

CONSTITUTION and BYLAWS
ONE FAMILY CHURCH
DAYTON, Dayton Ohio
 September 25, 2022

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CONSTITUTION

1. NAME.

The name of this Church shall be the One Family Church, Ohio (also referred to as OFC and this Church).

2. AFFILIATION.

Said Church shall be affiliated with the Greater Dayton Association of Baptists in Ohio, the State Convention of Baptists in Ohio, and the Southern Baptist Convention.

3. FINAL AUTHORITY FOR MATTERS OF FAITH AND DOCTRINE

The following statements of faith and doctrine do not exhaust the extent of our beliefs. The Bible (Holy Scriptures) 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. The following subparagraphs capture key thoughts from the Baptist Faith and Message, 2000, which is available online <<http://www.sbc.net/bfm2000/bfm2000.asp>> for review. The Church authorizes the Body of Elders to be the final interpretive authority on the Bible's meaning and application in matters of faith and doctrine.

3.1. The Scriptures.

3.1.1. We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its Author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

Luke 16:29-31, 2 Timothy 3:15-17; Ephesians 2:20; Hebrews 1:1; 2 Peter 1:19-21; John 16:13-15; Matthew 22:29-31; Psalm 119:1-8; Psalm 19:7-10.

3.2. The True God.

We believe there is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all-powerful and all-knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him, we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

3.2.1. God the Father. God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is sovereign in creation, providence, and redemption. He is all-powerful, all-knowing, all-loving, and all-wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy

1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

3.2.2. God the Son. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

3.2.3. God the Holy Spirit. The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination, He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

3.3. The Fall of Man.

3.3.1. We believe that man was created in holiness, under the law of his Maker; but by voluntary transgression fell from the holy and happy state; in consequence of which all mankind are now sinners, not by constraint but by choice; being by nature utterly void of that holiness required by the law of God, positively inclined to sin; and therefore, under just condemnation to eternal ruin,

without defense or excuse.

*Genesis 1:27; Genesis 2:7; John 1:23; Genesis 3:4-7; Genesis 3:22-24;
Romans 5:12, 14, 19, 21; Romans 7:23-25; Romans 11:18, 22, 32-33; Colossians 1:21.*

3.4. The Way of Salvation.

3.4.1. We believe that the salvation of sinners is wholly of grace, through the mediatorial offices of the Son of God; who by the appointment of the Father freely took upon Him our nature, yet without sin; honored the divine law by His personal obedience; and by His death made a full atonement for our sins; that having risen from the dead, He is now enthroned in heaven; and uniting in His wonderful person the tenderest of sympathies with divine perfections, He is in every way qualified to be a suitable, a compassionate, and an all sufficient Savior.

*Colossians 1:21-22; Ephesians 1:7-10; Galatians 2:19-20; Galatians 3:13; Romans 1:4;
Ephesians 1:7; 1 Corinthians 1:30-31; 2 Corinthians 5:21.*

3.5. Justification.

3.5.1. We believe that the great gospel blessing which Christ secures to such as believe on Him is justification; that justification includes the pardon of sin and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith His perfect righteousness is freely imputed to us of God that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

Romans 3:24; 4:2; 5:1-2; 8:30; Ephesians 1:7; 1 Corinthians 1:30-31; 2 Corinthians 5:21.

3.6. The Freeness of Salvation.

3.6.1. We believe that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent and obedient faith and that nothing prevents the salvation of the greatest sinner on earth, but his own inherent depravity and voluntary rejection of the gospel, which rejection involves him in an aggravated condemnation.

*Ephesians 1:5; 1 Corinthians 1:30-31; Romans 5:1-9; Revelation 22:17; John 3:16;
Mark 16:16.*

3.7. Rebirth.

3.7.1. We believe that in order to be saved, sinners must be regenerated, or born again; that regeneration consists of giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth, so as to secure our voluntary obedience to the gospel; and that its proper evidence appears in the holy fruits of repentance, and faith, and newness of life.

*John 3:1-8; 1:16-18; Romans 8:2; Ephesians 2:1, 5-6, 8, 10; Ephesians 4:30, 32;
Colossians 3:1-11; Titus 3:5.*

3.8. Repentance and Faith.

3.8.1. We believe that repentance and faith are sacred duties, and also inseparable graces wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as

our Prophet, Priest and King, and relying upon him alone as the only and all sufficient Savior.

Luke 22:31-34; Mark 1:15; 1 Timothy 1:13; Romans 3:25; Romans 3:27, 31; Romans 4:3, 9, 12, 16-17; John 16:8-11.

3.9. God's Purpose of Grace.

3.9.1. We believe that election is the eternal purpose of God, according to which He graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, trust in God and active imitation of His free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effect in all who truly believe the gospel; that it is the foundation of Christian assurance; and to ascertain it with regard to ourselves demands and deserves the utmost diligence.

Romans 8:30; Romans 11:7; Ephesians 1:10; Acts 26:18; Ephesians 1:17-19; Psalm 110:3; 1 Corinthians 2:14; Ephesians 2:5; John 6:44-45, 65; Romans 10:12-15; 2 Timothy 1:9.

3.10. Sanctification.

3.10.1. We believe that sanctification is the process by which according to the will of God, we are made partakers of His holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Healer and Comforter, in the continual use of the appointed means, especially the Word of God, self-examination, self-denial, watchfulness and prayer.

Acts 20:32; John 17:17; Romans 6:5-6; Ephesians 3:16; Romans 4:14; Galatians 5:24; Hebrews 12:14; Romans 7:18-25; 2 Corinthians 3:18; Galatians 5:16; 25-26.

3.11. The Perseverance of Saints.

3.11.1. We believe that such only are real believers as endure unto the end; that persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special providence watches over their welfare, and that they are kept by the power of God through faith unto salvation.

John 10:28-29; 2 Timothy 2:19; 1 Corinthians 11:32; Romans 8:30; Romans 9:11,16; Romans 5:9-10; Matthew 26:70-75.

3.12. Marriage, Gender, and Sexuality.

3.12.1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

3.12.2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

3.12.3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and

offensive to God

Matthew 15:18-20; 1 Corinthians 6:9-10.

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

Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.

3.12.5. We believe that 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; Romans 10:9-10; 1 Corinthians 6:9-11.

3.12.6. We believe that 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 Scripture nor the doctrines of UBC.

3.13. Sanctity of Human Life.

3.13.1. We believe that 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 (Psalm 139).

4. COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, and this local Church body, with joy and sincerity, enter into covenant with one another, as one body in Christ.

4.1. Church Life.

We commit therefore, by the aid of the Holy Spirit, to walk together in Christian love to strive for the advancement of both this Church and its individual members in knowledge, holiness and care for one another; to promote its growth and maturity; to sustain its worship, ordinances, discipline, and doctrines; and to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spreading of the gospel through all nations. We further commit to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; and to be slow to take offense but always ready for reconciliation, and mindful of the rules of our Savior to secure it, without delay.

Matthew 18:15-35; Matthew 25:34-40; Matthew 28:19-20; Luke 7:36-50; John 13:34; John 13: 34-35; Acts 2:42; Acts 20:35; 2 Corinthians 2:5-8; 2 Corinthians 9:6-15; Galatians 5:13; Galatians 6:1-2; Galatians 6:6-10; Ephesians 4:2; Ephesians 4:11-16; Ephesians 4:29-32; Colossians 3:12-14; Hebrews 10:24-25; 2 Timothy 1:13-14; Hebrews 13:16-17; James 4:11; James 5:9; James 5:13-16

4.2. Personal and Family Life.

We also commit to maintain family and individual devotions; to raise our children in the discipline and instruction of the Lord; to seek the salvation of our kindred and acquaintances; to walk wisely in the world; to pursue holiness for the glory of God; and to be zealous in our efforts to advance the kingdom of our Savior. When we no longer attend this Church, we will, as soon as possible, unite with another local church, where we can carry out the spirit of this covenant and the principles of God's Word.

Deuteronomy 6:6-9; Matthew 28:19-20; Galatians 5:16-26; Ephesians 5:15; Ephesians 5:21-6:4; Colossians 1:10; Hebrews 10:24-25; James 1:22; 1 Peter 1:15-16.

5. ORDINANCES

5.1. Baptism.

Repentance and faith shall precede baptism. Baptism shall be by immersion. Baptism may be administered by any baptized believer, having been designated by the Elders or authorized leader(s) of the Church.

5.2. Lord's Supper.

The Lord's Supper is to be recognized as a local church ordinance open to all believers (open Communion). The Lord's Supper shall be observed according to the teachings of the Holy Scriptures. The Lord's Supper shall be observed at least semi-annually. The Lord's Supper may be served by any member of the Church, having been designated by the Elder(s) or authorized leader(s) of the Church.

BYLAWS

6. MEMBERSHIP.

Membership is as defined in the Church Covenant (Paragraph 4).

6.1. Joining.

Membership may be attained as follows: All persons presenting themselves for regular membership shall make their request to the Church. Potential members will be interviewed to ensure their understanding of the Church Covenant and doctrinal statement as written in the Church Constitution. These interviews will be conducted by at least one Elder, his designee, or another authorized leader of the Church. After prayerful consideration, the interviewer may present to the Church a recommendation for membership, to be granted upon approval by members present and voting at a Members' Meeting. Should the interviewer or members raise further question(s) as to the membership request, the matter shall be referred to the Elders. The Elders may subsequently present to the Church a recommendation for membership, to be granted upon approval by members present and voting.

Persons may present themselves for membership by one of the following methods:

6.1.1. By Baptism: Any person professing faith in the Lord Jesus Christ as his Savior, and declaring his purpose to follow Him as His disciple, may be received through baptism by immersion according to the New Testament into membership of this Church.

6.1.2. By Letter: A member of another church of like faith and doctrine, who has been baptized by immersion, according to the New Testament, may be received into membership upon receipt of a letter from that church and by a vote of this Church.

6.1.3. By Statement: Any person who has at some time been a member of a Church of like faith and doctrine, and who has been baptized by immersion according to the New Testament, and whose church is now non-existent (or its records lost) or who can give some other satisfactory explanation for not being able to furnish a letter, may be received into membership upon statement of the facts and the vow of his faith and love to Christ.

6.1.4. By Restoration: Any person whose membership has been terminated for any offense may, upon evidence of his repentance and reformation, present himself before the church again for membership to be granted upon approval by members present and voting at a Members' Meeting.

6.2. Termination.

Membership may be terminated as follows:

6.2.1. By letter of dismissal to a church of like faith and order. (The letter of dismissal shall not be granted directly to the individual).

6.2.2. By dropping from the rolls, the name of anyone who joins a church of another faith.

6.2.3. By exclusion through church discipline (see *Matthew 18:15-17, Galatians 6:1*).

6.2.3.1. When grievances arise between members of the church, resolution is first sought through personal, private means, according to the instructions of the Lord Jesus in *Matthew 18:15-17*. However, when attempts at personal, private resolution have failed, the matter must be brought to the attention of the Elders and/or Deacons, who will then guide the individuals toward resolution. Any member who is guilty of ongoing conduct that is in opposition to Scripture, thereby bringing dishonor to the name of Christ and the Church, shall be subject to the disciplinary process of the church. In extraordinary circumstances, when the guidance of the Elders and/or Deacons has not resolved the matter, it shall be taken directly to the church, and may result in the removal of the offending party's membership in the church (*1 Corinthians 5* and *Titus 3:10-11*).

6.2.3.2. The goals of this process will be:

6.2.3.2.1. The repentance, reconciliation, and spiritual growth of the individual disciplined (*Hebrews 12:1-11; Matthew 18:15-17; 1 Corinthians 5:5; Galatians 6:1*);

6.2.3.2.2. The instruction in righteousness and welfare of other Christians, as an example to them (*1 Corinthians 5:11; 1 Timothy 5:20; Hebrews 10:24-25*);

6.2.3.2.3. The purity of the church as a whole (*1 Corinthians 5:6-7; Ephesians 5:27; Revelation 21:2*);

6.2.3.2.4. The good of our corporate witness to non-Christians (*Matthew 5:13-16; John 13:35; Acts 5:1-14*); and

6.2.3.2.5. The supreme glory of God, which is manifested when His holy character is reflected to the watching world (*Deuteronomy 5:11; John 15:8; Ephesians 1:4; 1 Peter 2:12*)

6.2.4. By membership removal.

6.2.4.1. Should a member fail to manifest personal interest in the Church for a period of one (1) year, showing no desire or intention of returning to the Church, such member shall be contacted by the Deacons in accordance to Paragraph 6.2.4.2.

6.2.4.2. It shall be the responsibility of the Deacons each October to thoroughly review the entire Church membership roll, so that an attempt may be made to regain the personal interest of such members before their names are presented to the Church. Should the member remain personally uninterested in fellowship with the church, the Deacons shall present to the Church such members' names for removal from membership. Such members will be removed from membership upon approval by members present and voting at a Members' Meeting.

6.2.5. By death.

7. CHURCH AUTHORITY

Under the absolute and sovereign authority of Jesus Christ and the Word of God, the members of the Church are the final authority in this local Church. This authority is normally exercised through the election of officers to govern and manage the Church. However, the vote of the membership of this Church at a properly called Members' Meeting, as provided in these Bylaws, shall be required to effect the following actions.

7.1. Church votes required:

7.1.1. To accept members into the Church, give letters of transfer or recommendation to members, or drop members from the Church roll;

7.1.2. To elect officers of the Church;

7.1.3. To discipline members by removing them from membership and discipline officers by removing them from office;

7.1.4. To modify and approve the annual budgets of the Church;

7.1.5. To approve any transactions regarding real property under consideration or owned by the Church;

7.1.6. To authorize any expenditure of the funds in accordance with the Church Bylaws;

7.1.7. To accept, reject, or otherwise dispose of any motion or matter of business submitted to the Church;

7.1.8. To adopt, amend, or repeal the Constitution or Bylaws of this Church;

7.1.9. To approve the call and job description, and to rescind such approval, of those Elders who receive compensation from the Church for fulfilling their Elder responsibilities;

8. CHURCH OFFICERS

Officers are individuals who fill the offices of the Church as stated in these Bylaws. Offices are ministry positions the Church deems necessary according to one or more of the following: a) the teaching of Scripture; b) the requirements of the State; or c) the orderly function of the ministry of the Church. The biblical offices of the Church are Elders and Deacons. For purposes of the State, and for orderly functioning, the Church also chooses to recognize the offices of Staff, as well as the administrative offices of Clerk, Treasurer, Financial Secretary, Trustees, and Parliamentarian. All officers shall be members of the Church, unless otherwise approved in a duly called Members' Meeting. All Church officers, whether members of this Church or another, must be members in good standing of their church.

8.1. Elders

8.1.1. Qualifications. Elders shall be men who exemplify the biblical characteristics of elders/overseers in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.

8.1.2. Responsibilities. Elders are to spiritually shepherd the Church. Their specific responsibilities shall include the oversight of the following in accordance with these Bylaws:

8.1.2.1. the faithful preaching and teaching of Scripture, including the correction of error;

8.1.2.2. the prayerful and spiritual care of Church members;

8.1.2.3. the process by which baptism and the Lord's Supper occur;

8.1.2.4. the processes by which Church membership and discipline are administered;

8.1.2.5. the examination and recommendation of candidates for the offices of the Church;

8.1.2.6. the work of the Body of Deacons, ministry teams, committees, and officers of the Church;

8.1.2.7. the church year calendaring process to include the nomination and installation of Elders and Deacons, the nomination of Administrative Officers, and the scheduling of Members' Meetings;

8.1.2.8. the preparation of the Members' Meeting agenda and the recording of official Church business;

8.1.2.9. the mobilization of the Church for the local and global mission of disciple-making;

8.1.2.10. the final arbitration of unresolved disputes among members that cannot be settled by the Deacons, or of unresolved ministry decisions among Church officers;

8.1.2.11. the final interpretation of the meaning and application of Scripture.

8.1.3. Affirmation and Installation. All Elder candidates shall be nominated by the members of the Church and subsequently examined by the Body of Elders. No person shall be considered a candidate for the office of Elder until he has been in the membership of the Church for at least twelve consecutive months prior to nomination, unless otherwise permitted in these Bylaws. At least one week prior to nominations being submitted, the Church shall be presented with the applicable scriptural passages and a charge for prayerful consideration of candidates. The Body of Elders will

then recommend an Elder candidate for a vote of affirmation in a Members' Meeting. A vote of affirmation requires a vote of 85 percent or more of those members of the Church present and voting at the meeting. Subsequent to Church affirmation, Elders shall be publicly installed for service in the Church. Public installation shall occur by any means of Church-wide meeting that the Body of Elders deems reasonable. Oral notice stating the purpose of any such meeting shall be given in all worship services on the two successive weekends preceding the meeting. Written notice shall also be given by mail (electronic or otherwise) to each member of the Church at least one week before the meeting.

8.1.3.1. If a Body of Elders does not exist, a provisional examination group may be established by the Church in a Members' Meeting to carry out the process of affirmation and installation.

8.1.4. Removal.

8.1.4.1. By Resignation. Elders may resign their office at any time if they find they are no longer able or willing to discharge the responsibilities of the office.

8.1.4.2. By Grievance.

8.1.4.2.1. Where a grievance exists against an Elder due to any teaching contrary to the Word of God or the beliefs of the Church as set forth in the Constitution, or to alleged conduct unfit for an Elder, such grievance should first be presented one-on-one to the Elder in question. If the matter is not resolved, it may be brought before the Body of Elders by any two members of the Church who are in good standing. Grievances shall be presented in writing to the Chairman or Vice Chairman of the Body of Elders.

8.1.4.2.2. Subsequently, the Body of Elders shall establish a sub-group (none of the members of which shall be related by blood or marriage to anyone engaged in the grievance) who are, to the best of the Elders knowledge, impartial and without any conflict of interest. The subgroup shall thoroughly investigate and consider the evidence, in accordance with Matthew 18:15-17 and 1 Timothy 5:17-21. If the sub-group believes the grievance to be true and substantial, it shall present its finding to the full Body of Elders. If the full Body of Elders agrees, it shall determine if the grievance requires the Elder to be publicly corrected or removed from office. If removal is necessary, the Body of Elders shall make a recommendation to the Church in a duly called Members' Meeting that the Elder be removed from his position. If not preceded by repentance and/or resignation, or by explanation sufficient enough for the Body of Elders to withdraw their recommendation, the matter shall be put to a vote of the Church. The Elder shall be removed when supported by a secret ballot vote of two-thirds or more of those members of the Church present and voting at a duly called Members' Meeting. Oral notice stating the purpose of any such meeting shall be given in all worship services on the two successive weekends preceding the meeting. Notice shall also be given by mail (electronic or otherwise) to the membership at least one week before the meeting.

8.1.4.3. By Lack of Reaffirmation. A Non-Staff Elder may fail to be reaffirmed to the office of Elder. This failure may occur when: a) an inactive Elder is no longer considered qualified by the Body of Elders and, therefore, not recommended for reaffirmation; or b) an inactive Elder does not receive the necessary votes for reaffirmation from the members of the Church.

8.1.5. Composition. The Body of Elders shall preferably exist in plurality (consist of more than one elder). It may consist of both Non-Staff Elders and Staff Elders. While the Scripture uses the words *pastor*, *elder*, *overseer*, and *shepherd* interchangeably, for the purposes of this document, Staff Elders shall be referred to as Pastors. The number of men in the Body of Elders shall be determined annually during the nomination process. Based on the present situation of the Church, the active Elders shall recommend to the Church the size of the successive Body of Elders. The Church can approve, or modify, the recommendation. An Elder may not hold the office of Deacon during his tenure.

8.1.5.1. Non-Staff Elders. Non-Staff Elders are men who fulfill the responsibilities of an Elder without financial support from the Church.

8.1.5.1.1. Term of Service. Non-Staff Elders shall serve for a term of three years and shall have the option to extend their term by volunteering for additional time of service (subsequent three year terms). After two consecutive terms, the Body of Elders can extend the service time of an Elder for additional terms by a recommendation for reaffirmation from the Members of the Church.

8.1.5.1.2.

8.1.5.2. Staff Elders (Pastors). Pastors are Staff Elders who receive financial compensation from the Church. In addition to the responsibilities of their office, Pastors may perform other duties as approved by the Church.

8.1.5.2.1. General Specifications for Pastors:

8.1.5.2.1.1. Term of Service. Term limits and the requirement of twelve months of prior membership, as described in these Bylaws, do not apply to Staff Elders. They shall serve in their office for an unspecified period of time, to be terminated only by their own resignation or the decision of the Church. A Pastor shall give the Church, via the Body of Elders, a thirty-day notice in writing before leaving. Likewise, the Church, via the Body of Elders, shall give a Pastor a thirty-day notice in writing if his resignation is desired. Should a difference of opinion exist between the Body of Elders and a Pastor as to whether a that Pastor should resign, he can be removed from his office according to the grievance process listed detailed above.

8.1.5.2.1.2. Absence. In the absence or incapacity of any Pastor, the Body of Elders shall assume responsibility for his duties, any of which can be delegated. Upon the resignation, removal, or death of a Pastor, the Body of Elders shall establish a Search Committee made up of members of the Church. The Search Committee shall vet candidates and bring a recommendation to the Body of Elders. After examination, the Body of Elders shall recommend one candidate to the Church. As a general rule, the Church shall call a Pastor without unnecessary delay. The installation of a Pastor shall follow the Elder affirmation and installation process described in these Bylaws.

8.1.5.2.1.3. Additional Employment. A Pastor shall not accept additional employment on either a part-time or full-time basis while he is receiving a full-time Pastor's salary except by special consent of the Church, as evidenced by a vote of approval taken in a duly called Members' Meeting.

8.1.5.2.2. Particular Specifications for Pastors:

8.1.5.2.2.1. Lead Pastor. The Lead Pastor shall be an Elder and is subject to the requirements thereof. He shall perform the responsibilities of an Elder and shall be recognized by the Church as particularly gifted and called to the full-time ministry of preaching and teaching. He shall:

8.1.5.2.2.1.1. oversee the preaching ministry of the Church, including the arrangement of guest preachers or other speakers;

8.1.5.2.2.1.2. oversee the administration of the ordinances of baptism and communion;

8.1.5.2.2.1.3. supervise the Church Staff unless otherwise specifically provided;

8.1.5.2.2.1.4. be a welcomed participant, or appoint a designated participant, to attend any meetings of Church officers, committees, or ministry teams;

8.1.5.2.2.1.5. perform any other duties that he and the Body of Elders may agree upon as incumbent upon his office.

8.1.5.2.2.2. Assistant Pastors. Assistant Pastors shall be Elders and are subject to the requirements thereof. They shall perform the duties of an Elder described above, and shall assist the Lead Pastor in the performance of his regular duties. They shall perform any other duties that usually pertain to the office of pastor or which may be specifically assigned to them by the Church or Body of Elders.

8.1.6. Organization

8.1.6.1. The Body of Elders shall have the flexibility to organize itself, in accordance with these Bylaws, to best achieve the mission of the Church. Each Elder shall be equal in authority but may be specialized in function.

8.1.6.1.1. The Body of Elders shall annually select its Chairman and Vice Chairman within one month after the installation of Elders. The Chairman or Vice Chairman shall be responsible for:

8.1.6.1.1.1. setting the schedule and agenda for regularly called Elders' Meetings;

8.1.6.1.1.2. calling additional Elders' Meetings as needed;

8.1.6.1.1.3. ensuring that reports are given to the Church during Members' Meetings.

8.1.6.1.2. The Body of Elders shall also select a Secretary to keep records of meetings and decisions.

8.1.6.1.3. The Body of Elders shall meet at least quarterly. Elders' Meetings may be held at any location and may be conducted by any means of communication through which all the Elders may have the opportunity to simultaneously hear and communicate with each other. Decisions shall require a quorum in order to vote on matters under consideration. A quorum of Elders exists when at least one-half of the Non-Staff Elders and at least one-half of the Pastors are present and voting. A vote of the Body of Elders shall pass when supported by a vote of two-thirds or more of those Elders present and voting at a duly called Elders' Meeting.

8.2. Deacons

8.2.1. Qualifications. Deacons shall be men who exemplify the godly characteristics of deacons set forth in 1 Timothy 3:8-12.

8.2.2. Responsibilities. The Body of Deacons shall advise and be ready to assist the Body of Elders in caring for the needs of the members and ministries of the Church. Their responsibilities may include:

- 8.2.2.1. administering the benevolence fund to assist those with practical needs;
- 8.2.2.2. providing aid for Church members in times of crisis or distress;
- 8.2.2.3. providing regular communication and prayer for church members;
- 8.2.2.4. assisting in administering the ordinances of baptism and the Lord's Supper;
- 8.2.2.5. carrying out other tasks as delegated by the Body of Elders and the Church;
- 8.2.2.6. providing the initial arbitration of unresolved disputes among members.

8.2.3. Affirmation and Installation. All Deacon candidates shall be nominated by the members of the Church and subsequently examined by the Body of Elders. No person shall be considered a candidate for the office of Deacon until he has been in the membership of the Church for at least twelve consecutive months prior to nomination. At least one week prior to nominations being submitted, the Church shall be presented with the applicable scriptural passages and a charge for prayerful consideration of candidates. The Body of Elders shall then recommend a Deacon candidate for a vote of affirmation in a Members' Meeting. A vote of affirmation requires a vote of 85 percent or more of those members of the Church present and voting at the meeting. Subsequent to Church affirmation, Deacons shall be publicly installed for service in the Church. Public installation shall occur by any means of Church-wide meeting that the Body of Elders deem reasonable. Oral notice stating the purpose of any such meeting shall be given in all worship services on the next two successive weekends preceding the meeting. Notice shall also be given by mail (electronic or otherwise) to the membership at least one week before the meeting.

8.2.4. Removal

8.2.4.1. By Resignation. Deacons may resign their office at any time if they find they are no longer able or willing to discharge the duties of the office.

8.2.4.2. By Grievance.

8.2.4.2.1. Where a grievance exists against a Deacon due to any teaching contrary to the Word of God or the beliefs of the Church as set forth in the Constitution, or to alleged conduct unfit for a Deacon, such grievance may be brought before the Body of Elders by

any two members of the Church who are in good standing. Grievances shall be presented in writing to the Chairman or Vice Chairman of the Body of Elders.

8.2.4.2.2. Subsequently, the Body of Elders shall establish a sub-group (none of the members of which shall be related by blood or marriage to anyone engaged in the grievance) who are, to the best of the Elders' knowledge, impartial and without any conflict of interest. The subgroup shall thoroughly investigate and consider the evidence, in accordance with Matthew 18:15-17 and 1 Timothy 5:17-21. If the sub-group believes the grievance to be true and substantial, it shall present its finding to the full Body of Elders. If the full Body of Elders agrees, it shall determine if the grievance requires the Deacon to be publicly corrected or removed from office. If removal is necessary, the Body of Elders shall make a recommendation to the Church in a duly called Members' Meeting that the Deacon be removed from his position. If not preceded by repentance and/or resignation, or by explanation sufficient enough for the Body of Elders to withdraw their recommendation, the matter shall be put to a vote of the Church. The Deacon shall be removed when supported by a secret ballot vote of two-thirds or more of those members of the Church present and voting at a duly called Members' Meeting. Oral notice stating the purpose of any such meeting shall be given in all worship services on the two successive weekends preceding the meeting. Notice shall also be given by mail (electronic or otherwise) to the membership at least one week before the meeting.

8.2.4.3. By Lack of Reaffirmation. A Deacon may fail to be reaffirmed to the office of Deacon. This failure may occur when: a) an inactive Deacon is no longer considered qualified by the Body of Elders and, therefore, not recommended for reaffirmation; or b) an inactive Deacon does not receive the necessary votes for reaffirmation from the members of the Church.

8.2.5. Composition. The number of the men in the Body of Deacons shall be determined annually based on the recommendation of the Body of Elders in consultation with the existing Body of Deacons, and the approval of the Church in a duly called Members' Meeting. A Deacon may not hold the office of Elder during his tenure.

8.2.5.1.1. Term of Service. Deacons shall generally serve for a term of two years and shall have the option to extend their term by volunteering for additional time of service (subsequent two year terms). After two consecutive terms, the Body of Elders can extend the service time of a Deacon for additional terms by a recommendation for reaffirmation from the Members of the Church.

8.2.6. Organization. Under the oversight of the Body of Elders, the Body of Deacons shall have the flexibility to organize themselves, in accordance with these Bylaws, in whatever manner best accomplishes their responsibilities. Each Deacon shall be equal in authority but may be specialized in function. The Body of Elders or the Body of Deacons may designate any specific Deacon or group of Deacons to specialize in some particular diaconal function.

8.2.6.1. The Body of Deacons shall annually select its Chairman and Vice Chairman within one month after the installation of Deacons. The Chairman or Vice Chairman shall be responsible for:

8.2.6.1.1. setting the schedule and agenda for regularly called Deacons' Meetings;

8.2.6.1.2. calling additional Deacons' Meetings as needed;

8.2.6.1.3. ensuring that reports are given to the Church during Members' Meetings.

8.2.6.2. The Body of Deacons shall also select a Secretary to keep records of meetings and decisions.

8.2.6.3. The Body of Deacons, or sub-groups thereof, shall meet as needed to best fulfill the responsibilities of the Body of Deacons. Deacons' Meetings may be held at any location and may be conducted by any means of communication through which all the Deacons may have the opportunity to simultaneously hear and communicate with each other. Decisions shall require a quorum in order to vote on matters under consideration. A quorum of Deacons exists when more than one-half of the full Body of Deacons are present and voting. A vote of the Body of Deacons shall pass when supported by a vote of two-thirds or more of those Deacons present and voting at a duly called Deacons' Meeting.

8.3. Staff

The Staff consists of individuals that the Church employs to carry out certain functions of the Church. The funds and general responsibilities for each Staff position must be approved by the Church at a duly called Members' Meeting. The Body of Elders or their designees shall be responsible for determining the specific job description, recording it in writing, and the hiring and terminating of Staff in consultation with the Body of Deacons.

8.4. Administrative Officers

8.4.1. Responsibilities and Composition. The Administrative Officers are listed below. Each Administrative Officer may have an Assistant Officer. Their collective responsibility is to ensure the orderly business of the Church, which includes keeping durable (e.g., paper, electronic, photographic, etc.), accessible, and secure records according to their respective responsibilities as described below. Under normal circumstances, an Administrative Officer should not be an active Elder or Deacon. Officers are permitted, but not required, to be Staff.

8.4.1.1. Church Clerk. For purposes of compliance with the nonprofit corporation laws of the State of Ohio, the Clerk shall serve as the secretary of the corporation. The responsibilities of the Church Clerk shall be the following:

8.4.1.1.1. to keep the correct record of proceedings of the regular and special Members' Meetings of the Church;

8.4.1.1.2. to produce minutes of each Members' Meeting and make them available to Church members to read and study easily;

8.4.1.1.3. to maintain the membership rolls of the Church;

8.4.1.1.4. to ensure that dated copies of the most recent revision of this Constitution and Bylaws shall be available for all Church members.

8.4.1.2. Treasurer. The Treasurer should be an individual with the financial competence to complete the responsibilities of the role. The Treasurer shall be bonded at the expense of the Church. The responsibilities of the Treasurer shall be the following:

- 8.4.1.2.1. to receive, preserve, and pay out all money or things of value paid by or given to the Church;
- 8.4.1.2.2. to keep at all times an itemized account of all receipts and disbursements;
- 8.4.1.2.3. to promptly pay all bills for local work and expenses;
- 8.4.1.2.4. to remit, at least monthly, all funds received for denominational or other causes;
- 8.4.1.2.5. to use checks or other means currently accepted by the banking industry and the Internal Revenue Service as valid payment options;
- 8.4.1.2.6. to render to the Church an itemized report of receipts and disbursements for the preceding month, and this report shall be presented to the Church in the regular monthly Members' Meeting;
- 8.4.1.2.7. to prepare an annual financial report within 60 days after the end of each fiscal year, approved by the Finance Committee, and presented to the Church for approval;
- 8.4.1.2.8. to make all books, accounts, and records open to inspection at all times by any member of the Church.

8.4.1.3. Financial Secretary. The responsibilities of the Financial Secretary shall be the following:

- 8.4.1.3.1. to ensure that the amounts of all individual gifts are recorded in a permanent, personal file for income tax purposes;
- 8.4.1.3.2. to provide or give access to, a receipt at the end of the calendar year, or more often if directed by the Church, to each giver showing the amount given for the year to date.

8.4.1.4. Trustees. The Trustees shall be the legal representatives of the Church. The number of Trustees shall be determined by the Elders based on the needs of the Church. Each Trustee shall serve a term of three years. At least one-third of the Trustees shall rotate out of active service each year, being replaced by Trustees elected to serve three-year terms. The Trustees shall operate according to and within the laws of the State of Ohio. The responsibilities of the Trustees shall be the following:

- 8.4.1.4.1. to execute deeds, deeds of trust, mortgages, liens, promissory notes, or other pecuniary or legal obligations;
- 8.4.1.4.2. to transfer, assign, and convey all Church property or any part thereof upon officially recorded instructions of the Church in the minutes of a Members' Meeting;
- 8.4.1.4.3. to see that adequate insurance is carried on the Church property and personnel, e.g., bonding, at all times;
- 8.4.1.4.4. to work with the Building Committee and the Grounds Committee to ensure the upkeep, repair, and maintenance of the Church property and buildings.

8.4.1.5. Parliamentarian. The responsibilities of the Parliamentarian shall be the following:

8.4.1.5.1. to rule on points of order during the course of Members' Meetings, during which the latest edition of *Robert's Rules of Order* shall serve as the Church guide;

8.4.1.5.2. to perform other duties of similar nature when assigned by the Lead Pastor or Church in a duly called Members' Meeting.

8.4.2. Term of Service. The Administrative Officers shall serve a term of two years unless otherwise stated in these Bylaws. In the absence or incapacity of any Administrative Officer, his/her Assistant Officer shall assume the responsibilities. In the absence of an Assistant, the Body of Elders shall appoint a member to perform the Administrative Officer's duties until the next annual nominations.

8.4.3. Affirmation and Installation. The Administrative Officers, and their Assistant Officers, shall be nominated biannually by the Body of Elders and must be affirmed by a vote of more than 50 percent of those members of the Church present and voting at a duly called Members' Meeting.

9. MINISTRY TEAMS

9.1. Creation.

9.1.1. Members of this Church shall have the liberty to create ministry teams and participate in them, provided that all is done in accordance with the Church Constitution and Bylaws. Any such team may seek written approval from the Body of Elders to become an official ministry of the Church. Such approval shall be granted provided that: a) consultation has occurred among the Body of Elders, Staff, and Body of Deacons; b) the object, purpose, belief, and conduct of the team and its members is committed to remaining consistent with the Church Constitution and Bylaws, and c) the leaders of the team are members of the Church. The approval of a new team shall be reported during a duly called Members' Meeting.

9.2. Termination.

9.2.1. An official team of the Church may be terminated by: a) the request of the team's leaders and approval of the Body of Elders or b) the Body of Elders decision to rescind prior approval. The termination of a team must be reported by the Body of Elders in a duly called Members' Meeting.

10. COMMITTEES

10.1. Standing Committees.

The Committees listed below shall be Standing Committees of this Church. Each committee is to establish its own rules and operating procedures except as already specified in the terms of this document. The members of all standing committees (except the Nominating Committee) shall be nominated by the Nominating Committee and shall be elected annually for a term of one (1) year. The number of members on each committee shall be determined by the needs of the Church. The Lead Pastor shall be an ex-officio member of all committees.

10.1.1. Nominating Committee.

10.1.1.1. The Nominating Committee shall be composed of the Sunday School Director, Church Training Director, Missions Director and two elected members. The Nominating Committee shall nominate a Sunday School Director-elect, Church Training Director-elect, Missions Director, and two members at-large, and shall present the candidates for election at the June Members' Meeting. They shall assume their duties on the Nominating Committee on

July 1. Nominations can be made from the floor for the two members at-large.

10.1.1.2. The Nominating Committee shall present to the Church nominees for offices and teaching positions of the Church. Such officers and teachers are to be elected annually unless otherwise specified in this document. The Committee shall recommend only those who are qualified, willing to accept nomination and who have agreed to serve if elected.

10.1.1.3. The Nominating Committee shall serve for one year, nominating officers to fill vacancies which may occur during that time or to fill new positions which arise during that time.

10.1.2. Counting Committee. The Counting Committee will be comprised of at least two laymen plus the Treasurer and Assistant Treasurer. The members shall be nominated by the Nominating Committee and elected by the Church annually. At least two members of this committee shall be present while the funds are being counted or otherwise handled. This committee shall be responsible for counting all regular and special offerings to be deposited in the name of the Church.

10.1.3. Finance Committee.

10.1.3.1. The Finance Committee shall consist of sufficient members to meet the needs of the Church, with the membership of the Committee including at least one Trustee and the Church Treasurer.

10.1.3.2. The Finance Committee shall establish financial policy to govern the Church's receiving and use of funds, shall recommend the annual budget to the Church, shall review income and expenses and compare the actual amounts with the budget accounts, and perform other related duties as outlined under Financial Policies and (or) as may be assigned by the Church. The Committee will appoint a member, not the Treasurer and not related to the Treasurer by blood or marriage, to reconcile the bank accounts on a regular and recurring basis.

10.1.3.3. Budget Preparation. The Finance Committee will oversee the budget preparation. The budget process will involve the department heads, committee chairs, or others responsible for portions of the budget. Each budget account will have a designated account overseer who is responsible for approving expenses from that budget account. During the budget preparation, the Finance Committee will specifically identify expense items in the budget that are routine (any Level) or non-routine (Level IV) and assign an approval Level as follows: (a) Routine expenses (e.g., salaries, mission giving [Cooperative Program, Associational Missions, etc.]) do not require additional approval or may be assigned to Level I review. (b) Non-routine Level IV expenses (e.g., children and youth camps, Staff development trips, etc.) may be assigned to Level III review.

10.1.3.4. Budget Execution. The account overseer will approve all purchases using funds from their account for goods and services. A purchase is basically a single item (good or service) or group of items (goods or services) that are necessary for the item or group to work as expected and shall not be separated into smaller parts to circumvent this section.

10.1.3.5. Expense Approval Breakpoint Levels. The breakpoint levels and approval authorities for a purchase are listed below. The Finance Committee may annually propose a new breakpoint amount for each breakpoint level for the next budget year to accommodate changes in the discretionary part of the budget and in income and expenses anticipated.

10.1.3.5.1. Level I. Up to \$500. Any purchase which does not exceed Level I breakpoint (\$500) can be approved by the account overseer.

10.1.3.5.2. Level II. Up to \$1,000. Any purchase over the Level I (\$500) and not over the Level II (\$1,000) breakpoint must be approved by account overseer and either the Body of Elders (for paid Staff) or the Finance Committee (all other account overseers).

10.1.3.5.3. Level III. Up to \$2,000. Any purchase over Level II (\$1,000) and not over Level III (\$2,000) breakpoint must be approved by the account overseer, the Body of Elders, the Finance Committee and the Trustees.

10.1.3.5.4. Level IV. More than \$2,000. Any purchase (a) which exceeds Level III (\$2,000) breakpoint, (b) which includes the purchase of real property, (c) which includes a mortgage or other debt arrangement, or (d) which enters a long-term (more than one year) financial contractual obligation for goods or services must be approved by the Church in a Members' Meeting. In case of extremely urgent or emergency purchases with Finance Committee concurrence, the Finance Committee will use Level III approval process but such expenditures shall be subject to later Church review.

10.1.4. Building Committee and Grounds Committee. The responsibilities of these committees are outlined below:

10.1.4.1. To supervise the upkeep, cleanliness, repair and preservation of the Church building.

10.1.4.2. To supervise a schedule for voluntary Church clean-up by members until such time as paid custodial help is obtained.

10.1.4.3. To supervise the appearance, upkeep, and maintenance of the Church grounds (lawn, walks, drives, and parking lots) and the upkeep of equipment owned by the Church for grounds maintenance.

10.1.4.4. To maintain the beauty of the Church property by supervising any landscaping, equipment, interior fixtures for display, or decorations.

10.1.4.5. To make expenditures authorized by the Church in order to meet the above responsibilities.

10.1.5. Social and Hospitality Team.

10.1.5.1. It shall arrange for occasions of fellowship dinners, general programs, and other means of promoting fellowship among the Church constituency.

10.1.5.2. At such times as there may be kitchen facilities available, this committee shall be responsible for scheduling and overseeing their use.

10.1.5.3. It shall see that arrangements are made for housing, feeding and transporting guests invited by the Church.

10.2. Special Committee.

10.2.1. Pulpit Committee.

10.2.1.1. See Section 8.1.5.2.1.2.

10.3. Ad Hoc Committees.

At any properly assembled Members' Meeting, the Church may elect any temporary committee deemed necessary. The Church may limit the duties, power, life, and authority to be exercised by any such committee, or in any matter whatsoever pertaining to the interest and activities of this Church. Each such committee must confine its activities to the purpose of its creation as interpreted by the Church. Full reports shall be made in regular Members' Meetings or when called for by the Church.

11. FINANCIAL POLICIES

11.1. Income.

Tithes and offerings shall be recognized as our only plan of finance. All members shall be encouraged to give a portion of their incomes to the Church.

11.2. Treasury.

The Unified Budget System shall be our method of finance and there shall be only one Treasury in the Church.

11.3. Special Offerings.

No special offerings shall be taken in the Church except for revival meetings, the three annual missions offerings (namely, Ray Roberts State Mission, North American Mission Board, and International Mission Board), and others which the Church may authorize in Members' Meetings.

11.4. Budget.

Before the beginning of the Church fiscal year, a proposed budget shall be presented by the Finance Committee to the Church during a duly authorized Members' Meeting. After careful review and approval with Church requested revisions included therein, the budget shall stand as a guide and upper spending limit. The upper limit shall not apply in the case of utility bills or similar service contractual items where the unit prices may be raised during the fiscal period. The budget shall be administered by the Finance Committee within the general guidelines outlined herein or as they may be added to by the Church. During the fiscal period, the budget may be revised by the Church, in any duly authorized Members' Meeting provided the requested revision or revisions have been reviewed and approved by the Finance Committee. If such committee approval has not been received, Church action on the revisions shall be delayed a minimum period of two (2) weeks to allow adequate time for Finance Committee investigation and recommendation.

11.5. Financial Records.

Church financial records shall provide for transparency. On occasion, an audit may be necessary.

12. MEMBERS' MEETINGS

12.1. Purpose

Members' Meetings provide an organized forum for addressing ministries of the Church and moving forward in the spirit of unity. They shall consider addressing, but are not limited to addressing, the following subject matter:

- 12.1.1. Reports by Ministry Leaders on topics of celebration and challenges.
- 12.1.2. Vision casting by the Body of Elders.
- 12.1.3. Input from and discussion by Church members.
- 12.1.4. Votes by Church members on topics described in these Bylaws.
- 12.1.5. Time dedicated to prayer and worship among the attendees.

12.2. Procedures

- 12.2.1. The Church shall meet in regular Members' Meetings at least quarterly. The dates shall be indicated on the Church calendar. The calendar shall be presented to the Church by the Body of Elders, after consultation with the Staff, prior to the start of the Church year.
- 12.2.2. The governance of the Church shall be vested in the hands of its members. A vote of more than one-half of those members present and voting shall be effective to bind the Church, unless otherwise specified in these Bylaws. All members of the Church who are 18 years old or older shall be entitled to vote at regular or special called Members' Meetings. Each member is entitled to one vote. Voting by proxy is prohibited. Any member may make a motion or discuss motions upon recognition by the Moderator.
- 12.2.3. The Church shall vote on the actions listed under the section on Church Authority within these Bylaws.
- 12.2.4. The agenda for the Members' Meetings shall be set by the Body of Elders. Members shall have the liberty to bring forth matters from the floor during a Members' Meeting.
- 12.2.5. *Robert's Rules of Order* (latest revision) is the authority for the parliamentary rules of procedure for all Members' Meetings of the Church. The Constitution and Bylaws of this Church shall govern when they conflict with *Robert's Rules of Order*.
- 12.2.6. The Chairman of the Elders, or his designee, shall appoint a Moderator for the Members' Meetings who is familiar with the latest edition of *Robert's Rules of Order*. The Moderator shall ensure that:
 - 12.2.6.1. Members' Meetings are conducted in an orderly and timely manner, as advised by the Church Parliamentarian when needed.
 - 12.2.6.2. Church business is either immediately addressed or referred to the appropriate person, ministry organization team, committee, etc. for later resolution.
- 12.2.7. The Chairman or Vice Chairman of the Elders may, when deemed necessary, or when requested by any Church officer or committee chairperson, call for a special Members' Meeting to consider matters of special nature and significance. An announcement of a special meeting shall be

made at each regularly scheduled church service for two weekends prior to the meeting unless an emergency renders such advanced notice to be impossible. An emergency is defined as a condition that imposes an imminent danger to the Church and/or any of its members as determined by the Body of Elders. The announcement shall include the meeting's purpose, date, time, and place, and it must be given in such a manner that members have an opportunity to be informed of the meeting. Minutes of any special Members' Meeting must be recorded and presented at the next regularly scheduled Members' Meeting.

13. GENERAL

13.1. The Church Year

13.1.1. The Church year starts on September 1 and lasts 12 consecutive months.

13.2. Licensure

13.2.1. Licensing is the process of an individual becoming officially recognized by the state as being called and ready to serve in gospel ministry as a representative of the Church. Any member of the Church may request to be licensed. All licensure requests shall be made in writing to the Body of Elders. If the Body of Elders provide a favorable evaluation of the candidate's character, experience, talents, education, and doctrinal beliefs, they shall make a written recommendation to the Church. The recommendation shall identify the specific functions the licensee is authorized to perform in the ministry and shall specify the period of time for which the license is granted. The Church may approve the licensure with a vote of two-thirds or more of those members of the Church present and voting at a duly called Members' Meeting.

13.2.2. If any member of the Church has been previously issued a license by another church, ministry, organization, etc. and would like to continue operating with that license as a representative of this Church, the member shall make their request known to the Body of Elders. After considering the nature of the request, the Body of Elders shall advise the member on the subsequent steps to take.

13.3. Ordination

13.3.1. Ordination is the process of an individual becoming officially recognized by the state as being called, qualified, and competent to serve in the particular office of Elder. Only Elders of the Church may request to be ordained. All ordination requests shall be made in writing to the Body of Elders. If the Body of Elders provide a favorable evaluation of the candidate's character, experience, talents, education, and doctrinal beliefs, they shall make a written recommendation to the Church. The recommendation shall identify the general functions the ordinee is authorized to perform in the ministry and shall specify the period of time for which the ordination is granted. The Church may approve the ordination with a vote of two-thirds or more of those members of the Church present and voting at a duly called Members' Meeting.

13.3.2. If any member of the Church has been previously ordained by another church, ministry, organization, etc. and would like to continue operating as an ordained representative of this Church, the member shall make their request known to the Body of Elders. After considering the nature of the request, the Body of Elders shall advise the member on the subsequent steps to take.

13.4. Order of Precedent of Decisions.

13.4.1. Notwithstanding previous Church votes at duly called and recognized Members' Meetings, should a conflict become apparent between this Constitution and Bylaws and a past business/Members' Meeting record, this Constitution and Bylaws shall rule in those cases where any such question of fact is raised after the effective date of the Constitution and Bylaws.

13.4.2. No organization, committee, or officer of the Church shall make a rule or procedure which has the effect of amending or changing this Constitution and Bylaws. Should a member become, aware of any such rule or procedure, he should immediately bring this situation to the attention of the Elders and/or the Deacons.

13.5. Membership Responsibility.

Each Church member shall be expected to support the principles and provisions of this Constitution as a pledged duty to God.

13.6. Amendments to and Review of Constitution and Bylaws.

13.6.1. This Constitution and accompanying Bylaws may be amended by a two-thirds (2/3) or more vote of the active members present and voting at a regularly scheduled Members' Meeting of the Church provided that the amendment has been explained and presented in writing exactly as it shall be voted upon at the preceding regular monthly Members' Meeting. The pending amendment shall be announced along with the date and time of the next regular Members' Meeting when the vote will be taken at all regular Church services during the waiting period. The announcement will include a summary of the changes to be made along with instructions regarding how the Church membership can access the full amendment modifications.

13.6.2. The Trustees will establish an ad hoc committee with Church approval at least every three years to review the Constitution and Bylaws and offer changes as appropriate.
