

## Black Rock Congregational Church (the "Church") Bylaws

### ARTICLE 1. MEMBERSHIP

**Section 1. Reception of Members.** Persons shall be received into the membership of this Church only by confession of a personal faith in Jesus Christ as Lord and Savior. All candidates shall undergo the following membership procedure:

1. Attend a membership class unless waived by the Board of Elders for extenuating circumstances.
2. Bear testimony to their faith and acknowledge that they have received Jesus Christ as their personal Savior before a committee appointed by the Board of Elders. Such committee shall include at least two (2) Members selected from among the current Elders, past Elders, and the pastoral staff of the Church.
3. Names of candidates shall be posted on the Church bulletin board by the Board of Elders for a two-week period to provide an opportunity for Members of the Church to review and comment.
4. Sign a statement declaring their agreement with the Doctrinal Statement and Covenant of Membership of the Church.
5. Be voted into membership upon affirmative vote of the committee appointed by the Board of Elders.

Letters of termination or recommendation from other churches will be accepted; however, such letters will not substitute for the Church's procedure for membership.

Reception of new members may take place during the worship service on any Lord's Day.

The members of the Church are sometimes collectively referred to in these Bylaws as the "Members", or individually as a "Member."

**Section 2. Age and Privileges.** No persons shall be received into membership before they have reached their twelfth birthday; and no Members shall have a vote until they have reached their eighteenth birthday. Except for the power of voting, all Members under eighteen will have all the privileges of membership in the Church, including the right to attend business meetings and expression from the floor. No Member under twenty-one years of age may be elected to the Stated Offices of the Church which are listed in Article II, Section 1.

**Section 3. Discipline.** Discipline of the Members shall be the responsibility of the Board of Elders, and shall be in accord with the eighteenth chapter of Matthew and other Scripture. Any Member guilty of gross misconduct and not evidencing real repentance after being admonished by the Elders may be dismissed from the Church by the Elders, at which time such person's membership will terminate. A notice of such action shall be given to the Members following the dismissal.

**Section 4. Termination of Membership.**

Membership may be terminated in any one of the following ways:

1. By death.
2. By resignation presented in writing to and approved by the Board of Elders. Action must be taken promptly by the Elders,

provided, however, that the Senior Pastor or the Elders have had an opportunity, where possible, to investigate fully the reason for such request.

3. By inactivity in the Church for one year, as determined by the Board of Elders. Inactivity due solely to the nature of missionary service, service in the armed forces, or college attendance, shall not be a reason for termination. Inactive members shall, when practicable, be contacted by the Senior Pastor or the Elders prior to their termination. Upon recommendation of the Board of Elders, their names must be posted on the Church bulletin board for at least one month, after which the Board of Elders may vote to have their names removed from the membership.
4. By exclusion from membership where appropriate, as determined by the Board of Elders in accordance with the Scriptures, the Confession of Faith of the Church, the Covenant of Membership contained in the Church Constitution, and these Bylaws.

## **ARTICLE 2. OFFICERS, COMMITTEES AND BOARDS**

**Section 1. Stated Officers.** The Stated Officers of this Church shall be as follows:

- a. a Senior Pastor;
- b. an Executive Pastor;
- c. an Executive Director;
- d. a Board of Elders;
- e. a Moderator;
- f. a Vice Moderator,
- g. a Clerk;

- h. a Treasurer; and
- i. an Assistant Treasurer.

The Senior Pastor, Executive Pastor, and Executive Director shall together constitute the "Executive Leadership" of the Church.

Other officers, board members, and committee members shall be elected at the discretion of the Church Members in accordance with these Bylaws. All officers and board and committee chairpersons must be Members of the Church.

**Section 2. Elections.** Except for the Finance and Property Committee and *ad hoc* committees appointed by the Board of Elders in accordance with these Bylaws, all officers, boards, and committees shall be elected by the Members by written ballot at the Annual Meeting. Pastors and the Executive Director shall be elected by the Members at an annual meeting or a special meeting, as set forth in Article 2, Sections 3 and 4. No Member shall serve as chairperson of a Church committee or board defined in the Bylaws for more than three consecutive years, except that a Member may serve as chairperson of the Leadership Development Committee for more than three consecutive years at the discretion of the Board of Elders. All elections shall be by majority vote, except for Executive Leadership, Pastors, Elders, Deacons, and Leadership Development Committee members, which shall require a three-fourths vote of the Members present and voting. Vacancies of Stated Officers, as defined in Article 2, Section 1, which occur during the year shall be referred by the Moderator to the Leadership Development Committee and the Board of Elders, who shall nominate a replacement candidate to be voted upon by the Church Members at a special business meeting. The Elders will fill other vacancies on boards and committees that occur during the year after consulting with the Leadership Development Committee. Unless otherwise specified, all officers shall be elected for a one-year term of office.

All nominations for Church offices shall be posted by the Leadership Development Committee on the Church bulletin board at least two Sundays prior to the Annual Meeting and copies of the slate of nominees shall be published and distributed to Church Members at the same time. The Leadership Development Committee will present nominations in writing at the Annual Meeting with a copy for each Member present. Additional nominations are permitted from the floor for all offices except Elders and Deacons.

### **Section 3. Pastors.**

**Paragraph 1. Pastors.** A Pastor must be ordained and must scripturally qualify as an Elder or overseer as outlined in I Timothy 3:1-7, Titus 1:5-9 and other Scriptures. He shall shepherd the flock, preach and teach the Word, and promote the spiritual welfare of the Church and those whom it serves.

Pastors (except the Senior Pastor and the Executive Pastor) shall report to the Executive Leadership, unless otherwise directed by the Executive Leadership. The office of pastor shall not be limited by any specific term limit.

Candidates for pastor shall be nominated by the Board of Elders, and appointed upon a vote of seventy-five percent (75%) of the Members present and voting at an annual or special meeting duly called and held in accordance with the Bylaws.

The relationship between the Church and any pastor may be terminated by the Church upon recommendation of the Board of Elders and the vote of seventy-five percent (75%) of the Members present and voting at an annual or special meeting duly called and held in accordance with the Bylaws, or by the pastor by a written notice of such intention delivered three months in advance to the Board of

Elders. A shorter notice may be given by mutual consent of the pastor and the Board of Elders.

**Paragraph 2. Senior Pastor.** The Senior Pastor must meet the qualifications of a pastor as set forth in Article 2, Section 3, Paragraph 1, and the relationship between the Church and the Senior Pastor will be governed by Article 2, Section 3, Paragraph 1. His duties shall be as defined by the Board of Elders. The Senior Pastor shall be a member of the Executive Leadership and shall report to the Board of Elders.

The Senior Pastor shall without further election be a member of the Board of Elders, except that he may be excused from the Board when matters concerning him are considered. He shall be a voting ex-officio member of all boards and committees.

The Senior Pastor shall make a report of the year's work to the Members at the Annual Meeting.

**Paragraph 3. Executive Pastor.** The Executive Pastor must meet the qualifications of a pastor as set forth in Article 2, Section 3, Paragraph 1, and the relationship between the Church and the Executive Pastor will be governed by Article 2, Section 3, Paragraph 1. His duties shall be as defined by the Board of Elders, and shall include the appointment of Advisory Teams in accordance with Article 2, Section 16, Paragraph 2 of these Bylaws. The Executive Pastor shall be a member of the Executive Leadership and shall report to the Board of Elders.

**Section 4. Executive Director.** The Executive Director shall be a member of the Executive Leadership of the Church and shall report to the Board of Elders. He or she will be responsible for the day-to-day business, administrative, and financial operations of the Church, and will be a voting ex-officio member of the Finance & Property

Committee. The Executive Director shall be responsible for the overall preparation of the Annual Meeting and the yearly audit of the financial records of the Church.

The relationship between the Church and the Executive Director may be terminated upon the recommendation of the Board of Elders and the vote of seventy-five percent (75%) of the Members present and voting at an annual or special meeting duly called and held in accordance with the Bylaws, or by the Executive Director by a written notice of such intention delivered three months in advance to the Board of Elders. A shorter notice may be given by mutual consent of the Executive Director and the Board of Elders.

Candidates for Executive Director shall be nominated by the Board of Elders, and appointed upon the vote of seventy-five percent (75%) of the Members present and voting at an annual or special meeting duly called and held in accordance with the Bylaws.

## **Section 5. The Board of Elders.**

**Paragraph 1. Qualifications and Composition.** Elders must qualify scripturally as outlined in I Timothy 3:1-7; Titus 1:5-9, and other Scriptures.

The maximum number of Elders is not limited; however, a minimum of three is required excluding the Senior Pastor. Their term of office shall be four years, with approximately one-fourth of the terms expiring each year. Any Elder who has served for four consecutive years shall not be eligible for re-election to the same office for at least one year.

Excepting the Senior Pastor, only those who have been Members of this Church for two full years shall be eligible for election as Elders. The Senior Pastor shall without further election be an ex-officio voting

member of the Board of Elders, in accordance with Article 2, Section 3, Paragraph 2 of these Bylaws.

**Paragraph 2. Election.** Nominees to fill vacancies on the Board of Elders shall be selected by the Board of Elders, and shall be elected upon the vote of three-fourths of the Members present and voting at an Annual Meeting as set forth in Article 2, Section 2 of these Bylaws. Each year the Board of Elders shall choose one of its members as chairman by majority vote of all of the members of the Board.

**Paragraph 3. Oversight and Spiritual Leadership.** The Elders are given the vested authority by the Members to oversee all the affairs of the Church. They shall be the spiritual leaders of the Church and shall be responsible for the spiritual welfare and congregational care of its Members. They are to guard the purity of the doctrine and life of the Church, and to discipline Members and terminate membership in the Church when appropriate in accordance with the Word of God. They shall interview and approve applicants for membership (or dismissals where applicable) and shall, in the absence of any of the Executive Leadership, or a vacancy in any of the Executive Leadership positions, assume or arrange for the execution of the duties of such position. The Elders shall be available to hear about issues, suggestions, complaints, or other matters reasonably of concern to Church members. Should the matter be of sufficient concern and/or complexity, the Board of Elders may choose to convene an *ad hoc* committee to assist in addressing such issues.

**Paragraph 4. Responsibility and Authority.** The Board of Elders shall be responsible for the custody and maintenance of the property of the Church and its financial operations. The Board of Elders shall act as trustees for the Church corporation, and shall be empowered to act on behalf of the corporation, but shall not be empowered to buy, sell, lease, mortgage or transfer real estate without the vote of the majority of the Church Members present and



voting at an annual or special meeting duly called and held. The Board shall assure that designated monies have been directed to the proper funds and accounts. All policies and budgets of various boards and committees of the Church shall be submitted to the Elders for approval.

**Section 6. Standing Committees of The Board of Elders.** The Board of Elders will maintain two standing committees: The Finance and Property Committee and the Leadership Development Committee.

**Paragraph 1. Finance and Property Committee.** To carry out the Board of Elders' responsibilities with regard to the finances and property of the Church, the Board of Elders will appoint members each year to the Finance and Property Committee ("Finance & Property"), which Committee shall appoint a Chairperson, who may or may not also be the Treasurer. All members of Finance & Property shall be Members and must be at least 21 years old. The Executive Director shall be a voting ex-officio member of Finance & Property.

Finance & Property will prepare, post, and distribute to the Members two weeks in advance of the Annual Meeting, an annual budget for the Church Local Ministries Fund (the "LMF"), which shall be approved at that meeting by majority vote of the Members present and voting. Finance & Property will also provide the necessary financial and administrative guidance and supervision to the Church staff, officers, boards, committees, and Members to assure that expenditures from the LMF remain within the available funds and total budget for that year as approved by the Members.

Finance & Property will maintain a reserve balance of approximately ten percent (10%) of the total LMF budgeted for the year. This reserve balance is to be disbursed, by approval of Finance & Property, at such times as current year deficits are deemed to have threatened the curtailment of the ministries and approved programs of the Church.

Funds accumulated in excess of this ten percent (10%) reserve may be expended by a majority vote of the Members present and voting at an annual or special meeting.

Finance & Property shall supervise all repairs to the buildings and take all necessary measures for the protection and maintenance of the physical plant of the Church.

**Paragraph 2. Leadership Development Committee.** To carry out the Board of Elders' responsibilities with regard to nominating officers, board members, and committee members of the Church, and to further the development of leaders from within the membership of the Church, the Board of Elders will nominate members each year to the Leadership Development Committee ("LDC").

The LDC shall consist of a minimum of three (3) members in addition to any ex-officio members designated by these Bylaws. All members of the LDC shall be Members of the Church and shall be at least 21 years old. At least one member shall be an Elder, selected annually by the Board of Elders. In nominating members of the LDC, the Board of Elders shall consider long-term consistency of membership in order to enhance the quality of the leadership development effort. Only Members with prior leadership experience in the Church shall be eligible to serve on the LDC.

The Elder Board shall nominate proposed members of this committee to the Members, including an identification of the chairperson, for election by the Members at the Annual Meeting in accordance with Article 2, Section 2 of these Bylaws. In addition, the Executive Pastor shall assign a staff member of the Church to serve as a voting ex-officio member of the LDC.

The LDC shall develop and maintain a list of current and developing leaders of the Church, and insure that each is provided training on (a) the Scriptural basis of church leadership and (b) the role of lay

leadership at the Church. Where appropriate, the LDC shall provide leadership coaching. In conjunction with the individuals concerned, the LDC shall seek to understand and develop the gifts, talents and passions of Members and congregants for the purpose of assisting them in identifying places of leadership and service within the Church consistent with who God has made them. The LDC shall periodically review the list of current and developing leaders, progress reports, and plans for leadership development with Church staff and the Board of Elders. The LDC shall also use this list for the purpose of developing the slate of nominations to Church offices that it presents to the Church's Annual Meeting.

**Section 7. The Moderator.** The Moderator shall be the administrator of the Constitution and Bylaws of the Church and shall preside at all business meetings. The Moderator shall be elected by a majority vote of the Members present and voting at an Annual Meeting in accordance with Article 2, Section 2 of these Bylaws, and shall serve for a one-year term, but no more than three successive terms. He or she shall have no power except as granted by the Church Members. In the absence of the Moderator at any business meeting, the Vice Moderator will act in his or her place. No Member serving on the Board of Elders shall serve as Moderator during his term of service as an Elder.

**Section 8. Vice Moderator.** A Vice Moderator will be elected annually by the majority vote of the Members at the Annual Meeting. The Vice Moderator shall serve as the parliamentarian of the Church, with the goal of insuring that proceedings of Church business meetings are in compliance with Article 6, Section 2, Paragraph 6 of these Bylaws, and will provide assistance to the Boards, committees, staff, and Members of the Church on issues of procedure under the Church Constitution, these Bylaws, and Roberts Rules of Order. The Vice Moderator will assist the Moderator as directed by the Moderator, and

will act in place of the Moderator at any business meeting in the absence of the Moderator. No Member serving on the Board of Elders shall serve as Vice Moderator during his term of service as an Elder.

**Section 9. The Clerk.** The Clerk shall keep a faithful record of the proceedings of the Church and deliver such record to the Executive Director for safekeeping.

**Section 10. The Church Treasurer.** The Church Treasurer shall oversee the custody of the Local Ministries Fund (the "LMF") of the Church and may also serve as the Chair of Finance & Property. The Treasurer may also oversee the custody of other funds by approval of the boards or committees concerned. The Treasurer will be nominated by the Leadership Development Committee and will be elected by a majority of the Members present and voting at the Annual Meeting. The Treasurer shall be responsible to the Board of Elders for advising the Executive Director/Assistant Treasurer in his or her responsibility for the administration of the proper depositing, disbursements, accounting, and fund status reporting, for funds properly received by the Church and entrusted to his or her custody. The Church Treasurer will be authorized to sign checks. The Treasurer will review and approve regular status reports, informing board or committee members of any irregularities or problems raised by the Executive Director/Assistant Treasurer and will review the balancing of records monthly and the annual professional audit. The Treasurer shall be bonded for not less than twenty-five percent of the annual LMF budget for the protection of the Church.

**Section 11. Assistant Treasurer.** The Executive Director, by the nature of his or her position as a member of the professional Church staff, will also hold the position of Assistant Treasurer.

As part of his or her duties the Assistant Treasurer will be the custodian of the LMF and authorized to sign checks. He or she shall be responsible for the administration of the LMF and other funds as approved by boards or committees concerned. He or she will be responsible for the proper depositing, disbursements, accounting, and fund status reporting for funds properly received by the Church and entrusted to his or her custody. All disbursements must be approved by the appropriate Board or its designated representative and in no case may the disbursements exceed the net balance of the budget line items in the LMF without the approval of Finance & Property. The Assistant Treasurer will not make disbursements to non-budgeted items without authorization from Finance & Property. He or she shall attend as a voting ex-officio member the monthly meeting of Finance & Property.

The Assistant Treasurer shall be responsible to produce a regular status report, informing board or committee members of any irregularities or problems foreseen and answering their questions. He or she shall balance the funds of the LMF monthly and be responsible for having all the funds of the Church professionally audited annually. When the audit is completed the financial statements from the auditors shall be made available to each organization that has been audited, the Board of Elders, Finance & Property, and to the Members.

The Assistant Treasurer shall be bonded for not less than twenty-five percent of the annual LMF budget for the protection of the Church.

**Section 12. The Board of Deacons.** Deacons, consisting of Deacons and Deaconesses, must qualify scripturally as outlined in I Timothy 3:8-13 and other Scriptures. There shall be a minimum of three (3) members of the Board of Deacons. The Deacons shall be elected by the Members for a term of three years, with approximately one-third of the terms expiring each year. No member may serve more than one full term consecutively, except that Members chosen to fill

unexpired terms in accordance with the Bylaws may be re-elected for a subsequent term. Only those who have been Members of this Church for two full years shall be eligible for election to this board.

The Board of Deacons is responsible for the overall "Care" ministry of this Church which includes: prayer, visitation of the sick and shut-in, distribution of the Deacons' Fund to the needy, providing financial counseling and giving general care for the Members of the Church. The Deacons will undertake special projects of care and concern for the Church. The Executive Leadership shall assign one pastor to serve as an ex-officio voting member of the Board of Deacons.

**Section 13. Deacons' Fund Treasurer.** The Deacons' Fund Treasurer will be a member of the Deacon Board selected by its members and specifically elected annually to this position at the Annual Meeting to be custodian of the Deacon Fund monies of the Church (the "Deacons' Fund"). He or she shall be responsible for proper fund accounting and disbursement under the direction of the Board of Deacons. He or she shall attend meetings of the Board, report on the financial condition of the Deacons' Fund, and provide such other information as the Board may require. The Deacons' Fund Treasurer's records shall be balanced monthly. He or she shall make an annual report to the Church of receipts and expenditures. The position shall be bonded for not less than twenty-five percent of the annual Deacons' Fund budget.

**Section 14. Board of Global Missions.** The Board of Global Missions shall consist of a minimum of six elected members. Their term of office shall be three years, with approximately one third of the terms expiring each year. Any member who has served for three consecutive years shall not be eligible for re-election for at least one year, except that Members chosen to fill unexpired terms in accordance with the

Bylaws may be re-elected for a subsequent term. The Board of Global Missions shall be responsible for the missionary program of the Church, shall constantly review the needs of present missionaries, and recommend appropriate adjustments in financial support. The Board of Missions shall direct the Missionary Treasurer in the disbursement of the Global Missions Fund in accordance with the approved program of the Church. The proposed Global Missions Fund, after approval by the Elders, shall be posted on the Church bulletin board at least two Sundays prior to the Annual Meeting and individual copies shall be published and distributed to Members at the same time.

**Section 15. Missionary Treasurer.** The Missionary Treasurer shall be elected annually at the Annual Meeting to be custodian of the missionary monies of the Church which fall under the jurisdiction of the Board of Global Missions (the "Global Missions Fund", or "GMF"). He or she shall be responsible for proper fund accounting and disbursement of the GMF under the direction of the Board of Global Missions. He or she shall attend meetings of the Board and report on the financial condition of the GMF, providing such other information as the Board may require. The records of the Missionary Treasurer shall be balanced monthly. For the protection of the office holder and the Church, this position shall be bonded for not less than twenty-five percent of the annual GMF budget.

**Section 16. Other Officers, Advisors, and Committees.**

**Paragraph 1. Other Officers and Committees.** Other officers and committees may be elected by the majority of Members present and voting at any annual or special business meeting provided that the duties of officers and committees are made explicit at the time and provided further that these duties do not conflict with the Stated Officers and committees as stated elsewhere in these Bylaws.

**Paragraph 2. Advisory Teams.** In consultation with the Senior Pastor, the Executive Director, and the LDC, the Executive Pastor shall periodically consider the necessity or desirability of the formation of a team of informal advisors to mentor/advise individual staff members (an "Advisory Team") and shall supervise the formation and maintenance of an Advisory Team for a staff member when deemed appropriate. An Advisory Team may consist of staff members and/or lay leaders. The method of selecting an Advisory Team, the frequency of meetings, and similar matters shall be determined in the reasonable discretion of the Executive Pastor. The duties of Advisory Team members are to encourage and pray with their respective staff member and provide counsel where needed, subject at all times to the guidance and supervision of the Executive Leadership. All aspects of the Advisory Team/staff member relationship shall be subject to the oversight and approval of the Elders.

**Section 17. Terminations.** Members of various boards or committees or holding singular positions may be terminated from the board, committee or position by the Board of Elders for sufficient misconduct after an appropriate investigation, and an interview with the person involved or a good faith effort on the part of the Board of Elders to hold an interview in the event the person involved is unwilling or unavailable to participate.

**Section 18. Indemnification Clause.** The Church shall indemnify any and all persons who may serve or who have served at any time as officers against any and all expenses, including amounts paid upon judgments, counsel fees, and amounts paid in settlement (before or after suit is commenced) actually and necessarily incurred by such persons in connection with the defense or settlement of any claim, action, suit, or proceeding in which they, or any of them, are made parties, or which may be asserted against any of them, by reason of being or having been officers, except in relation to matters as to which any such officer or former officer shall be adjudged in any action, suit,



or proceeding to be liable for his own negligence or misconduct in the performance of his duties. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, Bylaw, agreement, or otherwise.

**Section 19. Meetings of Boards and Committees.** Each board or committee shall appoint one of its members to act as secretary of such board or committee, which secretary shall keep minutes of each meeting. The secretary of each board or committee shall be responsible for forwarding a copy of the minutes of each meeting to the Executive Director for safekeeping within one month of the meeting.

### **ARTICLE 3. ORDINANCES**

**Section 1. The Lord's Supper.** In accord with our Lord's gracious words in I Corinthians 11:23-25 and other Scriptures, the Lord's Supper is to be observed in remembrance of Him to show forth the Lord's death until He comes. The emblems of the Communion Service are to be set forth as symbols of our Lord's flesh and blood. The Lord's Supper shall be observed at least once per month and all who love the Lord and confess Him before men shall be invited to participate. The stated time shall be at the Worship Services on the first Lord's Day of every month; but when deemed desirable, another Lord's Day may be chosen by the Board of Elders. This ordinance may also be observed on other occasions by vote of the Board of Elders or the Members.

**Section 2. Baptism.** The ordinance of baptism shall be administered only to those persons who have first been born again, and who have been recommended by the Senior Pastor for baptism. Infant baptism shall not be practiced. A Christian may be baptized whether or not he or she is contemplating membership. Baptism shall not be set forth as a condition of salvation, but as an initiatory, testimonial and symbolic act as taught and commanded in the Scriptures.

#### **ARTICLE 4. MARRIAGES**

Marriage services in the Church buildings shall be only for those who are professing Christians. A marriage of unbelievers may be performed by a pastor outside Church property, but no marriage of a professing Christian to an unbeliever shall be performed on any of the Church property nor by any pastor of the Church. No divorced persons shall be married by any pastor nor on Church property except as may be permitted in Matthew 5 and 19, Mark 10, Luke 16, and I Corinthians 7:10-11. The Board of Elders shall make final determinations regarding these scriptural provisions.

#### **ARTICLE 5. LICENSING, COMMISSIONING, ORDAINING**

**Section 1. Licensing.** Members of the Church who are students for the Christian ministry or some other appropriate Christian work and who make request to the Church for a Minister's License or specialized license shall be granted such a license upon examination and recommendation of the Executive Leadership and Board of Elders and approved by a three-fourths majority of the Members present and voting at an annual or special business meeting.

**Section 2. Commissioning.** Members of the Church who are missionary candidates accepted by a mission board or who are candidates for Christian service under circumstances where the designation of missionary is applicable, may make a commissioning request to the Board of Elders or the Board of Global Missions. If approved, following examination by a joint meeting of these two Boards, such Boards shall make a recommendation to the Members that the Church commission the Member. After a three-fourths vote of the Members present and voting at an annual or special business meeting, such Member shall be commissioned by the Church. An appropriate service shall be scheduled for the Member's commissioning and a certificate issued by the Church to the commissioned Member.

**Section 3. Ordaining.** A Christian who desires to be ordained to the Christian ministry must fulfill the Scriptural qualifications of an Elder or overseer as set forth in I Timothy 3:1-7 and other Scriptures. He should not be considered unless and until the Church has had opportunity to have sufficient knowledge of his qualifications (I Timothy 5:22). After examination by the Board of Elders, or by an ordination council called by the Members, to which are invited other churches together with the faculty of the school which the candidate has attended and any other interested individuals, the Members shall vote on the ordination at any annual or special meeting, with a three-fourths majority of the Members present and voting required for approval. The ordination ceremony shall take place at a subsequent meeting or service with or without other ministers and Christian laymen called in as witnesses. The ordination shall be a witness to the world that the Church believers called the candidate to a particular work and that the Church has subsequently set the candidate apart for this work. (Acts 13:1-4)

## **ARTICLE 6. MEETINGS AND SERVICES**

**Section 1. Worship, Bible Study and Prayer Services.** The regular services of this Church shall be the Sunday Worship Services, and the midweek prayer service. Other regular and special services may be held as the Board of Elders deem them needful or desirable.

### **Section 2. Business Meetings**

**Paragraph 1. Annual Meeting.** The Annual Meeting of the Church shall be held each year on the third Wednesday of May, at 7:30 p.m. At this meeting officers shall be elected, yearly reports of officers, committees and departments shall be presented in writing, and any other business may be transacted in accordance with these Bylaws.

**Paragraph 2. Special Business Meetings.** Special business

meetings shall be called whenever the Moderator considers it necessary, or must be called by the Moderator whenever he or she is requested to do so by any of the Executive Leadership, the Board of Elders, or any twenty-five Members by petition. In general, only substantive matters will be referred to the Members, such as capital items, staff positions, constitution and Bylaw amendments, vacancies in Stated Officers and other business matters the Bylaws do not allow the Board of Elders to fulfill.

**Paragraph 3. Call of Meetings.** All business meetings must be announced on the two Sundays preceding such meetings. Such calls may be in the form of verbal announcements from the pulpit or printing in the Church bulletins. It should be the rule of such calls to include the main purpose of the meeting, and at the discretion of the Executive Leadership, Elders, or Moderator, written notices may also be sent to all of the Members.

**Paragraph 4. Fiscal Year.** The fiscal year of the Church shall end on the 31st day of May each year.

**Paragraph 5. Quorums.** For the Annual Meeting the quorum shall consist of fifteen percent (15%) of the Members entitled to vote. For special business meetings, the quorum shall consist of ten percent (10%) of the Members entitled to vote. The number used to determine the quorum shall not include anyone under the age of 18, inactive members, resident students in schools more than 50 miles from the Church, invalids, missionary members, and Members who have not attended Church for a year or more. The quorum for the year shall be determined by the Church staff and announced to the Members at the Annual Meeting.

**Paragraph 6. Rules of Order.** The current edition of Roberts Rules of Order shall be used in the transaction of business except in

cases where they may be in conflict with the Church Constitution or these Bylaws.

#### **ARTICLE 7. AMENDMENTS**

These Bylaws may be amended at any annual or special meeting duly called and held, but only by three-fourths vote of the Members present and voting at such meeting at which a quorum of not less than fifteen percent (15%) of the Members entitled to vote is present. Proposed amendments must be posted on the Church bulletin board or inserted in the Church bulletin for at least two Sundays before the vote.

Amendments may be presented by the Executive Leadership, Board of Elders, or any twenty-five Members by petition. All proposed amendments should be processed through the Moderator before being posted.