

BYLAWS

As Approved by the Elder Board on Jan 21, 2017

Preamble: The purpose of these By-laws is to set forth the rules by which this Church as a corporation is managed, as well as the structure by which this Church fulfills its purposes as a Christian community confessing Jesus Christ as Lord and operating under the authority of the Scriptures.

1. ARTICLE I: MEMBERSHIP

1.1. Procedure

1.1.1. Those desiring membership in this church shall meet the qualifications for membership (as described in the Constitution, Article 4, Section 7) and complete an application process.

1.1.2. All applicants shall have the church's Statements of Belief and the responsibilities of membership explained to them.

1.1.3. All applicants shall have 'Article VII: Discipline' of these Bylaws explained to them.

1.1.4. When the application is reviewed and approved by the Senior Pastor, the applicant will be officially received into the membership of the church.

1.2. Member Responsibilities

1.2.1 Be faithful to and supportive of the worship services of the church.

1.2.2 Commit time, talent and financial resources toward the church's objectives.

1.2.3 Participate in congregational decisions (a member must be 18 years of age or older to vote).

1.2.4 Live in accordance with God's Word and submit to the authority of the elders in matters pertaining to the church including, if necessary, discipline for conduct or attitudes unbecoming a Christian testimony.

1.3. Membership Status

1.3.1. Each year the Board of Elders shall review the membership roll to identify those names on the membership roll that are not fulfilling the responsibilities of a member.

1.3.2. Special care shall be given in this roll revision, with attention given to special needs and the reclaiming of the inactive member.

1
2 1.3.3. When the responsibilities of a member have not been fulfilled for one full year
3 and when no intention to resume these responsibilities is evident, the Board of
4 Elders shall transfer the person's name from the membership roll to an “inactive
5 list”.

6
7 1.3.4. A member whose inactivity is due to reasons such as sickness, military service,
8 college attendance away from home or mission work shall not be considered
9 "inactive." However, inactivity due to distance for reasons not related to the
10 above shall not be a basis for remaining "active".

11
12 1.3.5. Any name on the “inactive” list may be returned to the membership roll if
13 responsibilities of a member are resumed.

14
15 1.3.6. Only those named on the membership roll are entitled to vote at congregational
16 business meetings.

17 18 2. **ARTICLE II. CHURCH LEADERSHIP**

19 20 2.1. **Definitions**

21 22 2.1.1. Elder

23
24 2.1.1.1. Elders are the spiritual authority in this local church, subject to the Lord
25 Jesus Christ, the Chief Shepherd of the sheep.

26 27 2.1.1.2. Qualifications

28
29 2.1.1.2.1. Be members of the church

30
31 2.1.1.2.2. Meet the biblical qualifications of an elder

32
33 2.1.1.2.3. Be in agreement with the Statements of Belief in the Constitution

34
35 2.1.1.2.4. Be faithful in attendance at a Worship Service

36
37 2.1.1.2.5. Be willing to work in harmony with church goals as developed by the
38 staff and elders

39
40 2.1.1.2.6. Possess the requisite training, be selected and recommended by the
41 Elders and approved by the members of the church at a business
42 meeting

43
44 2.1.1.3. Staff elders are those who serve on the paid staff and who also serve on the
45 Board of Elders.
46

1 2.1.1.4. Ruling elders are those elders who are selected according to these bylaws
2 to serve on the Board of Elders, but who are not staff elders.

3
4 2.1.1.5. Members who are elders by virtue of service to missions agencies or other
5 Christian ministries or who are retired from active professional ministry
6 may be recognized as elders by the church through action by the Board of
7 Elders but these individuals do not hold membership on the Board of Elders
8 solely on the basis of such recognition.

9
10 2.1.1.6. Members desiring to be considered elders due to licensure or ordination to
11 the Christian Ministry through this church for the purpose of service to other
12 Christian agencies or ministries may petition the Board of Elders and follow
13 the board's prescribed procedures.

14 15 2.1.2. Deacon

16
17 2.1.2.1. Deacons are ministers of the church responsible for serving in specified
18 leadership tasks and on specified committees designated as deacon-level
19 roles. Deacons serve under the direction of the Board of Elders.

20
21 2.1.2.2. Deacon positions shall include, but not be limited to, the positions of:

22
23 2.1.2.2.1. Voting members of the Missions Commission

24
25 2.1.2.2.2. Members of the Finance Ministry Team

26
27 2.1.2.2.3. Chairs of ministry teams

28
29 2.1.2.2.4. Stephen Ministers

30 31 2.1.2.3. Qualifications

32
33 2.1.2.3.1. Be members of the church

34
35 2.1.2.3.2. Meet the biblical qualifications of a church leader

36
37 2.1.2.3.3. Be in agreement with the Statements of Belief in the Constitution

38
39 2.1.2.3.4. Be faithful in attendance at Sunday Worship Services

40
41 2.1.2.3.5. Be willing to work in harmony with church goals as developed by the
42 staff and elders

43
44 2.1.2.3.6. Possess the requisite training, be selected and recommended by the
45 Board of Elders to serve in specific deacon-level roles
46

1 final vote according to Section 9.2 of these Bylaws.

2
3 **3.4. Term of Service**

4
5 3.4.1. Other than staff elders, elders shall serve three-year terms. Elders may serve up to
6 two consecutive terms and may be eligible for re-election after a one-year break
7 from service. This shall be an incentive to develop new leadership and shall
8 provide a leave for a proven leader.

9
10 3.4.2. If necessary to achieve a smooth schedule of rotation on and off the Board of
11 Elders or to achieve the desired number of elders on the Board, the Board may at
12 its discretion:

13
14 3.4.2.1. Submit a name to the congregation for a one-year term or a two-year
15 term; and/or

16
17 3.4.2.2. Extend an elder's expiring term by one year, provided that the extension
18 is approved by the congregation and the elder will have served no more
19 than six consecutive years on the Board of Elders.

20
21 3.4.3. An elder absent for three consecutive meetings of the Board of Elders shall be
22 considered to have resigned the position, subject to a decision by the Board of
23 Elders. The purpose of the provision is not for discipline but for continuity of
24 participation in this office.

25
26 3.4.4. Any elder who no longer fulfills the biblical qualifications of an elder shall be
27 removed by action of the Board of Elders or by the members of the church at a
28 properly called business meeting.

29
30 3.4.5. An elder may be removed by a decision of the Board of Elders for any reason.

31
32 3.4.6. An elder's request for a leave of absence may be considered by the Board of
33 Elders.

34
35 **3.5. Responsibilities**

36
37 3.5.1. The Board of Elders shall have oversight of and responsibility for the affairs of
38 the church.

39
40 3.5.2. The Board of Elders may amend or overrule any action of a church committee or
41 direct it to reconsider such action.

42
43 3.5.3. The Board of Elders shall specifically oversee matters of church doctrine, moral
44 issues, discipline, worship, shepherding care, prayer life, goal development,
45 counseling ministries, and the membership roll.

46

- 1 3.5.4. Elders shall lovingly provide leadership and care, as examples and shepherds, for
2 the newcomers and members of the congregation.
3
- 4 3.5.5. Elders shall develop new leaders for the church through personal example,
5 discipleship and training.
6
- 7 3.5.6. The Board of Elders shall oversee the commissioning of missionaries and the
8 licensure and ordination of ministers. It shall assist the Missions Committee in the
9 evaluation and review of missionaries.
10
- 11 3.5.7. The Board of Elders shall hire and dismiss all ministry staff (or delegate these
12 powers) and approve ministry staff job descriptions, except that the selection of a
13 Senior Pastor also requires approval by the congregation.
14
- 15 3.5.8. The Board of Elders shall receive from the Finance Ministry Team and approve
16 an annual budget, to be submitted to the congregation's Annual Meeting. Board
17 members who are paid employees of the church shall abstain from voting on
18 issues pertaining to the pay and benefits of church employees.
19
- 20 3.5.9. The Board of Elders shall approve expenditures in excess of \$20,000 upon
21 recommendation from the Finance Ministry Team for unbudgeted items.
22
- 23 3.5.10. As role models, elders shall maintain consistent attendance patterns in Sunday
24 worship services, in an adult fellowship group or Sunday ministry, and at
25 Threefold Communion Services. They shall be faithful financial supporters of the
26 church. Elders should lead the way in showing a warm welcome to visitors at
27 worship services and to people considering this church for a church home.
28
- 29 3.5.11. Should the church be without the services of a Senior Pastor, all functions of the
30 Senior Pastor shall revert to the Board of Elders collectively, or to its designee.
31

32 3.6. Meetings

- 33
- 34 3.6.1. The Board of Elders shall meet regularly (usually monthly) for prayer, Bible
35 study, and conducting the pastoral affairs of the church.
36
- 37 3.6.2. A quorum of over fifty percent is necessary for making official decisions. An
38 elder taking a leave of absence shall not be counted in determining the total
39 number of elders.
40
- 41 3.6.3. The Board of Elders shall strive to be unanimous in its decisions. In instances
42 when a unanimous decision cannot be reached, a two-thirds vote of elders present
43 is necessary for passage. There is no provision for absentee voting or voting by
44 proxy.
45
- 46 3.6.4. The Board of Elders shall appoint the following positions:

1
2 3.6.4.1. A chairman, who shall conduct business aspects of the meetings in accord
3 with Robert's Rules of Order. He shall serve with the Finance Ministry
4 Team during budget preparation and at other times upon its request.
5

6 3.6.4.2. A vice-chairman, who shall conduct business in the absence of the
7 chairman, and carry out any assignments given by the chairman.
8

9 3.6.5. Minutes of all meetings shall be maintained and made available to members of the
10 church during normal business hours.
11

12 **3.7. Board of Directors of the Corporation**

13
14 3.7.1. The Board of Elders shall serve as Directors of the Corporation and maintain all
15 documents and reports as required by law.
16

17 3.7.2. The Chairman of the Board of Elders shall also serve as the Chairman of the
18 Board of Directors of the Corporation.
19

20 3.7.3. The Chairman of the Board of Directors of the Corporation or the Secretary of the
21 Corporation may call a meeting of the Board of Directors of the Corporation by
22 notifying all Directors of the corporation of the time and place of the meeting not
23 less than forty-eight (48) hours in advance of the meeting.
24

25 3.7.4. The Board of Directors of the Corporation shall annually elect the following
26 officers of the Corporation (no more than one of which may be a staff member):
27

28 3.7.4.1. President of the Corporation, who also serves as Moderator of the
29 Congregation
30

31 3.7.4.2. Vice-President of the Corporation, who also serves as Vice-Moderator of the
32 Congregation
33

34 3.7.4.3. Secretary of the Corporation, who shall keep the official seal of the
35 Corporation, certify documents and records on behalf of the Corporation,
36 take and maintain minutes of all meetings of the Membership, and of the
37 Board of Directors, keep other necessary records. The Secretary of the
38 Corporation may, with the approval of the Board of Directors of the
39 Corporation, appoint an assistant to take minutes of the meetings.
40

41 3.7.4.4. Treasurer of the Corporation, who shall be the chief financial officer.
42

43 3.7.5. The Board of Directors shall authorize all purchases, sales, leases, easements, and
44 similar transactions involving real estate and real property of the Corporation.
45
46

1 **4. ARTICLE IV. DEACONS**

2
3 4.1. Names of prospective deacons shall be submitted to and approved by the Board of
4 Elders.

5
6 4.2. Deacon appointments are for up to one year.

7
8 4.3. Deacon appointments may be renewed indefinitely provided that the biblical
9 qualifications are maintained by the officeholder (as evaluated by the Board of Elders)
10 and that the deacon maintains the responsibility of the deacon position.

11
12 4.4. A deacon who does not fulfill the biblical qualifications and church requirements for
13 the office shall be removed by the Board of Elders after careful, biblical consideration.
14 The termination shall be immediate.

15
16 **5. ARTICLE V. MINISTRY AREAS**

17
18 **5.1. Listing of Ministry Areas**

19
20 5.1.1. The Board of Elders will establish ministry teams at its discretion to fulfill the
21 mission of the church. These ministry teams may include the following:

- 22
23 5.1.1.1. Finance Ministry Team
24 5.1.1.2. Facilities Ministry Team
25 5.1.1.3. Human Resources Ministry Team
26 5.1.1.4. Missions Commission
27 5.1.1.5. Compassion Ministry Team
28 5.1.1.6. Stephen Ministry

29
30
31 **6. ARTICLE VI. MINISTERING SAINTS**

32
33 **6.1. Definition**

34
35 6.1.1. The church recognizes that every Christian has one or more spiritual gifts and
36 various talents which should be used to the glory of God and in the service of the
37 church. "Ministering Saints" refers to those who are a part of our church family
38 (whether formally a member or not) and who are serving in any capacity of the
39 church whatsoever.

40
41 **6.2. Requirements**

42
43 6.2.1. A "Ministering Saint" shall be a confessed believer in Jesus Christ.

44
45 6.2.2. Shall be in agreement with the Statements of Belief in the Constitution.
46

1 6.2.3. Shall be willing to serve in harmony with church goals as developed by the staff
2 and elders.

3
4 6.2.4. Shall be consistent in Christian living, with no grounds for discipline evident.

5
6 6.2.5. Shall be faithful in attendance at Sunday Worship.

7
8 6.2.6. All ministering saints should set their sights on the biblical qualifications of a
9 leader and strive to nurture these qualities in their lives.

10 11 **6.3. Applications for Church Workers**

12
13 6.3.1. An application form for certain areas of ministry may be required by the ministry
14 leader or the church staff.

15
16 6.3.2. For those working with minors in the church, an application form (with an
17 appropriate supplement) is mandatory.

18
19 6.3.3. Applications shall be taken and processed with appropriate due diligence.

20 21 **7. ARTICLE VII. DISCIPLINE**

22 23 **7.1. Authority**

24
25 7.1.1. The authority for a church to discipline its own is explicitly given by Jesus Christ
26 and the practice is demanded by the Apostle Paul. A Scriptural basis for church
27 discipline is to be found in Matthew 18:15-20; Romans 16:17; I Cor. 5; I Cor.
28 6:9-11; I Thess. 5:12-15; I Tim. 5:17-25; and Titus 3:10-11.

29
30 7.1.2. Disciplinary authority is vested with the Board of Elders.

31 32 **7.2. Discipline of Leadership**

33
34 7.2.1. A charge against a church leader (staff, elder, or deacon) must be supportable by
35 biblical grounds and biblical procedure. Rumor shall never be a basis for
36 discipline.

37
38 7.2.2. After the Board of Elders has carefully investigated all the charges and defenses,
39 they shall make a final decision whether or not to remove the leader.

40
41 7.2.3. If removal is deemed appropriate, the leader shall be removed from office and a
42 public announcement of the removal made as the Board of Elders deems wise.

43 44 **7.3. Discipline of Membership**

45
46 7.3.1. **Matters of Personal Contention**

1
2 7.3.1.1. It is the responsibility of the offended party to strive for reconciliation on a
3 personal basis, then by means of one or two neutral mediators before the
4 dispute is brought to the attention of the church.
5

6 7.3.1.2. The church, through the Board of Elders, shall strive for reconciliation. If
7 there is no reconciliation and the grievance of the plaintiff is deemed valid,
8 the offending party shall be removed from the membership and denied the
9 fellowship of the church.
10

11 7.3.2. **Matters of Morality**

12
13 7.3.2.1. Issues of moral concern which constitute grounds for discipline include, but
14 are not limited to, fornication, adultery, dishonest dealings, theft, lying,
15 covetousness, slander, drunkenness, homosexual acts, dealing in or using
16 illicit drugs, profaning the Lord's name, aiding or procuring an abortion, and
17 violating the bond of marriage.
18

19 7.3.2.2. In all such cases the Board of Elders shall, with great care, evaluate the
20 charges and the presence or absence of genuine repentance. Every effort
21 shall be given to listen to the viewpoint of the person involved and to work
22 with that person for repentance and healing.
23

24 7.3.2.3. If the wrongful conduct is validated and a lack of repentance evident, the
25 Board of Elders shall notify the party of an intent to exercise discipline. The
26 Board of Elders shall give notice to the congregation of the discipline as it
27 deems appropriate.
28

29 7.3.3. **Contention within the Church**

30
31 7.3.3.1. Issues of contention which constitute grounds for discipline include, but are
32 not limited to, causing division through teaching contrary to the Statements
33 of Belief, gossip, criticism which is not constructive and not conducted in
34 love, determined unwillingness to work within the church's structure and
35 goals, and lack of respect for church leadership.
36

37 7.3.3.2. The Board of Elders shall investigate charges against the accused with great
38 care. If the charges are substantiated, the party shall be given every effort to
39 respond positively and to be restored to harmony.
40

41 7.3.3.3. Should there be no sign of change of heart or practice after two attempts at
42 reconciliation are made; the membership of the offending party shall be
43 revoked.
44

45 7.4. **Discipline of Non-members**

46

1 7.4.1. A non-member of the church, having not entered into a covenant relationship
2 with the church, cannot be made subject to formal church discipline.

3
4 7.4.2. The Board of Elders may advise a non-member regarding beliefs and conduct.

5
6 7.4.3. The Board of Elders may request that a non-member cease attending the church
7 and sever all contacts with the church.

8. ARTICLE VIII. MEETINGS

8.1. Church Services

10
11
12
13 8.1.1. The Staff shall develop a weekly schedule for the Worship Services and Sunday
14 School classes.

15
16 8.1.2. The Worship Services shall be celebrations of worship and praise and include
17 singing, praying, giving, teaching and response.

18
19 8.1.3. The Sunday School shall develop groups that minister to peer needs. Singing,
20 sharing, teaching and prayer are to be encouraged. The Sunday School program
21 should not, however, be structured or viewed as a substitute for the Worship
22 Services.

23
24 8.1.4. A worker in the church shall be encouraged to be faithful to the Worship Services
25 and shall not be given a load of responsibilities on Sunday mornings which
26 routinely prevents attendance at Worship.

27
28 8.1.5. Threefold Communion Services shall be held at least twice a year, with priority
29 going to Easter and Thanksgiving seasons. Threefold Communion Services shall
30 be regarded as high-priority gatherings and no church activity shall displace or
31 conflict with a Threefold Communion Service.

8.2. Business Meetings

32
33
34
35 8.2.1. The Board of Elders shall call an annual congregational business meeting for the
36 purposes of:

37
38 a. Election of nominees to the Board of Elders.

39
40 b. Vote on the proposed annual budget.

41
42 c. Announcement of church goals and projects, and.

43
44 d. Action on other matters proposed by the Board of Elders.

45
46 8.2.2. Other business meetings of the congregation may be called by the Board of Elders

1 or by written request to the Board of Elders by ten percent of the voting
2 membership.

3
4 8.2.3. The date, time, place and purpose of all business meetings shall be published in
5 the church bulletin for the two Sundays prior to the date of the meeting.

6
7 8.2.4. Only members of the church (pursuant to Article I of these Bylaws) 18 years of
8 age or older may vote at business meetings.

9
10 8.2.5. A quorum shall consist of those members present and qualified to vote.

11
12 8.2.6. A two-thirds approval by those who vote is necessary for the adoption of any
13 business item.

14
15 8.2.7. There is no provision for voting by proxy or absentee ballot.

16 17 **8.3. Other Meetings**

18
19 8.3.1. During the week small groups shall meet for service, fellowship and/or study in
20 the Word of God. Such groups shall function in harmony with the church's
21 beliefs, goals, and leadership. Leaders of small groups shall be approved by the
22 Senior Pastor or his designee and a current listing of groups shall be maintained in
23 the church office.

24
25 8.3.2. Other special ministries and organizations (such as musical group rehearsals,
26 evangelism training, women's and men's meetings, etc.), shall meet as the Senior
27 Pastor, or his designee, approves their function, time and place. A Master
28 Calendar of these events shall be maintained in the church office and all such
29 groups shall be diligent to observe their schedules and keep the office informed of
30 their plans.

31
32 8.3.3. Meetings or activities, whether of small groups, boards, committees or any other
33 sort, shall not be scheduled during a regular Sunday Service or an all-church event
34 except in a case of great urgency or at the discretion of the Senior Pastor.

35 36 **9. ARTICLE IX. Amendment Process**

37 38 **9.1. Procedure**

39
40 9.1.1. In order to keep these Bylaws relevant to changing needs of the church, the
41 Bylaws can be amended by the Board of Directors.

42
43 9.1.2. Individual directors shall be notified by agreed-to communication at least one
44 week before the vote. Notification shall include a copy of the proposed
45 amendment.

46

1 **9.2. Communication**

2
3 9.2.1. Amendments shall be communicated in writing to the congregation and staff.

4
5 9.2.2. Amendments shall be incorporated into the next publication of the Bylaws.

6
7 9.2.3. A current version shall be maintained by the Secretary of the Corporation.

8