

Bylaws of Bethel Baptist Church
ADOPTED - SEPTEMBER 16, 2018.

ARTICLE FIVE: BYLAWS

I. Membership

- A. The membership of this church shall consist of those persons who have publicly confessed Christ as their personal Savior, have been subsequently baptized by immersion, are in agreement with the Statement of Faith, and will support the Church Covenant and Bylaws.
- B. Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government.
- C. Persons seeking membership shall be interviewed by at least two (2) Elected Officers (see Section III, B) to affirm their salvation testimony, baptism, and church standing. Upon recommendation of the interviewing officers, the individuals shall be received into the church at the conclusion of any Stated Service (see Section IV, A) by a three-fourths ($\frac{3}{4}$) majority vote of the members present and voting.
- D. Upon the request of any member, church action to receive an individual for membership shall be postponed. The member must state all reasons privately to the Elected Officers, who shall determine their validity and take appropriate action.
- E. Associate Membership
 1. Associate membership may be extended to those holding active membership in a church of like faith and practice elsewhere but temporarily residing in the area of Schaumburg, IL (such as students, missionaries, military personnel, and those with temporary job assignments). The candidate's primary church will be contacted to verify active membership there and to inform them of the request for associate membership at Bethel.
 2. Qualifications and procedures for associate members are identical to those for full membership as set out in Section I, A-C, except the primary membership must be retained. Associate members will come under the watchcare of Bethel's Pastors and Deacons. They will be invited to take an active role in the ministries of this local church. Associate members will not be able to hold any elected office or to participate in church business meetings.
 3. Termination of associate members shall be in accordance with Section I, F. The Elected Officers shall notify the leadership of the associate member's primary church regarding the termination.
 4. The associate member status is not intended for and may not be used as a trial membership at Bethel Baptist Church.
- F. Membership may be terminated only by:
 1. Death
 2. Relinquishment. No member may hold full membership in multiple churches. The membership of any individual shall automatically terminate without notice if that member unites in full membership with another local church. Such action will be reported at the next regular business meeting. If requested, Bethel Baptist Church may provide confirmation of an individual's former membership and status at Bethel to another church.
 3. Member's Request. Any active member not currently engaged with a Discipline Committee (a member in good standing) requesting to have their name removed from the membership of the church will have their membership terminated. Such action will be reported at the next regular business meeting.
 4. Inactivity
 - a) Exceptions to this Rule. Members absent because of illness, infirmity, vocation, or other plausible reasons may be exempted from this regulation by the Elected Officers of the church.
 - b) Inactive List. Members who, without just cause (see previous Section I, F, 4, a), habitually absent themselves from the services of the church for a period of six (6) months shall be placed on an Inactive List and shall be notified of the same. At least one (1) officer shall make a sincere attempt to make personal contact with the member regarding their habitual absence before their name is placed on the Inactive List.
 - c) Disenfranchisement. Members whose names appear on the Inactive List are deprived of the privilege of voting or of participating in any regular or special business meeting of the church.
 - d) Reinstatement. Members whose names appear on the Inactive List may, after satisfactory adjustment and habitual attendance at the services over a period of three (3) months, have their names removed therefrom and be restored to full membership privileges by majority vote of the Elected Officers present and voting.
 - e) Membership Forfeiture. Members whose names remain on the Inactive List for six (6) months shall automatically be recommended for dismissal from membership at the next regular

business meeting. Membership is terminated by a majority of the members present and voting.

5. Exclusion (see Section II on Discipline of Members)

II. Discipline of Members

- A. Purpose. The aim of church discipline is the salvation or restoration of the one who departs from the truth or is caught in sin (1 Corinthians 5:4-5; Galatians 6:1; James 5:19-20), that the church may fear God (1 Timothy 1:20, 5:20) and enjoy the peaceful fruit of righteousness (Hebrews 12:11), purity (1 Corinthians 5:6-13), unity (Matthew 18:15; Titus 3:10-11), sound faith (Titus 1:13), and a blameless testimony (2 Peter 2:2). Church discipline ought to be conducted with an honest humility (Galatians 6:1) and a ready willingness to forgive (Luke 17:3-4; 2 Corinthians 2:6-8).
- B. Procedure
1. Members are expected to demonstrate biblical love and concern for one another. When a member becomes aware of a sin in another member of such magnitude that it hinders spiritual growth and testimony, he is to go alone to that member and seek to restore him (Matthew 18:15; Galatians 6:1).
 2. If restoration is not reached, a second witness of the sin or its admission is to accompany the one seeking to resolve the matter (Matthew 18:16).
 3. If restoration is still not reached after the previous two steps have been followed, the matter shall come before the church (Matthew 18:17).
 - a) The matter shall initially be considered by a Discipline Committee comprised from the Elected Officers in light of their responsibility for the Scriptural oversight, shepherding, and care of this body of Believers.
 - (1) The Discipline Committee shall operate in the biblical model of a church council, in which a matter was deliberated by the council, and the decision reached was affirmed by the church (Acts 15:6, 22).
 - (2) If the member in question before the Discipline Committee is an Elected Officer, he shall not sit as a member of the Discipline Committee. He shall be entitled to the same steps as other church members and subject to the same discipline.
 - b) The member in question before the Discipline Committee may be suspended from any positions of leadership or instruction at the discretion of the Discipline Committee.
 - c) If restoration is still not achieved following interactions with the Discipline Committee, the matter shall be brought before the entire church at the recommendation of the Discipline Committee in conjunction with a Stated Service, notice of such meeting being made in three (3) Stated Services and appearing in the church bulletin once. Without reconciliation, the member shall be excluded from the membership of the church by a majority of the members present and voting.
 4. Public Sins. No matter may come before the church per Section II, B, 3 unless the steps outlined in Sections II, B, 1 and II, B, 2 have been taken, except in the case of a public offense, exemplified by one or more of the following:
 - a) Where the sin or admission of sin and the refusal to repent have been public, i.e. openly and to the offense of the whole church (1 Corinthians 5:1-5);
 - b) Where the member in question has taught or otherwise disseminated doctrine deemed false or erroneous by the church officers, then chosen to disregard the direction and reproof of the officers (Romans 16:17); or
 - c) Where the member in question has been biblically warned twice to cease from factious and divisive conduct and has chosen to disregard those warnings (Titus 3:10-11).
- C. Restoration after Exclusion. Should an excluded individual heed the warnings of the church and demonstrate repentance, that individual may again seek membership in the church under the procedures outlined in Section I (2 Corinthians 2:6-8).
- D. Disqualification. Even in the event of restoration, any member who has been disqualified from holding an office or position will not be automatically restored to their office or position.

III. Organization

- A. Under the authority of Jesus Christ and the Word of God, the membership of the church is the final authority within this local church. This authority is normally exercised through the election of officers to govern the church, except where the Bylaws require a direct vote by the membership. In addition to those items listed elsewhere, a vote of the church must always occur for the following actions:
1. To purchase, lease, or otherwise acquire real property on behalf of the church.
 2. To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church, to borrow money and incur indebtedness for the purpose and use of the church; to cause to be executed, issued, and

delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.

B. Elected Officers of the church shall be Pastors and Deacons.

1. Pastors

a) Lead Pastor

- (1) **Qualifications.** The Lead Pastor shall be a man who meets the Scriptural qualifications that are given in 1 Timothy 3:1-7 and Titus 1:5-9. He must be ordained by Bethel Baptist Church or by a church of like faith and practice and must subscribe to the Statement of Faith, the Church Covenant, and the Bylaws of Bethel Baptist Church.
- (2) **Duties and Authority**
 - (a) The Lead Pastor, as Christ's under-shepherd, shall be the chief spiritual leader and chief administrative officer of the church and its ministries. He shall give himself to prayer and the study of God's Word. He shall shepherd God's flock by ministering the Word both publicly and privately, by being an example to the believers, and by equipping the saints for the work of the ministry.
 - (b) He shall serve as the President of the Corporation.
 - (c) He shall be an ex officio member of every church committee.
 - (d) He shall serve as the moderator at all business meetings of the church except in cases outlined in Section IV, H.
 - (e) He shall oversee a repository of duly approved church policies and the implementation of the policies therein.
- (3) **Calling**
 - (a) In calling a Lead Pastor, the church shall elect a Pastoral Search Committee of no less than five (5) members whose sole purpose is to search for and recommend a qualified man. This committee shall serve until the position of Lead Pastor has been filled.
 - (b) The Pastoral Search Committee as a whole may be recalled by a three-fourths ($\frac{3}{4}$) majority of the members present and voting at a Special Business Meeting of the church duly called for that purpose.
 - (c) Should a vacancy occur in the Pastoral Search Committee, the church shall elect a replacement member.
 - (d) The Pastoral Search Committee shall submit one (1) man to the church as a candidate for the position of Lead Pastor.
 - (e) The congregation will have opportunity to listen to the candidate preach as well as engage him further in a question and answer time.
 - (f) The church will then vote on the candidate at a Special Business Meeting duly called for that purpose. Voting shall be by ballot. A three-fourths ($\frac{3}{4}$) majority vote of the members present and voting will constitute a call to come as Lead Pastor.
 - (g) If a call is not extended or if the call of the church is declined, the Pastoral Search Committee shall then resume its search for the next candidate.
 - (h) Immediately upon a call being extended by the church and then accepted by a candidate to come and serve as Lead Pastor, the Pastoral Search Committee shall cease to exist.
 - (i) After a candidate accepts the call of the church to be Lead Pastor, upon assuming his position, he shall automatically become a member of the church if he is not already a member.
 - (j) The Lead Pastor shall serve under the terms of a written working agreement prepared by the Deacons and approved by a majority of the members present and voting at a Special Business Meeting of the church duly called for that purpose. Any modifications to the written working agreement shall be handled in like manner.
 - (k) The Lead Pastor's initial salary shall be recommended by the remaining four members of the Personnel Committee (see Section IV, N, 1, a) and shall be approved by the Deacons. Any modifications outside of the normal percentage annual increases shall be handled in like manner.
- (4) **Tenure**
 - (a) The call being extended to the candidate shall be for an indefinite period of time. Once the candidate is elected and accepts the call to come, he will continue to

serve as Lead Pastor until he either resigns his office (with at least a thirty (30) day notice), loses his membership, or is dismissed by the church (with any severance package to be recommended by the Deacons and approved by the church).

- (b) Dismissal may occur by a three-fourths ($\frac{3}{4}$) majority of the members present and voting at a Special Business Meeting of the church duly called for that purpose.
- (5) Vacancy. Should the office of Lead Pastor become vacant, the care and administration of Bethel Baptist Church shall continue under the leadership and direction of the remaining Elected Officers to be led by the Chairman of the Deacons.
 - (a) The remaining Elected Officers shall select a Pulpit Supply Committee of no less than five (5) members from within their body for the purpose of scheduling qualified men to preach as needed. The scheduling of the pulpit ministry must remain flexible to allow for the Pastoral Search Committee to bring forward possible candidates to fill the vacancy of Lead Pastor.
 - (b) This Pulpit Supply Committee may seek to find and recommend an Interim Pastor. A three-fourths ($\frac{3}{4}$) majority of the members present and voting at a Special Business Meeting duly called for that purpose will constitute a call to come as Interim Pastor under the terms of a written working agreement prepared by the Elected Officers of the church and approved by a majority vote of the members present and voting. Any modifications to the written working agreement shall be handled in like manner.
- b) Other Pastors
 - (1) Qualifications. Other Pastors shall be men who meet the Scriptural qualifications that are given in 1 Timothy 3:1-7 and Titus 1:5-9. They must be ordained by Bethel Baptist Church or by a church of like faith and practice and must subscribe to the Statement of Faith, the Church Covenant, and the Bylaws of Bethel Baptist Church.
 - (2) Duties and Authority
 - (a) Other Pastors shall carry out the duties and responsibilities assigned to each by the Lead Pastor, exercising such authority as delegated to each by the Lead Pastor.
 - (b) At the time of their call or employment, other Pastors shall be provided with a job description and a written agreement regarding salary, benefits and vacation.
 - (3) Calling
 - (a) In order to meet the needs of the church, the Lead Pastor may present candidates for the office of Pastor to the church.
 - (b) The congregation will have opportunity to listen to the candidate preach as well as engage him further in a question and answer time.
 - (c) The church will then vote on the candidate at a Special Business Meeting duly called for that purpose. Voting shall be by ballot. A three fourths ($\frac{3}{4}$) majority of the members present and voting will constitute a call to be a Pastor of Bethel Baptist Church.
 - (d) If the church is voting to ordain one of its Licensed Ministers, this vote may also entail the call to be a Pastor of Bethel Baptist Church (see Section III, B, 1, c).
 - (e) After a candidate accepts the call of the church to be a Pastor, upon assuming his position, he shall automatically become a member of the church if he is not already.
 - (4) Tenure
 - (a) The call being extended to the candidate shall be for an indefinite period of time. Once the candidate is elected and accepts the call to come, he will continue to serve as Pastor until he either resigns his office (with at least a thirty (30) day notice), loses his membership, or is dismissed by the church (with any severance package to be recommended by the Deacons and approved by the church).
 - (b) Other Pastors may be dismissed by a three-fourths ($\frac{3}{4}$) majority of the members present and voting at a Special Business Meeting duly called for that purpose.
- c) Ordination
 - (1) Ordination is a church's public recognition of those men pursuing vocational ministry whom the church believes are spiritually qualified and gifted by God to pastor a church (1 Peter 5:2), preach the Word (2 Timothy 4:2), and proclaim the Gospel of Jesus Christ (2 Timothy 4:5).
 - (2) Recommendation for ordination shall be made by the Pastors.

- (3) Upon recommendation, a rigorous examination of a candidate for ordination shall be conducted by a process determined by the Pastors. The examination shall be open to any church member to observe.
- (4) Upon successful examination, the church will then vote to authorize the ordination at a Special Business Meeting duly called for that purpose. Voting shall be by ballot. A three-fourths ($\frac{3}{4}$) majority vote of members present and voting will constitute authorization for ordination.
- (5) Upon authorization, an ordination service shall be arranged by the Pastors at which time the candidate will be officially ordained by the church.
- (6) Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office. The ordination of any man ordained by this church can be annulled or withdrawn at any time should the Pastors, in their judgment, have sufficient reason to recommend such action to the church. Confirmation of the recommendation to annul or withdraw ordination may occur by a three-fourths ($\frac{3}{4}$) majority of the members present and voting at a Special Business Meeting of the church duly called for that purpose.

2. Deacons

- a) **Qualifications.** Deacons shall be men who are members in good standing for a period of at least one (1) year and shall exhibit the qualifications established in Acts 6:1-6 and 1 Timothy 3:8-13.
- b) **Duties and Authority**
 - (1) According to the pattern set forth in Acts 6:1-6, the Deacons shall assist the Pastors in every aspect of ministry in the church. They shall recognize the Pastors as the leaders of the church and advise them in matters spiritual and secular that pertain to the operation of the church. The Deacons shall regularly meet with the Pastors at the Lead Pastor's request. The Lead Pastor shall serve as moderator at these meetings unless he designates the Chairman of the Deacons or another Deacon as moderator.
 - (2) The Deacons shall participate in the development of objectives and church goals, review and coordinate program plans, and evaluate program achievements in terms of church goals and objectives.
 - (3) The Deacons shall assist in the observance of the ordinances.
 - (4) The Deacons shall present an annual budget to the church for action.
 - (5) The Deacons shall present changes in missionary support to the church for action.
 - (6) The Deacons shall approve pay raises and tuition increases for Schaumburg Christian School. The Deacons may advise the Lead Pastor and School Administrator on policies, procedures, and performance in the school.
 - (7) In the event of disability or unforeseen prolonged absence of the Lead Pastor, the Deacons (along with the Other Pastors) shall provide leaders for prayer meetings and supplies for the pulpit.
 - (8) Should the office of Lead Pastor become vacant, the Deacons shall call a Special Business Meeting of the church to elect a Pastoral Search Committee (see Section III, B, 1, a, 3).
- c) **Election and Term**
 - (1) Potential candidates for Deacon shall be vetted by the church's Nominating Committee (see Section IV, N, 1, b).
 - (2) Deacons shall be elected to serve for three (3) years, approximately one-third ($\frac{1}{3}$) of the number being elected each year. Election of Deacons shall occur at the Annual Meeting. Voting shall be by ballot. Candidates must receive a majority vote of the members present and voting.
 - (3) Should the number of Deacons in each rotation become severely unequal, the church may vote to specify a number of the new positions to be two (2) year terms prior to the election.
 - (4) Should a vacancy occur among the Deacons, the church may elect a replacement to complete the remainder of the term.
 - (5) No Deacon may serve two (2) terms in succession. At least one (1) year must lapse before he can be elected to serve another term.
 - (6) There shall be a sufficient number of Deacons to care for the affairs of the church, five (5) being the minimum. The number of new Deacon positions for election shall be determined annually by the Pastors.

d) Positions Elected from the Deacons. These positions are for a term of one (1) year. As soon as practical after the Annual Meeting, the Elected Officers shall meet to select men from among the Deacons for the following enumerated positions, each position filled by a different individual. The Chairman of the Deacons, the Treasurer, and the Financial Secretary shall not be employees. The congregation shall subsequently affirm each selection by a majority of the members present and voting at a Special Business Meeting duly called for that purpose. The Special Business Meeting shall occur within one (1) month of the Annual Meeting. To prevent a vacancy in these positions, the term of those holding these positions, and their Deacon office if needed, shall be temporarily extended until replacements are affirmed.

- (1) Chairman of the Deacons. The Chairman of the Deacons shall serve as the Vice-President of the Corporation. He shall serve as the primary liaison between the Deacons and the Lead Pastor. He shall aid the Lead Pastor in any aspect of ministry as the Lead Pastor may request. In the absence of the Lead Pastor, the Chairman shall serve as the first alternate to moderate the business meetings of the church.
- (2) Church Treasurer. The Church Treasurer shall serve as the Treasurer of the Corporation. He shall maintain a current fund and shall disburse monies only by check, traceable electronic transactions, or receipted cash transactions in accordance with a church-approved budget or by vote of the church. He shall prepare written quarterly and annual reports. In the event that the church secures staff to maintain church accounting records, the Church Treasurer shall assist the Pastors in seeing that all duties are performed.
- (3) Financial Secretary. The Financial Secretary shall keep a record of each contributor's known contributions and all pledges and their payment. He shall send annual individual statements to all such contributors. He shall review all disbursements. In the event that the church secures staff to maintain financial records, the Financial Secretary shall assist the Pastors in seeing that all duties are performed.
- (4) Church Clerk. The Church Clerk shall serve as the Secretary of the Corporation. He shall keep an accurate record of all business meetings, draw up all church documents and statistical reports, secure proper insurance coverage, maintain all pertinent insurance records, keep an accurate record of the church membership (reporting annually on the same), and maintain an up-to-date church directory. In the event that the church secures staff to perform any of these duties, the Church Clerk shall assist the Pastors in seeing that all duties are performed.
- (5) Missions Coordinator. The Missions Coordinator shall see that monies are forwarded promptly to supported missionaries in accordance with the church budget. He shall secure acceptances of our Statement of Faith from each missionary being considered for church support, and he is to maintain a complete file of all signed acceptances. He shall maintain complete and meaningful correspondence with all church-approved missionaries and publicize all relevant information through the pulpit, bulletin boards, or other means known by the church. In the event that the church secures staff to assist with his duties, the Mission Coordinator shall assist the Pastors in seeing that all duties are performed.

e) Dismissal

- (1) A Deacon may resign by giving written notice.
- (2) A Deacon may be dismissed by a majority of the members present and voting at a Special Business Meeting duly called for that purpose.

3. Designation of Corporate Board. As an accommodation to legal relationships outside the church, The Pastors and the Deacons shall constitute the Board of Directors of the Corporation.

C. Other Employees

1. In order to meet the needs of the church, the Lead Pastor is at liberty to hire other employees provided the congregation allocates funds in the budget to supply salary and/or benefits for such positions. The Lead Pastor may delegate this authority to hire as he deems appropriate. The Lead Pastor may request an approval vote of the church to hire a specific candidate as he deems appropriate.
2. The Administrator of Schaumburg Christian School shall report directly to the Lead Pastor. He shall be hired and may be dismissed by a recommendation of the Lead Pastor and the majority vote of the Deacons.
3. Employees shall be members of Bethel Baptist Church. Exceptions may be made by the Lead Pastor when the skills needed are not available for hire from within the church, provided the person granted the exception has publicly confessed Christ as personal Savior, is in agreement with the

Statement of Faith, will support the Bylaws, and is a member in good standing of a church of like faith and practice.

4. The church may license men who are full time employees as Licensed Ministers of the church.
 - a) A person shall be licensed upon the recommendation of the Lead Pastor and the majority vote of the Deacons.
 - b) The position of Licensed Minister is appropriate for employees who are preparing for ordination or who have dedicated themselves to full time, non-pastoral ministry in the church. It is not appropriate for employees who have been exempted (see Section III, C. 3) from membership in Bethel Baptist Church.
 - c) A Licensed Minister preparing for ordination must meet the requirements for a Pastor that are given in 1 Timothy 3:1-7 and Titus 1:5-9. He must subscribe to the Statement of Faith, the Church Covenant, and the Bylaws of Bethel Baptist Church. Ordination should be pursued in a timely manner.
5. The Lead Pastor shall oversee all employees and shall define or delegate the definition of their responsibilities. All employees shall be provided with a job description and a written agreement regarding salary, benefits, and vacation.
6. Tenure
 - a) Other Employees may be hired for an indefinite or specific period of time as defined in their written agreement. Their employment may be ended by resignation, completion of agreement term, loss of church membership, or dismissal.
 - b) Other Employees may be dismissed by the Lead Pastor, by those to whom the Lead Pastor delegates that authority, or by a majority vote of the members present and voting at a Special Business Meeting duly called for that purpose.

D. Ministries

1. We exist to make and mature disciples of Jesus Christ for the glory of God. This can only be accomplished through a variety of ministry opportunities within the Body of Christ (Romans 12:4-8).
2. All ministries of the church are under the authority of the Pastors. Those who serve as leaders of these ministries must be members of Bethel Baptist Church. All ministry heads shall submit a report on their ministry department to be made available at the Annual Meeting.

IV. Meetings, Elections, and Committees

- A. The Stated Services of the church shall consist of public worship services to be held regularly. The Stated Services indicate both the normal pattern of worship services to be observed and the allowable announcement times for Quarterly, Annual, and Special Business Meetings. The normal pattern of worship services shall be determined by the Elected Officers.
- B. Although the general public is invited to all of the church's worship services, the church property remains private property. The Lead Pastor (or in his absence, an individual designated by the Deacons) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If, after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the Lead Pastor, (or in his absence, an individual designated by the Deacons), be treated as a trespasser.
- C. The church shall hold Quarterly Business Meetings during October, January, April, and June. The meeting date shall be announced in at least three (3) Stated Services and appear in the church bulletin once. An annual budget shall be presented at the June meeting for adoption.
- D. The Annual Meeting shall be held during July, at which time Deacons shall be elected. Annual reports shall be presented to the membership. The meeting date shall be announced in at least six (6) Stated Services and appear in the church bulletin twice.
- E. Special Business Meetings may be called at other times to address specific matters. These meetings may be called by the Lead Pastor, a majority vote of the Elected Officers, or at the written request of at least five percent (5%) of the voting membership of the church or ten (10) voting members, whichever is greater. Notice of such meetings and their agenda must be made in three (3) Stated Services and appear in the church bulletin once.
- F. Business meetings shall be held at or in conjunction with the Stated Services of the church. Exceptions may be made by a majority of the Elected Officers.
- G. A quorum for any duly called meeting shall be a minimum of twenty (20) voting members.
- H. The moderator shall govern the conduct of all business meetings. The Lead Pastor shall be the moderator of all business meetings unless (1) the Lead Pastor is the subject of action in the meeting or (2) the Lead Pastor is not available. In these cases, the Chairman of the Deacons shall moderate the meeting. In the event that the Lead Pastor and the Chairman of the Deacons are not available to moderate, the body may select a moderator from among the Elected Officers.

- I. The moderator shall utilize his discretion in determining the rules of procedure subject to biblical principles (e.g., Philippians 2:3-4; Ephesians 4:29; 1 Corinthians 14:40, 16:14; Colossians 3:17), the stipulations in the bylaws, and any standing rules adopted by the congregation. The moderator may consider the rules contained in the current edition of *Robert's Rules of Order Newly Revised*. The moderator shall be the final authority on the adjudication of rules subject to override by the congregation (through motion of appeal of the decision of the chair) by a majority vote.
- J. Should any meeting attendee be disruptive through distractions, outbursts, or other inappropriate behavior, the moderator shall have the authority to order that attendee be removed from the proceedings, subject to override of the congregation (through motion of appeal of the decision of the chair) by a majority vote.
- K. The following order shall generally be observed at regular business meetings:
1. Call to order
 2. Opening prayer
 3. Reading of minutes
 4. Reports (officers, standing committees, special committees)
 5. Elections
 6. Old business
 7. New business
 8. Inquiries from the floor
 9. Closing prayer
 10. Adjournment
- L. The fiscal year ends June 30.
- M. Members being eighteen (18) years of age or over shall have voting privileges. Voting privileges are suspended for those members on the inactive list and for those members currently engaged with a Discipline Committee. No absentee or proxy voting is allowed. Only qualified members present at a given meeting may vote.
- N. Committees. Committees, whether standing or special, have no authority to act on behalf of the corporation. Their primary function is research and recommendation. Each committee shall be formed from the members of the church and shall be led by a chairperson designated by that committee. Committees shall maintain records in the form of minutes for each meeting, which shall be made available to the Elected Officers as requested. Each committee shall report to the body that empanels it, and that report may contain one or more motions for consideration.
1. Standing Committees. Standing committees have a continuing existence and function, normally responsible for a particular subject matter. The Lead Pastor (or the Chairman of the Deacons if the office of Lead Pastor is vacant) shall have the authority to appoint standing committees at any business meeting as he deems appropriate and shall designate the membership for each standing committee unless specifically designated in these bylaws. The church body may also call for the formation of a standing committee by motion at any Quarterly Business Meeting or Annual Meeting and may stipulate its means of formation in that motion. Standing Committees may also be formed from among the Elected Officers either by the appointment of the Lead Pastor or by a motion of the Elected Officers for work specific to their body. Standing committees shall include:
 - a) The Personnel Committee, consisting of the Lead Pastor, the Chairman of the Deacons, the Church Treasurer, the Financial Secretary, and one (1) other member selected annually by the Elected Officers from among the Deacons. That member shall not be an employee. The Chairman of the Deacons shall serve as the chairperson. The role of this committee shall be to provide accountability for the Lead Pastor with regard to salary and benefits of individual employees, ensuring that reasonable compensation is maintained among employees. The committee shall also oversee exit reviews for departing employees. The Personnel Committee shall report to the Elected Officers.
 - b) The Nominating Committee, consisting of the Lead Pastor, two (2) Deacons appointed by the Elected Officers, and two (2) members elected by the church. The Lead Pastor shall serve as chairman. In the event that the Lead Pastor position is vacant, the Chairman of the Deacons shall serve in his place. The committee shall present a slate of candidates for the office of Deacon at the June Quarterly Business Meeting. At the June meeting, nominations may be made from the floor. Between the June meeting and the Annual Meeting, the committee shall vet any such nominations. Nominations shall not be made from the floor at the Annual Meeting. The Nominating Committee shall report to the church body.
 2. Special Committees. Special committees are created for a particular task and cease to exist when that task is completed. Examples of special committees explicitly denoted in these bylaws include the

Pastoral Search Committee and the Pulpit Supply Committee. In the normal business of the church, other special committees may be required to study and make recommendations for action. The Lead Pastor (or the Elected Officers if the office of Lead Pastor is vacant) shall have the authority to appoint special committees at any business meeting as he deems appropriate and shall designate the membership for each special committee except when otherwise specifically provided in these bylaws. The church body may also call for the formation of a special committee by motion at any regular business meeting and may stipulate its means of formation in the motion. Special committees may also be formed among the Elected Officers either by the appointment of the Lead Pastor or by a motion of the Elected Officers for work specific to their body.

V. Tax-Exempt Provisions

- A. **Private Inurement.** No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two.
- B. **Political Involvement.** No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- C. **Nondiscrimination.** The church shall have a nondiscriminatory policy and therefore shall not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability.
- D. **Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).**

VI. Amendments.

This Constitution may be amended by three-fourths ($\frac{3}{4}$) majority of the members present and voting at any business meeting, provided notice has been given at six (6) Stated Services and appears in the church bulletin twice. The proposed amendment must also be conspicuously posted in the church building three (3) weeks in advance.

VII. Dissolution

- A. Any action to dissolve the church must be approved by a three-fourths ($\frac{3}{4}$) vote of the members present and voting at a Special Business Meeting duly called to consider such action.
- B. In the event of a vote of dissolution, after paying or making provision for payment of all its liabilities, the corporation shall dispose of all of its remaining assets to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
- C. The Deacons acting as trustees shall make any and all discretionary determinations as to the amount to be distributed to such organizations, but all remaining assets shall in fact be distributed. Primary consideration should be given to those which have been supported by the missions budget of the church during its corporate existence.