

BYLAWS
Revised April, 2009

Article I

Meetings of the Congregation

Section 1

At, or shortly following, the beginning of each quarter of the fiscal year a regular meeting of the congregation's voters shall be held.

Section 2

The church council shall set the exact date, time, and place of the meetings, unless otherwise specified by the congregation. **Announcements of the meetings shall be given in print and/or orally on at least two different Sundays prior to the time of the meeting.**

Section 3

Special meetings of the congregation may be called by the church council, or the pastor(s), or upon written request of three voting members. **Such meetings must be announced in writing according to the general rule set forth in Section 2 with the purpose(s) clearly stated.**

Section 4

The first meeting of the fiscal year shall be designated as the annual meeting.

Section 5

The order of business for the regular meetings may include the following business:

1. Opening with a devotion
2. Reading and approval of minutes of previous regular and intervening special meetings
3. Reception of new members; transfer, release or removal from membership
4. Reception of new voting members
5. Financial reports
6. Reports and recommendations of officers and committees
7. Old business
8. Recommendations of the church council and new business
9. Elections
10. Adjournment with prayer

Section 6

The meetings shall be conducted according to good, Christian order. Robert's Rules of Order may be followed for parliamentary procedure.

Section 7

No one shall bring to any meeting a charge or complaint against any member, or against a pastor, a teacher or staff minister unless he has first admonished him in a Christian manner in the spirit of Matthew 18:15-20.

Section 8

Only voting members present at the meeting shall have the right to vote.

Section 9

Voting membership shall be restricted to male communicant members who have reached the age of 18.

Section 10

Voting members shall sign, thereby indicating their acceptance, the official copy of the Constitution and Bylaws at the meeting of the congregation in which they were received or at a meeting as soon thereafter as possible.

Article II

Quorum

The voting members present at a properly announced meeting of the congregation shall constitute a quorum.

Article III

The Church Council and Boards

Section 1. The Church Council

1.1 The voters' assembly shall elect by ballot at its fourth fiscal quarter meeting, specified in the Bylaws, Article I, the following officers of the congregation:

- Chairman
- Secretary
- Treasurer
- Financial Secretary

and shall also elect by ballot the members of the following boards:

- Board of Elders
- Board of Worship
- Board of Education
- Board of Property Management
- Board of Stewardship
- Board of Evangelism.

The officers of the congregation and members of the boards shall be voting members.

All boards shall consist of at least three members. Additional members may be added by resolution of the voters. A voting member may be a member of more than one board.

1.2 Each board shall organize itself annually and elect a chairman, secretary, and other positions as needed.

1.3 The Church Council shall consist of the Officers, Board Chairmen and the Pastor(s).

Section 2. Term of Office

2.1 The term of office for each elected officer and board member shall be three years. No officer or board member shall serve more than two consecutive full terms in that position. He shall again be eligible for election one year after the expiration of his second full term of office.

2.2 The term of one third of the church officers and one third of each board, if possible, shall expire each year, such expired terms to be filled by election at the annual election meeting of the voters' assembly. Each officer shall serve until his successor is installed.

Section 3. Relationships

The church council shall be responsible and accountable to the voters' assembly, and the boards shall be responsible and accountable to the church council.

Section 4. Installation

Shortly before the start of the fiscal year, the newly-elected officers and board members shall be installed into office at a regular service and shall thus be presented to the congregation.

Section 5. Responsibilities

5.1 The church officers and board members shall adorn their high office with an honest way of life and be good examples to the congregation (1 Timothy 3:8-12). They shall be responsible for the spiritual and material affairs of the congregation under the guidance of the pastor. They shall particularly care in love for their fellow members who have special needs (Galatians 6:9-10).

5.2 The members of the church council shall consult together concerning the total spiritual and physical well-being of the congregation, giving due attention also to the work of the Lord in the church-at-large. They shall be accountable for good order in the services. They shall implement resolutions of the voters' assembly and carry out such assignments as are directed to them by the voters' assembly. They shall recommend to the voters' assembly the annual budget of the congregation. They shall control the corporate property of the congregation according to the direction given by the voters' assembly. The church council is hereby empowered to borrow money, pledge the assets of the congregation, sell, lease or otherwise dispose of the real and personal property of the congregation all at the direction of the voters' assembly. It shall also have the right to acquire property by any legal means as directed by the voters' assembly. The chairman and either the secretary or the treasurer are hereby designated as the persons who shall sign all documents of the congregation.

5.3 The Church Council shall appoint assistants to the Financial Secretary. The congregation's treasurer shall not be an assistant to the Financial Secretary.

Section 6. Meetings

The church council shall meet regularly, normally once each month. Special meetings may be called by the pastor(s) or the chairman. The church council shall never convene to transact business without the knowledge of the pastor(s). The members of the church council present shall constitute a quorum, but no fewer than two.

Section 7. Vacancies

In the event of a vacancy on the church council or any of the boards, the vacancy shall be filled at the next meeting of the voters' assembly by ballot from a list of candidates proposed by the nominating committee. Such newly-elected officers and/or board members shall normally be installed the Sunday following their election.

Article IV

Duties of Officers, Boards, and Committees

Section 1. Chairman

The chairman shall preside as chairman of all business sessions of the congregation and church council and shall perform such other duties as may be assigned to him. He shall have general supervision of the affairs of the congregation and conduct all its business affairs according to established good order. He shall sign all deeds, mortgages, notes, leases, and all other legal documents directed to be executed by the congregation. He shall assure that the congregation's financial records are audited annually and that a report of the audit is presented to the voters at the meeting following the close of the fiscal year. In the absence of the chairman, the council shall appoint a temporary meeting chairman. The chairman is an ex officio member of all boards and committees.

Section 2. Secretary

The secretary shall record accurately the proceedings of all meetings of the congregation and the church council. He shall be responsible for the legal records of the congregation. He shall have the authority to countersign all deeds, mortgages, notes, leases, and all other legal documents executed by the congregation and assist in the orderly conduct of its business affairs according to established good order. He shall also perform such other duties as may be assigned to him by the congregation.

Section 3. Treasurer

The treasurer shall receive from the financial secretary a report (at least weekly) of all monies received and credit the same to the proper accounts. He shall make disbursements according to instructions from the church council as directed by the congregation. He shall make a monthly report to the church council, quarterly financial reports to the voters' assembly, and special reports whenever the council shall so request. He shall submit his records annually for audit or at any time the voters' assembly so desires. In the absence of the secretary, he shall have the authority to countersign legal documents on behalf of the congregation. In the event the treasurer is unable to carry out his duties, the president or secretary shall have the authority to do so.

Section 4. Financial Secretary

The financial secretary shall receive and deposit all contributions from the congregation, shall keep an accurate account of the same and deliver a report (at least weekly) of them to the treasurer, indicating the proper accounts to be credited. He shall make a report for the regular meetings of the congregation and submit his books for audit annually or at any time the voters' assembly so

desires. He shall submit to the members at least an annual report of their offerings.

The assistants to the financial secretary shall see that the financial secretary receives assistance in counting the offerings and preparing the bank deposits, and along with the Financial Secretary shall ensure that the offerings are kept safe from the time they are received until they are deposited in the bank.

Section 5. The Board of Elders

The Board of Elders shall, in general, be responsible for the spiritual well being of the congregation. It shall ensure that doctrine and practice in the church conform to the Word of God and the provisions of the constitution, that regular worship services are conducted in good order, and that assistance is given the pastor in administering the spiritual affairs of the congregation. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 6. The Board of Evangelism

The Board of Evangelism shall establish and maintain an active program for the congregation to reach out to the neighborhood and the community with the gospel. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 7. The Board of Education

The Board of Education shall oversee and promote all educational agencies of the congregation. It shall formulate all policies to be followed in the educational phases of the congregation's work, and shall recommend them by way of the church council to the voters' assembly for ratification. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 8. The Board of Property Maintenance

The Board of Property Maintenance shall supervise the repair and upkeep of the congregation's property. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 9. The Board of Stewardship

The Board of Stewardship shall seek to discover the talents of congregation members and encourage them to use the time, talents and treasures that God has given them to do the congregation's work. It shall inform the congregation members regarding programs and serving opportunities. It shall promote the work that the congregation does together with its fellow congregations as a synod. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 10. The Board of Worship

The Board of Worship shall oversee activities related to the worship services in coordination with the pastor(s). It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 11. Other Committees

The chairman, with the concurrence of the church council, shall appoint other committees as needed (e.g. Budget Committee, Audit Committee, etc.).

From time to time, a board may commission and/or de-commission committees to help achieve the needs of its board.

Section 12. Ex Officio Membership

The pastor(s) and chairman by virtue of their offices are members of all boards and committees and are to be informed of all board and committee meetings so that they may attend if they desire to do so.

Article V

Election of Church Officers and Board Members

Section 1.

The church council shall present at the first fiscal quarter meeting of the voters' assembly a committee of three voting members to serve as a nominating committee. The pastor is an ex officio member of this committee.

Section 2.

After receiving from the secretary a list of expired terms of office, the nominating committee shall select from the voting membership a slate of candidates for the vacancies in keeping with the scriptural requirements stated in Article VIII, Section 1 of the constitution. Each candidate shall be informed of the responsibilities of the office to which he is nominated. Consent of each nominee is necessary for candidacy.

Section 3.

The nominating committee shall report by the end of the third fiscal quarter meeting of the church council the status of selecting the slate of candidates for the election meeting. The candidates' names shall be published and also posted (with the nominating committee members' names) three Sundays before the election. Additional recommendations for nominations may be made in writing to the nominating committee through any voting member. The committee shall consider such written nominations and take appropriate action of posting any revisions.

Section 4.

At the fourth fiscal quarter meeting of the voters' assembly, the voters' assembly shall hear the recommendations of the nominating committee and proceed to elect by ballot. Nominations shall not be open to the floor at the election meeting. A majority of votes cast shall be necessary for election.

Article VI

Reception into Membership

Section 1.

Persons who wish to be received into membership in this congregation other than through the sacrament of holy baptism or the rite of confirmation, shall bring their request to the attention of a pastor or the church council. The council shall honor the request when accompanied by a letter of transfer or other recommendation from a sister congregation, or a profession of faith, provided that qualifications for membership, as specified in Article V of this Constitution, have been met. Such action of the council shall be presented for ratification at the next regular or special meeting of the voters' assembly. Notice of such receptions shall be reported to the entire congregation.

Section 2.

Since reception into membership signifies acceptance of and submission to this Constitution and Bylaws, each individual or family shall be given a copy of the same prior to their reception so that they may become familiar with its provisions.

Article VII

Transfer and Release from Membership

Section 1.

Those desiring a transfer, or release from membership, shall submit a written request to the attention of the pastor or the church council. After action by the church council it shall be presented for ratification at the next meeting of the voters' assembly.

Section 2.

Transfer of membership shall apply only to those who desire membership in a congregation which is in agreement with this congregation in doctrine and practice. Release from membership shall apply when affiliation is sought with those denominations not in agreement with this congregation in doctrine and practice.

Section 3.

Members with whom the congregation has been unable to communicate, despite diligent efforts to do so, may be removed from the membership list. After action by the church council it shall be presented for ratification at the next meeting of the voters' assembly.

Section 4.

Members released, transferred, or removed have no further rights in this congregation and its property.

Section 5.

Any person excommunicated, or whose fellowship with the congregation has been terminated, shall be notified in writing by the congregation of the right of appeal. This notification shall occur within 30 days of the completion of the disciplinary action. The appeal must be filed with the district president in writing, with a copy to the congregation, within 60 days of the disciplinary action. The letter to the excommunicated person shall specify the dates involved, give the name and address of the district president, and include a copy of Article XXIV ("Appeal by Laypersons") of the district constitution.

Article VIII

Any and all Bylaws may be repealed or amended by a majority vote of the voting members present at any regular meeting, provided that public notice of this proposed action shall have been given the congregation on at least two Sundays prior to the time of meeting and provided that the proposed amendment has been submitted in writing to the church council for its study and recommendation.