendment has been reviewed by the Board of Elders and (b) an announcement from the pulpit on two (2) successive Sundays has been made of the amendment and (c) a written copy of the amendment has been posted and made available upon request of any member.