

re·new·al
church

Constitution
and
Bylaws

**Constitution and Bylaws of
Renewal Church Apopka Corp.**

PREAMBLE

So that things may be done decently and in order in accordance with the accepted tenets of other churches of like precious faith, and that we may more readily help each other in our Christian service, we declare and establish this constitution to which we voluntarily submit ourselves.

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ARTICLE 1 - NAME AND PURPOSE

1.1 NAME

This congregation of believers shall be known as **Renewal Church Apopka Corp.** (Renewal Church) It is incorporated as a non-profit corporation under the laws of the State of **Florida**.

1.2 PURPOSE

- A. This congregation is organized as a church exclusively for charitable, religious and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), including, but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, rescue missions, camps, and any other ministries that the Church may be led of God to establish.
- B. The Church shall also ordain and license men to the Gospel ministry; evangelize the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; maintaining missionary activities in the United States and any foreign country; and engage in any other ministry that the Church may decide, from time to time, to pursue in obedience to the will of God.

ARTICLE 2 - STATEMENT OF FAITH

2.1 STATEMENT OF FAITH

The following section is the adopted Statement of Faith of this church, representing the core beliefs that will govern decision making.

- A. **The Scriptures:** We believe in the verbal plenary inspiration of the Scriptures (both the Old and New Testaments) and that “all Scripture is given by inspiration of God” (II Timothy 3:16). We believe that the original autographs are without error because of the work of the Holy Spirit as He moved each man to record the words of God (II Peter 1:20-21).
- B. **God:** We believe in one God with three eternal distinctions: God the Father, God the Son, and God the Holy Spirit. They are the same essence (John 1:1-2), but separate in personalities (Matt. 3:16-17; Matt. 28:19-20; II Cor. 13:14).
- C. **Jesus Christ:** We believe that Jesus Christ is God (John 10:30; 20:31) and that He is eternal (John 1:1-2). We believe that when Jesus Christ came to take on the form of man (Phil 2:6-8) that He was conceived by the Holy Spirit and born of a virgin (Isa. 7:14; Matt. 1:22-23). We believe that He lived a sinless life (2 Cor. 5:21) and that He provided the necessary atonement, vicariously, for our sins by the “sacrifice of Himself” (Isa. 53:4-6; Heb. 9:26; 1 Cor. 15:3). And most important, we believe that after He died and was buried that “He rose again the third day according to the scriptures” (1 Cor. 15:4).
- D. **Holy Spirit:** We believe that the Holy Spirit is God and indwells every believer (1 Cor. 6:19; Romans 8:9). We believe that the Holy Spirit convicts the world of sin, and of righteousness, and of judgment (John 6:8); that He is active in the new birth (John 3:5-6); that He testifies of Christ (John 15:26); that He seals the believer unto the day of redemption (Eph. 4:30) and that He makes intercession for believers (Rom. 8:26). We believe that man hinders the Holy Spirit in having all of himself due to sin. Therefore, it is essential for man to be filled with the Spirit (Eph. 5:18) or controlled by the Spirit by keeping sin confessed and walking in the light (1 John 1:6-7). We believe in the gifts of the Holy Spirit as outlined in scripture.
- E. **Satan:** We believe that Satan is a real and personable being who is void of truth (John 8:44). We believe also that he is the god of this world (II Cor. 4:4) who has blinded the eyes of them which believe not (Acts 26:18) and that he is in constant battlement against Christians (Eph. 6:11-12).
- F. **Creation:** We believe in and accept by faith (Heb. 11:3) the Genesis account of Creation (Gen. 1:1-12). We believe that God created all things (Col. 1:16) including man in six literal days. Our belief in Creation discounts all hypothesis of Evolution.
- G. **Hell:** We believe in a literal Hell of everlasting fire (Matt. 25:41), everlasting destruction (II Thess. 1:9) and everlasting punishment (Matt. 25:46).
- H. **Heaven:** We believe in a literal Heaven where Jesus is today preparing a place for His believers (John 14:1-2). We believe that only those who have received Jesus Christ into their hearts will be able to enter (Matt. 7:13-14) into Heaven.
- I. **Fall of Man:** We believe that God created man in innocence, but by willful disobedience man sinned (Rom. 5:12-19) and because of this, everyone is a sinner (Rom. 3:10-23) with an inherited sinful nature (Psa. 51:5). Therefore, man is under just condemnation (John 3:19) without defense or excuse (Rom. 5:16-18).
- J. **Salvation:** We believe that salvation is of the Lord (Phil. 1: 6) on the merit of the shed blood of Jesus Christ (Rom. 3:24-26). Salvation is a free gift (Eph. 2:8-9; Rom. 3:23) which excludes any possible merit on the basis of works (Eph. 2:8-9; II Tim. 1:9; Titus 3:5). We believe that the two essential doctrines that must be present in every lost

- person that wants to be saved are repentance (Acts 2:38) and faith (Acts 6:31; Rom. 10:9-10). We also believe that once a person has been saved that there is no chance of him/her ever going to hell and that he/she is eternally secure in Christ (John 3:16-36; 1 John 5:11-13).
- K. **Church:** We believe that the local church is a group of professing believers in Christ who unite together to serve Christ (Matt. 28:19-20). From this same commission, the church also has the responsibility of teaching and evangelizing and baptizing. The local church should also provide fellowship and worship and prayer.
- L. **Civil Government:** We believe that civil government is of divine appointment for the interests and good order of human society; and that magistrates are to be prayed for, conscientiously honored, and obeyed, except in those things opposed to the will of our Lord Jesus Christ who is the only Lord of the conscience, and the coming King of Kings (Rom. 13:1-7; Acts 23:5; Mt. 22:21; Acts 5:29; Acts 4:19-20; Dan. 3:17-18).
- M. **Human Sexuality:** We subscribe to the biblical belief that God creates human beings in His image as two distinct genders, male and female, and that the intended gender identity of an individual is determined by such individual's biological sex at birth. We apply this belief regarding gender identity in all policies and programs by the church. We subscribe to the biblical belief that sexual desire is rightfully fulfilled only within marriage, and that unmarried singles who abstain from sex can be whole, mature persons, as pleasing to God as persons who are faithful in marriage. We believe that God has commanded that no sexual activity should be engaged in outside of a marriage. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, pedophilia, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Gen. 2:24; Gen. 19:5-13; Gen. 26:8-9; Lev., 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6:9; 1 Thess. 4:1-8; Heb. 13:4).
- N. **Marriage, Divorce and Remarriage:** We believe that God's design for marriage is to be between one physically born male and one physically born female who still remain in that state. The church recognizes only such marriages for all policies and programs by the church. Renewal Church will not sanction or perform any marriages or ceremonies outside of God's design as a covenant relationship between one physically born man and one physically born woman. We believe that God intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication or the desertion of a spouse, or life-threatening abuse. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they will only be considered for the offices of Pastor or Elder if upon a review by the current Church Management Group the circumstances of the divorce are determined to be clearly within the biblically allowed conditions. (Mal. 2:14-17; Matt. 5:31-32; 19:3-12; Luke 16:18; Rom. 7:1-3; 1 Tim. 3:2-12; Titus 1:6; 1 Cor. 7:10-17).
- O. **The Sanctity of Life:** We believe that all life is sacred from conception to death and that all individuals are known by God from before the foundation of the world and that human life begins at conception and that death is under the sovereignty of God and not man. We believe that no procedures should be performed for the primary objective of terminating a pregnancy and taking the life of an unborn child (such procedures are referred to herein as Abortions) except in the rarest of circumstances where other biblical, moral, principles prevail, such as where it is medically impossible to save the life of both the mother and the child. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the

mental well-being of the mother are acceptable (Job 3:16; Psalms 51:5; 139:14-16; Is. 44:24, 49:1-5; Jer. 1:5, 20:15-18; Luke 1:44).

Similarly, we believe that no medical procedure should be performed that takes the life of an individual prematurely (such procedures are referred to as Euthanasia). The church's belief further prohibits paying for or otherwise facilitating such procedures. As dictated by these beliefs, the church as an organization shall not fund Abortions or Euthanasia in any manner, including through a health care benefit plan. Any requirement to facilitate Abortions or Euthanasia by participating in such a program, and any penalty for failing to participate in such a program, would directly and substantially burden and undermine the church's exercise and expression of its biblical beliefs.

- P. **Missions:** We believe that God has given the Church a Great Commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group and language group who believe on the Lord Jesus Christ. All missionaries and mission projects supported by this church shall be within the approved Mission Budget.
- Q. **Lawsuits Between Believers:** We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (1 Cor. 6:1-8; Eph. 4:31-32).
- R. **Giving:** We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to financially support his/her church. We believe that God has established the tithe as a basis for financial giving but that every Christian should also give other offerings of time and abilities sacrificially and cheerfully to support the Church, the relief of those in need, and the spread of the Gospel. We believe the Bible establishes 10% as the portion of gross income that should be returned to God and that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made (Mal. 3:10; Gen. 14:20; Gen. 28:22; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; II Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17).
- S. **Ordinances:**
1. **Communion:** We believe that Communion symbolizes the Lord's death (1Cor. 11:16). We believe that the elements used to symbolize His blood and body should be unfermented grape juice (Matt. 26:29) and unleavened crackers or bread (Exodus 12:15, 1 Cor. 5:6-7, Heb. 4:15). Believers who have examined their life and are in proper fellowship with God and other people may partake.
 2. **Baptism:** We believe that Baptism is a symbol of the believer's identification with Christ in His burial and resurrection (Rom. 6:4-5). We believe that the only Scriptural mode of Baptism is by immersion in water. (Col. 2:12, Mark 1:9-11). Renewal Church recognizes baptisms conducted at churches of like faith.
- T. **Lord's Second Coming:** We believe in the imminent, premillennial, pre-tribulational, and bodily (Acts 1:11) return of Jesus Christ (Matt. 24:42-44) at which time the true church will meet Him in the air (1 Thess. 4:16-18).

2.2 AUTHORITY OF STATEMENT OF FAITH

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members.

ARTICLE 3 - GOVERNMENT

3.1 BOARD OF TRUSTEES

Upon initial incorporation of the church, a Board of Trustees shall serve as the officers of the church, the corporation's board of directors, and shall exercise full control over the corporation.

- A. This Board of Trustees shall initially consist of the founding Pastor and at least three other men selected by the founding Pastor. Trustees are not required to be members of the church. One Trustee shall serve as the corporate Treasurer and another shall serve as the corporate Secretary and a third shall serve as Vice-President. The position of President shall remain unfilled.
- B. Unless otherwise provided for in these Bylaws, all decisions made by this Board of Trustees shall require a simple majority. The Trustees may exercise all powers of the Church Management Group defined herein as well as any other legally allowed powers as granted by the State of Florida.
- C. Trustees shall be added or replaced upon a 75% or more majority vote of the current Trustee board excluding the individual being voted upon. Trustees may also be removed by their voluntary resignation.
- D. To help ensure an ongoing and significant commitment to holding a position on the Board, each member shall be required to sign a written covenant containing the following statements:
 - a. I will execute the duties of my office prayerfully and in good faith.
 - b. I agree to follow the adopted Interim Guidelines, Bylaws and church policies.
 - c. I acknowledge that failure to follow the Interim Guidelines, Bylaws, or policies shall result in my immediate dismissal from the Board.
 - d. I will conform to the guidelines required for members to remain in good standing.
 - e. I understand my tithing records will be reviewed on a regular basis.
 - f. I will interact closely and graciously with the congregation, staff, and volunteers and present myself as a humble servant of the church.
 - g. I will endeavor to further develop my relationship with God.
 - h. I will prayerfully consider my contribution to the church and will quietly resign from my position if I am unable to sufficiently fulfill my responsibilities.
- E. **Transfer of Authority:**
 - 1. Prior to the transfer of authority, the following steps shall be taken:
 - a. Establish a provisional Church Membership roll.
 - 1) The 'Qualifications and Process for Membership' procedures in the Bylaws shall be utilized to establish the membership roll.
 - 2) The membership roll shall be considered provisional until validated by the Board of Trustees.
 - b. Establish the initial Corporate Board and Ministry Board members
 - 1) Under the direction of the founding Pastor, meetings with the Board of Trustees shall be held to nominate, vet, and appoint the initial members of the Corporate Board and Ministry Board.
 - 2) Nominees shall not be present during discussions or voting regarding their own nomination.
 - 3) Upon a 75% or more affirmative vote by the Board of Trustees, the nominee shall be elected.

- 4) Probationary periods and term limits do not apply to the initial Board members.
- c. Adoption of the Bylaws
 - 1) The Bylaws shall be provided electronically to the congregation for a review and comment period lasting two-weeks. Comments shall be received electronically and distributed to all Board Members.
 - 2) The Board of Trustees shall review and consider modification suggestions and provide an additional congregation review period if warranted by the modifications.
 - 3) Once finalized, the Bylaws shall be adopted according to the following procedure:
 - a) Provide notice to the congregation that a business meeting will be held to vote on the Bylaws. Announcements shall be made at two or more regular services immediately prior to the business meeting date.
 - b) The Board of Trustees shall conduct the business meeting as follows.
 - (1) The Board shall convene in front of the congregation and call for a Board vote on the Bylaws. Board members are to be polled individually and shall vote 'Yea' or 'Nay'. This is a Non-binding vote.
 - (2) If 75% or more affirmative votes are cast, the Bylaws may move forward to a congregation vote.
 - (3) The Board calls for the congregation to vote on adopting the Bylaws. Voting shall be by a show of hands of the congregation.
 - (4) If 75% or more affirmative votes are counted, the Bylaws are adopted.
- d. Validation of Membership Roll
 - 1) The Board calls for a vote to validate the Church membership roll.
 - 2) Upon a 75% affirmative vote of the Board Members, the membership roll is adopted and the Founding Members list is established.
2. Procedure:
 - a. Upon a 75% or more affirmative vote by the Board of Trustees operational authority of the church shall be transferred to the Church Management Group and the following shall occur:
 - 1) Authority over the corporation will be turned over to the Church Management Group as defined in these Bylaws.
 - 2) The role of Trustee in these Bylaws shall become dormant.
 - 3) The first action of the Corporate Board and Ministry Board shall be to initiate the Lead Pastor selection process in accordance with the adopted Bylaws.

3.2 CHURCH MANAGEMENT GROUP

The Church Management Group constitutes the board of directors of the corporation, exercising all powers as granted by these Bylaws and as allowed under the laws of the State of Florida.

- A. **Branches:** The Church Management Group shall be comprised of three branches that provide a system of checks and balances. The branches are:
 1. Executive Branch (Lead Pastor)
 2. Corporate Board (Directors)

3. Ministry Board (Elders)
- B. **Oversight:** Each branch of the Church Management Group shall constitute an oversight committee of the other two branches. The review and oversight process shall be performed openly and with a spirit of humility among all individuals. Oversight functions shall include:
1. Review of meeting minutes.
 2. Ensure all members are conducting themselves in accordance with the Bylaws.
 3. Ensure all branch members remain in good standing.
 4. Request outside professional review of documents as needed to ensure compliance with the by-laws and governmental agencies.
- C. **Voting:**
1. Procedure: The Church Management Group voting process shall occur as follows:
 - a. Branch Vote: Each branch shall vote individually on the measure. A majority vote of the members of the branch shall constitute acceptance of the measure by the branch. The yes or no vote result shall be recorded in writing and delivered to the Lead Pastor.
 - b. The Lead Pastor shall convene with a member from each branch to receive the individual branch votes. The vote result shall be recorded.
 - c. Upon a majority affirmative vote of the branches, the measure shall be accepted.
 - d. Items requiring church votes shall be presented to the congregation in accordance with the church voting guidelines.
 2. Binding Vote: The Church Management Group shall be authorized to provide a final vote on all items of substance except those listed as 'Non-Binding Votes'.
 3. Non-Binding Vote: The Church Management Group shall vote to advance the following items to a final vote by the church congregation:
 - a. Appointing/Removal of Lead Pastor
 - b. Appointing and Re-election of Corporate Board and Ministry Board members
 - c. Construction projects exceeding \$25,000 estimated construction cost
 - d. Borrow money and incur church indebtedness
- D. **Anti-Nepotism:** Two or more members of the same family shall not serve simultaneously within the Church Management Group.
- E. **Responsibilities**
1. Meetings: All members of the Church Management Group shall make themselves available for regular (quarterly) meetings of the Church Management Group.
 2. Congregation Notification: Within two weeks of a Board Member parting from a Board, the Congregation shall be notified at the regular Church Service.

3.3 EXECUTIVE BRANCH (LEAD PASTOR)

- A. **Composition:** The Executive Branch shall consist of the Lead Pastor.
- B. **Qualifications:** The Lead Pastor must agree with and live in accordance with the Statement of Faith, the membership covenant, and bylaw provisions of this church. His

life must clearly align with the qualifications of a Pastor as described in I Timothy 3:1-7 and Titus 1:6-9.

- C. **Appointment/Replacement:** Upon the death, resignation, or dismissal of the Lead Pastor, the following shall occur:
1. The Corporate Board and Ministry Board shall convene and nominate potential candidates from the existing pool of church members.
 2. If a potential candidate(s) is not successfully nominated, the following process shall occur:
 - a. A Lead Pastor search committee shall be established with an equal number of participants from the Ministry Branch, the Corporate Branch, and the congregation.
 - b. The search committee shall interview potential candidates and will only consider men who completely subscribe to the Statement of Faith, the Covenant and bylaw provisions of this church, and whose life aligns with the qualifications of a Lead Pastor as described in I Timothy 3:1-7 and Titus 1:6-9. The church shall abide by the following guidelines for calling a Lead Pastor.
 3. Once a set of possible names has been identified, the Ministry Board and Corporate Board may elect to interview or otherwise vet the candidates in any way they deem necessary and select the best qualified candidate. Once this process is completed, if the candidates agree to serve, the following process shall occur:
 - a. The Corporate Board and Ministry Board shall provide preliminary vote by secret ballot. Upon receiving a 75% or more majority vote the nominee shall advance.
 - b. If multiple nominees garner more than 75% vote, the nominee with the highest affirmative voting percentage shall be presented to the church.
 - c. Only one candidate will be presented to the church for consideration at a time, and a church vote shall be conducted prior to consideration of other potential candidates.
 - d. Upon a successful vote in accordance with the Bylaws, the candidate shall become the Lead Pastor.
 - e. Upon an unsuccessful vote, the unsuccessful candidate shall not be again presented to the congregation for a period of 3 months.
- D. **Covenant:** Recognizing the governing principles as defined in the Church Constitution and By-Laws of the church as adopted, we adopt this covenant as evidence of our commitment to promote a harmonious working relationship between the membership and the pastor. We believe that these mutual agreements and understandings will be of benefit to the church in promoting its ministries and in fostering its continued prosperity and growth. Each of us promises to support by our prayers and actions this Pastor-Church Covenant. We prayerfully request the leadership and guidance of the Holy Spirit in this endeavor.
1. **The Pastor's Expectations of the Church**
 - a. TRUST in him as a person of integrity, dedicated to the work of the ministry and as a competent professional person who can manage the use of his time wisely.
 - b. SUPPORT for him as leader by faithfully praying, and by each member participating in the life and ministry of the church.
 - c. CONSULTATION with him about church affairs before decisions are made so that the church can benefit from his training and experience and so that the work of the church can be coordinated.

- d. CONCERN for him and his family as evidenced by prayer support, an annual review of his total compensation, within the budget process.
- e. AUTHORITY for him to approve or disapprove the coming of guest ministers and religious groups to the church, and to supervise all paid employees of the church.

2. The Church's Expectations of Its Pastor

- a. COMPETENCY in ministry through well prepared sermons, regular visitation where there is a need, pastoral care in crisis situations, administrative and organizational leadership, and the improvement of pastoral skills through continued study.
- b. AVAILABILITY by having it announced when and where he can be contacted during the week and by letting it be known how he can be contacted while he is away from the church field.
- c. LEADERSHIP in worship services, evangelistic outreach efforts, the development of a Christian education program, and the administrative work of the church in cooperation with the church's leaders.
- d. LOYALTY to Renewal Church's beliefs as found in the Scriptures.
- e. COOPERATION with civic and community organizations and with compatible inter-denominational endeavors.

3. The Pastor's Obligation To the Church

- a. To fulfill the duties of the office of pastor as a servant of the church rather than the church's ruler who always knows what is best.
- b. To seek to meet the spiritual needs of people through biblical preaching and teaching and to refrain from proclaiming personal opinions as the Word of God.
- c. To meet the reasonable expectations of the congregation and serving under the leadership of God.
- d. To manage personal and congregational money with integrity so as not to injure the witness of the church.
- e. To accept the church as an imperfect organization composed of imperfect people who must be loved and forgiven, to work with the elected leaders of the church, and to be the pastor of all the people in the church.
- f. To acknowledge that feed-back and constructive criticism from the congregation can be helpful and to be open enough to accept it and grow because of it.

4. The Church's Obligation To Her Pastor

- a. To respect the office of pastor and to support the pastor's ministry to which the pastor is called.
- b. To guarantee the freedom of the pulpit so that the pastor can preach in a manner and style as the Spirit of God leads in accordance with the Scriptures.
- c. To allow the pastor to be who God created the minister to be and to expect no more of the minister's family than any other family in the church.
- d. To provide for the pastor's support to the best of the church's ability and to review annually the pastor's compensation as an evidence of the church's care and concern for the minister's welfare.
- e. To recognize that because the pastor is human who makes mistakes and needs forgiveness like everyone else and that because of the limitation of time the pastor may not be able to fulfill everybody's expectations.
- f. To talk directly with the pastor about any accusation made against the pastor instead of discussing it in secret and to refrain from passing

judgment upon the minister until verification, validation and the concerns are addressed with the pastor.

- g. To provide annual sabbatical time for the minister's spiritual and emotional growth.

- E. **Responsibilities:** The Lead Pastor of the church shall be responsible for providing overall direction to all of the church's ministries, including the overall vision for the church. Under the direction and oversight of the Church Management Group, the Lead Pastor shall provide the day to day management and administration of the church, including but not limited to the following:
 - 1. Participate and preside over the regular meeting of the Church Management Group.
 - 2. Promoting the spiritual welfare of the church, in conducting the church services, and in performing all other work of the church.
 - 3. Develop and implement of the vision of the church.
 - 4. Preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him.
 - 5. Set the example for actively engaging in evangelistic outreach as a critical component of an effective church.
 - 6. Nominating individuals to fill the pulpit on those occasions where he is not preaching.
 - 7. Prayerfully seek God's vision for the church and lead the church management group in pursuit of the vision.
 - 8. Work with the Directors to establish the financial controls of the church, the annual budget of church expenditures, and ensure good stewardship of God's church.
 - 9. Administer the ordinances of the church and supervise others that may carry out church ordinances.
 - 10. Act as moderator at all church meetings for the transaction of church matters.
 - 11. Provide oversight and administration for all ministries of the church.
 - 12. Tenderly watch over the spiritual interests of the membership.
 - 13. Nominate quality leaders to help carry out the ministry of the church. The leaders shall be reviewed and approved by the church management group.
 - 14. The Lead Pastor, may request paid and/or volunteer staff to assist him in carrying out his God-given responsibilities. All church staff, whether paid or volunteer, shall be under the daily supervision of the Lead Pastor.
 - 15. He will be responsible, in coordination with the church management group, to establish mandatory safety and security procedures for all ministries and programs involving minors.
- F. **Term:** The Lead Pastor shall continue service indefinitely unless removed according to due process.
- G. **Removal:** The Lead Pastor may be removed from office for unbiblical conduct according to scripture used in context and verified with other scriptural comparisons, or the failure to fulfill his requirements as defined in these Bylaws. In any process considering the removal of the Lead Pastor, the Directors and Elders will be expected to act with humility and act in good faith in accordance with Scriptural guidelines related to conflict

resolution (Matt. 18, Gal 6:1-3). The Corporate Branch and Ministry Branch may elect to hold a meeting in which the Lead Pastor is not present in order to consider his removal, however he must be informed that such a meeting is taking place. The Corporate Board and Ministry Board, with a 75% or more popular vote each may elect to enact any of the following:

1. Implement a plan where the Elders will work with the Lead Pastor to resolve the issues, including specific action steps and timelines.
2. To hold a special business meeting in accordance with the Bylaws in which the removal of the Lead Pastor will be brought to a vote of the congregation. The Ministry Board may elect to place the Lead Pastor on paid leave until this meeting is held. Disciplinary removal of the Lead Pastor from office automatically terminates his membership, position as President of the Corporation, and all positions in the Church Management Group.

3.4 CORPORATE BOARD (DIRECTORS)

- A. **Composition:** The Corporate Board shall consist of no less than three (3) members (men and/or women) from the local business community with a strong commitment to the success of the church and who satisfy the qualifications of Director.
 1. If the board is reduced below three, the remaining director(s) may temporarily (60 days maximum) fill this vacancy with an individual from the Ministry Board until a suitable new director is elected from within the membership of the church. The 36-month Deacon and Deaconess qualification may be waived in these circumstances.
- B. **Qualifications:** Only active Deacons and Deaconesses in good standing for the prior 36 months or 75% of the life of the church since incorporation (whichever is less) are eligible for election to the Corporate Board.
- C. **Appointment:** Potential Directors will be nominated by the congregation. These names may be discussed confidentially in the director meetings to ensure possible candidates are upstanding individuals of character that are already actively contributing to the ministry of the church. All potential directors are expected to live in accordance with the Statement of Faith as set forth in these Bylaws. Once a set of possible names has been identified, the Corporate Board may elect to interview or otherwise vet the candidates in any way they deem necessary and select the best qualified candidate. Once this process is completed, if the candidates agree to serve, the following process shall apply:
 1. The Corporate Board shall provide preliminary vote by secret ballot. Upon receiving a 75% or more majority vote the nominee shall advance.
 2. The nominee shall be presented to the Church Management Group for approval. Upon a unanimous vote, the nominee shall advance.
 3. The candidate shall be presented to the congregation per the church voting requirements. Upon a successful vote, the candidate shall become a board member and immediately assume assigned responsibilities. The voting probationary period shall begin.
 4. Probationary Period: Newly elected Board members shall have a 3 month probationary period where they participate fully in meetings, but cannot participate in voting.

D. **Covenant:** To help ensure an ongoing and significant commitment to holding a position on the Board, each Director shall be required to sign a written covenant containing the following statements:

- a. I will execute the duties of my office prayerfully and in good faith.
- b. I agree to follow the adopted church Bylaws and policies.
- c. I will endeavor to attend scheduled meetings and understand that failure to attend two consecutive meetings (without extenuating circumstances) will result in my removal.
- d. I acknowledge that failure to follow the Bylaws or policies shall result in my immediate dismissal from the Board.
- e. I will remain a member in good standing.
- f. I understand my tithing records will be reviewed on a regular basis.
- g. I will interact closely and graciously with the congregation, staff, and volunteers and present myself as a humble servant of the church.
- h. I will prayerfully consider my contribution to the church and will quietly resign from my position if I am unable to sufficiently fulfill my responsibilities.

E. **Responsibilities:**

1. Meetings: The Directors shall make themselves available for regular (monthly) meetings of the Corporate Board and regular meetings of the Church Management Group.
2. Oversee the financial health of the church.
3. Develop and maintain the budget.
4. Oversee the business activities of the church.
5. Assist in the administrative needs of the church's various ministries.
6. Designate a moderator/presenter for church meetings.
7. Maintain policy and procedure manual.
8. Ensure compliance with policies and procedures.

F. **Term:** The standard term of service for a director shall be three (3) years, at the expiration of which the director may be re-elected. Directors shall serve in their office until their successors are duly elected.

G. **Removal:** Directors may be removed from office for conduct inconsistent with the Statement of Faith. This removal requires a unanimous vote of the other Directors plus a unanimous vote of the Church Management Group.

3.5 MINISTRY BOARD (ELDERS)

A. **Composition:** The Ministry Board shall consist of no less than three (3) men with a strong commitment to the success of the church, a calling to the Ministry, and who satisfy the qualifications of Elder.

1. If the board is reduced below three, the remaining Elder(s) may temporarily (60 days maximum) fill this vacancy with an individual from the Corporate Board until a suitable new Elder is elected from within the membership of the church. The 36 month Deacon qualification may be waived in these circumstances.

B. **Qualifications:** Only active Deacons in good standing for the prior 36 months or 75% of the life of the church since incorporation (whichever is less) are eligible for election to the Ministry Board. Elders must agree with and live in accordance with the Statement of Faith, the membership covenant, and bylaw provisions of this church. His life must

clearly align with the qualifications of a Pastor as described in I Timothy 3:1-7 and Titus 1:6-9.

- C. **Appointment:** Potential Elders will be nominated by the congregation. These names may be discussed confidentially in the Elder meetings to ensure possible candidates are upstanding individuals of character that are already actively contributing to the ministry of the church. All potential Elders are expected to live in accordance with the Statement of Faith as set forth in these Bylaws. Once a set of possible names has been identified, the Ministry Board may elect to interview or otherwise vet the candidates in any way they deem necessary and select the best qualified candidate. Once this process is completed, if the candidates agree to serve, the following process shall apply:
1. The Ministry Board shall provide preliminary vote by secret ballot. Upon receiving a 75% or more majority vote the nominee shall advance.
 2. The nominee shall be presented to the Church Management Group for approval. Upon a unanimous vote, the nominee shall advance.
 3. The candidate shall be presented to the congregation per the church voting requirements. Upon a successful vote, the candidate shall become a board member and immediately assume assigned responsibilities. The voting probationary period shall begin.
 4. Probational Period: Newly elected Board members shall have a 3 month probationary period where they participate fully in meetings, but cannot participate in voting.
- D. **Covenant:** To help ensure an ongoing and significant commitment to holding a position on the Board, each Elder shall be required to sign a written covenant containing the following statements:
- a. I will execute the duties of my office prayerfully and in good faith.
 - b. I agree to follow the adopted church Bylaws and policies.
 - c. I will endeavor to attend scheduled meetings and understand that failure to attend two consecutive meetings (without extenuating circumstances) will result in my removal.
 - d. I acknowledge that failure to follow the Bylaws or policies shall result in my immediate dismissal from the Board.
 - e. I will remain a member in good standing.
 - f. I understand my tithing records will be reviewed on a regular basis.
 - g. I will interact closely and graciously with the congregation, staff, and volunteers and present myself as a humble servant of the church.
 - h. I will prayerfully consider my contribution to the church and will quietly resign from my position if I am unable to sufficiently fulfill my responsibilities.
- E. **Responsibilities:** The Elders shall be responsible maintaining and supporting all of the church's ministries, including the overall vision for the church. Under the direction and oversight of the Church Management Group, the Elders' responsibilities include, but are not limited to, the following:
1. Meetings: The Elders shall make themselves available for regular (monthly) meetings of the Ministry Board and regular meetings of the Church Management Group.
 2. Identify and request expenditures that will help the church achieve its vision.
 3. Assist in the administrative needs of the church's various ministries.
 4. Participate in the regular meeting of the Church Management Group.

5. Promoting the spiritual welfare of the church, in conducting the church services, and in performing all other work of the church.
 6. Set the example for actively engaging in evangelistic outreach as a critical component of an effective church.
 7. Fill the pulpit and preach the Gospel on those occasions where he is needed.
 8. Support and contribute to achieving the vision of the church.
 9. Prayerfully seek God's vision for the church and help lead the church management group in pursuit of the vision.
 10. Work with the Directors to establish the financial controls of the church, the annual budget of church expenditures, and ensure good stewardship of God's church.
 11. Administer the ordinances of the church and supervise others that may carry out church ordinances.
 12. Act on behalf of the church at all church meetings for the transaction of church matters.
 13. Assist the Lead Pastor in providing oversight and administration for all the ministries of the church.
 14. Tenderly watch over the spiritual interests of the membership.
 15. Nominate quality leaders to help carry out the ministry of the church. The leaders shall be reviewed and approved by the church management group.
 16. Coordinate with the church management group to establish mandatory safety and security procedures for all ministries and programs involving minors.
- F. **Term:** The standard term of service for an Elder shall be three (3) years, at the expiration of which the Elder may be re-elected. Elders shall serve in their office until their successors are duly elected.
- G. **Removal:** Elders may be removed from office for conduct inconsistent with the Statement of Faith including divorce for unbiblical reasons. This removal requires a unanimous vote of the other Elders plus a unanimous vote of the Church Management Group.

ARTICLE 4 - CHURCH SUPPORT POSITIONS

4.1 VICE-PRESIDENT

- A. One member of the Corporate Board shall be designated with the additional responsibility of Corporate Vice President. This individual shall have the following duties:
 - 1. When the President is absent, is unable to act or refuses to act, the Vice President may perform the duties of the President. When a Vice President acts in place of the President, the Vice President shall have all the powers of and be subject to all the restrictions upon the President.
- B. If the Corporate Vice President is unwilling or unable to fulfill the responsibilities of the position, the Corporate Board shall appoint a new Corporate Vice President.

4.2 CORPORATE CLERK

- A. One member of the Corporate Board shall be designated with the additional responsibility of Corporate Clerk. This individual shall have the following duties:
 - 1. Certify:
 - a. Corporate Bylaws including all amendments or alterations.
 - b. Minutes of Corporate Board meetings.
 - c. Membership roll.
 - 2. Keep minutes of all Corporate Board meetings including:
 - a. Time and location of meeting.
 - b. Attendees.
 - c. An accurate record of all church business approved at each meeting.
 - 3. Record the minutes of Corporate Board meetings electronically and distribute electronically via email to all members of the Church Management Group. The Executive Branch shall record minutes into permanent church record electronically.
 - 4. Maintain an up-to-date informational list of corporate resources (Bank Information, financial web sites, Etc.) accessed and utilized for church activities along with any electronic access requirements (usernames and password) for log-in.
 - a. Provide two additional members of the Corporate Board with access to the informational list and notify them when the list is updated.
 - 5. Sign, certify, or attest documents as may be required by law.
 - 6. Ensure that reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
 - 7. Ensure that all notices are duly given in accordance with the provisions of these Bylaws.
 - 8. Keep an account of any special events in the life of the church which are of historical interest.
- B. If the Corporate Clerk is unwilling or unable to fulfill the responsibilities of the position, the Corporate Board shall appoint a new Clerk.

4.3 MINISTRY CLERK

- A. One member of the Ministry Board shall be designated with the additional responsibility of Ministry Clerk. This individual shall have the following duties:
 - 1. Certify:

- a. Minutes of Ministry Board meetings.
 - b. Baptisms.
 - c. Certificates of ordination and license.
2. Keep minutes of all Ministry Board meetings including
 - a. Time and location of meeting.
 - b. Attendees.
 - c. An accurate record of all church business approved at each meeting.
 3. Record the minutes of Ministry Board meetings electronically and distribute electronically via email to all members of the Church Management Group. The Executive Branch shall record minutes into permanent church record electronically.
 4. Maintain an up-to-date informational list of Ministry resources (Study materials, Educational materials, Etc.) accessed and utilized for church activities along with any electronic access requirements (usernames and password) for log-in.
 - a. Provide two additional members of the Ministry Board with access to the informational list and notify them when the list is updated.
 5. Sign, certify, or attest documents as may be required by law.
 6. Keep an account of any special events in the life of the church which are of historical interest.
- B. If the Ministry Clerk is unwilling or unable to fulfill the responsibilities of the position, the Ministry Board shall appoint a new Clerk.

4.4 CHURCH TREASURER

- A. One member of the Corporate Board shall be designated with the additional responsibility of Corporate Treasurer. This individual shall have the following duties:
1. Supervise the financial operations of the church to ensure an accurate and permanent record of all church financial transactions.
 2. Make reports of itemized disbursements and the financial condition of the church as requested by the Church Management Group for annual, quarterly or otherwise special or regular administration meetings;
 3. Personally or through a separate designated Board Member, verify all funds received are properly deposited in an approved banking facility within two days of receipt.
 4. Supervise the payment of church bills and routine expenses approved by the Church Management Group as well as supervise the disbursement of funds and salaries as directed by the Church Management Group.
 5. Designate at least two other board members to serve as authorized signers of church checks.
 6. All checks shall be signed by two authorized signers.
 7. No persons shall be permitted to sign checks written to themselves.
 8. No expenditures of the church (except miscellaneous petty cash disbursements) shall be made by cash.

- B. If the Corporate Treasurer is unwilling or unable to fulfill the responsibilities of the position, the Corporate Board shall appoint a new Corporate Treasurer.

4.5 DESIGNATION OF CORPORATE OFFICERS

- A. As an accommodation to legal relationships outside the church, the following shall apply:
 - 1. Lead Pastor shall serve as President of the corporation.
 - 2. The Vice President shall serve as the Vice President of the corporation.
 - 3. The Corporate Clerk shall serve as Secretary of the corporation.
 - 4. The Church Treasurer shall serve as Treasurer of the corporation.
- B. The Corporate Clerk is responsible for updating and maintaining the designated corporate officers with the State of Florida.

4.6 DUTIES OF ALL OFFICERS

- A. Officers shall surrender all church records in their possession to the Corporate Secretary and/or their successor at the conclusion of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church. Officers shall treat confidential records in a confidential fashion and shall not share them either during or after their service.
- B. The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the Statement of Faith. All church officers, upon request of the Church Management Group shall affirm their agreement with the Statement of Faith.

4.7 DEACONS AND DEACONESSES (MINISTRY COORDINATORS)

- A. **Qualifications:** The Ministry Board may appoint men and women to serve as Deacons and Deaconesses by unanimous vote of the Elders present at a regular meeting. They shall review those men and/or women who have been nominated by the Ministry Coordinator Manager to determine that they meet the spiritual qualifications contained in 1 Timothy 3 and who additionally have demonstrated discretion and wisdom in these areas:
 - 1. Spiritual maturity and congregational ministry.
 - 2. Desire and gift of service.
 - 3. Member of the church in good standing for at least 12 months.
- B. **Number:** The number of Deacons and Deaconesses shall be determined at the discretion of the existing Ministry Board.
- C. **Term of Office:** Deacons and Deaconesses may serve for as long as they are active members in good standing of the church and as long as they continue to fulfill the scriptural qualifications. Deacons and Deaconesses are appointed to a two-year term of service renewable by a unanimous vote of the Ministry Board.
- D. **Removal:** Deacon and Deaconess may be released from service at the discretion of the Ministry Board at any time and without cause.
- E. **Responsibilities:** Deacons and Deaconesses serve as a coordinator of any ministry area appointed by the Ministry Board. They are given the freedom and authority to lead in their area of ministry under the oversight of a Ministry Coordinator Director. They are expected to recruit, staff and delegate according to their needs. Each year there will be an evaluation by the Ministry Board to determine effectiveness. They must abide by the principles laid in the New Testament. (Acts 6:1-6; 1 Tim 3:8-13)

ARTICLE 5 - MEMBERSHIP

5.1 QUALIFICATIONS AND PROCESS FOR MEMBERSHIP

Those seeking membership must, through their actions, words, lifestyle and affiliations, evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior. The candidate for membership must also have been Scripturally baptized after accepting Christ as Savior.

- A. Candidates for membership must be at least 16 years of age.
- B. Candidates for membership will be required to attend a membership class.
- C. After completion of the class, membership will be granted upon a candidate at such time that they complete and return a signed member covenant.
- D. The Ministry Board may withhold membership from any membership candidate with Biblical cause after a majority vote.

5.2 DUTIES OF A MEMBER

- A. On becoming a member of this church, each member covenants to
 1. love, honor, and esteem the Pastor, staff, Elders, and Directors; to pray for them; to recognize their authority in the spiritual and day-to-day affairs of the church; to cherish a brotherly love for all members of the church;
 2. to support the church in prayer, giving, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands,
 3. to support through a lifestyle walk affirming the beliefs and practices of the church.
- B. It is the member's responsibility to provide and update electronic contact information for notification.

5.3 PRIVILEGES OF MEMBERSHIP

- A. Only members who are physically present at a duly called meeting of the church shall be entitled to vote. There may be proxy or absentee voting as allowed by the Directors. The eligible membership of the church may only exercise voting privileges in those areas that are specified by these Bylaws.
- B. This congregation does not function as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the guidance of the Church Management Group. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The Church Management Group shall oversee and/or conduct all aspects of this church in accordance with these Bylaws.
- C. Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The Church Management Group (or any individual so designated by the Church Management Group) 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 Church Management Group, be treated as a trespasser.
- D. A member may review the prepared financial statements of the church and the minutes of the proceedings of church and committee meetings, provided he shall

have made a written request upon the church and the church has received the written request at least five business days before the requested inspection date. Minutes from discipline committee meetings are exempt from this provision and are not subject to inspection or copy, unless specifically authorized by the Ministry Board.

1. A member may not, under any circumstances, inspect, copy, or distribute any record relating to individual financial contributions to the church, the list of names and addresses of the church members, or the accounting books and financial records of the church, unless specifically authorized in writing by the Ministry Board.
2. The church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.

5.4 GOOD STANDING

- A. A member is considered to be in good standing with the church if the following criteria are satisfied:
1. Conduct in accordance with the adopted Bylaws and church policies.
 2. Regular attendance to the church service.
 3. Tithing regularly and biblically.
 4. Participation in regularly scheduled activities that promote the ministry of the church.

5.5 CHURCH VOTING

- A. **Items:** The church members shall vote on all items indicated in the 'Non-Binding Vote' section of the Church Management Group description.
- B. **Preparation:**
1. Within one week of the Church Management Group affirmatively voting on a non-binding issue, the Corporate Board shall produce a written list of church members.
 2. Meeting notifications shall be sent in accordance with the Special Meetings section of these bylaws to the listed church members along with an electronic copy of the ballot.
 3. The Corporate Board shall provide the following:
 - a. A ballot clearly indicating the item(s) to be voted upon.
 - b. One member of the Corporate Board to run the meeting for voting and present the voting results.
 - c. Two members of the Corporate Board to receive the completed ballots and mark the membership list to indicate which members voted.
 - d. Three members of the Corporate Board to tabulate and confirm the votes.
- C. **Procedure:**
1. Members of the Church Management Group shall:
 - a. Conduct and oversee the meeting and ensure voting procedures are adhered to.
 - b. Bring the meeting to order.
 - c. The Lead Pastor or an Elder shall deliver an opening prayer.
 2. Absentee Ballots: Members unable to attend the meeting may deliver their completed ballot to the Church Management Group in an envelope as follows:

- a. The individual member's name shall be written on the outside of the envelope for membership verification.
 - b. A printed hardcopy of the ballot with voting selection marked shall be sealed within the envelope. The ballot should not indicate voter identity.
 - c. The membership list shall be marked to indicate that a ballot was submitted by the member.
 - d. The ballot envelope shall be opened at the church meeting and the ballot accumulated with the other voting ballots.
3. Members attending the meeting shall vote according to the following process:
- a. Upon entering the voting room, a ballot shall be provided only to individual's whose membership status can be verified.
 - b. A member of the Corporate Board shall call the meeting to order, provide final instructions, and initiate the voting process.
 - c. Attendees shall vote by clearly marking their selection on their ballot and take the completed ballot to the ballot receiving personnel.
 - d. The Corporate Board shall collect and tabulate the ballots utilizing three individuals from the Board for verification and oversight.
 - e. The results of the vote shall be announced to the members by reporting the following:
 - 1) The number of members able to vote.
 - 2) The number of members that did vote.
 - 3) The percentage of affirmative votes required to pass the measure.
 - 4) The number of affirmative votes required to pass the measure (percent required x number of members that did vote).
 - 5) The number of affirmative votes cast.
 - 6) Whether the measure has passed or failed to be adopted.
 - f. Ballots shall be stored for one week following the voting.
4. A closing prayer shall be delivered and the meeting shall be adjourned.
- D. **Voting Requirements:** Items garnering at least the indicated percentage of church member votes shall be considered immediately adopted.
- 1. Appointing/Removal of Lead Pastor: 75%
 - 2. Appointing and Re-election of Corporate Board and Ministry Board members: 75%
 - 3. Construction projects exceeding \$25,000 estimated construction cost: 60%
 - 4. Borrow money and incur indebtedness for the purpose and use of the church: 60%

5.6 DISCIPLINE OF A MEMBER

- A. There shall be a discipline committee, which will consist of the Ministry Board. The Ministry Board shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the church covenant. If there is a member of the Ministry Board that is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. The Ministry Board shall be entitled to the same steps as other church members and be subject to the same discipline.
- B. Members are expected to demonstrate loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders the spiritual growth and testimony of an individual in the local church or the body as a whole, he is to go alone to the offending party and seek to restore his brother in accordance with

Scriptural guidelines. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.

- C. If reconciliation is not reached, a second member, either an Elder or a member of the Pastoral staff, is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- D. If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the discipline committee shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall have the ability to subject the member to disciplinary action, up to and including removal of the member from the membership of the church. This disciplinary action must be approved by a majority vote of the discipline committee and a majority vote of the Corporate Board. The member subject to disciplinary action is not entitled to vote on his/her own discipline.
- E. The procedures provided in this section are based on Matt. 18:15-20; Rom. 16:17-18; 1 Cor. 5:1-13; 2 Cor. 2:1-11; Gal. 6:1-2; 1 Thess. 5:14; 2 Thess. 3:6, 10-15; 1 Tim. 5:19-20; and Titus 3:10-11.

5.7 TRANSFER OF MEMBERSHIP

Members not under the disciplinary process may request that letters of transfer be sent to another church.

5.8 AUTOMATIC SUSPENSION OF MEMBERSHIP

- A. The membership of any individual member shall automatically become inactive without notice if the member in question has not attended a regular worship service or tithed to the church in the preceding six months.
- B. If the member in question holds a governing position within the church, that position shall be deemed vacant and the member shall be replaced through the processes designated for that position.
- C. Upon good cause being shown to the Ministry Board, this provision may be waived in the case of any individual member through a unanimous vote of the Ministry Board.
- D. No member of this church may hold membership in another church. The membership of any individual member shall automatically terminate without notice if the member unites in membership with another church.
- E. The membership of an individual will automatically terminate upon his or her death.
- F. A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the Ministry Board.

ARTICLE 6 - STATEMENT OF FAITH ACCORD

6.1 EDUCATIONAL MATERIALS

- A. All educational programs and courses of instruction shall be taught and presented in full accord with the Statement of Faith of the Church.

6.2 UNITY

- A. All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the Church.

6.3 TEACHING

- A. All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief which conflicts with or questions a Bible taught is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

6.4 CHRISTIAN WALK

- A. All board members, administrators, instructors, and teachers shall continue or adopt a lifestyle consistent with the precepts which they teach, whether in or out of the classroom.

ARTICLE 7 - MEETINGS

7.1 MEETINGS FOR PUBLIC WORSHIP

- A. Unless otherwise determined by the Church Management Group, the church shall meet each Sunday for public worship. The church may meet at other times for worship, teaching, fellowship, or ministry as the Church Management Group deems necessary.

7.2 MEETINGS FOR CHURCH ADMINISTRATION

- A. **Timing:** The annual church administration meeting, for the transaction of business, shall be held during January of each year. A quorum shall consist of the members present.
- B. **Notice:** Public notice of the meeting shall be given two successive Sundays immediately preceding the meeting.
- C. **Procedures:** The Church Management Group shall determine the rules of procedure according to their sense of fairness and common sense, providing a reasonable method for members to be heard on a matter. The Corporate Board is the final authority on questions of procedure, and their decision is final.
- D. **Authority:** For any meeting under this article, the appointed moderator of the meeting, in their sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat the person as a trespasser.

7.3 SPECIAL MEETINGS

- A. **Timing:** The Church Management Group may call a special meeting by giving notice of such a meeting and the purpose for which it is called.
- B. **Notice:** Notification of the meeting shall be provided by the following process:
 - 1. The Corporate Board shall produce a written list of church members.
 - 2. A least two weeks prior to the meeting, the listed members shall be notified via email a of the impending meeting. Notification of the meeting shall also be announced in the regular church service two weeks prior to the meeting.
 - 3. One week prior to the meeting, the listed members shall again be notified via email a of the approaching meeting. Notification of the meeting shall also be announced in the regular church service one week prior to the meeting.
- C. **Procedure:**
 - 1. Members of the Church Management Group shall:
 - a. Conduct and oversee the meeting and ensure procedures are adhered to.
 - b. Bring the meeting to order.
 - 2. The Lead Pastor or an Elder shall deliver an opening prayer.
 - 3. The purpose of the special meeting shall be announced, and the issue discussed thoroughly.

4. After discussion, an open question and answer period shall be provided for the congregation. If needed, an additional follow-up question and answer meeting may be scheduled and announced.
5. A closing prayer shall be delivered, and the meeting shall be adjourned.

7.4 CONGREGATION CALLED MEETING

- A. In the event of circumstances that in the opinion of the congregation requires a church meeting that the church management group is unwilling or unable to call, the congregation can call a church meeting through the following procedure:
 1. Create a petition describing the issue.
 2. Provide written notification of the intent to call a meeting along with a copy of the unsigned petition to the Church Management Group via the Lead Pastor prior to collecting petition signatures.
 3. Request a written statement of the current membership count.
 4. Collect signatures on the petition from a minimum of 30% of the current church membership.
 5. Schedule the meeting to occur immediately after a regular church service.
 6. Deliver a copy of the petition with signatures to the Lead Pastor and request a Special Meeting notification be issued in accordance with the Bylaws.
 7. Hand deliver meeting notifications to church service attendees two weeks prior and one week prior to the meeting date.

7.5 MOTIONS

- A. Members who desire that a certain motion be made or subject matter be discussed during an annual or special business meeting must file a written request with the Corporate Board two weeks prior to the set meeting. The Corporate Board will then consider the request and proceed according to their conscience and what they understand to be in the best interests of the church.

7.6 FISCAL YEAR

- A. The fiscal year of the church shall begin January 1st and end December 31st.

ARTICLE 8 - COMMITTEES

8.1 STANDING COMMITTEES

- A. The Church Management Group shall appoint standing committees as they deem appropriate and shall designate a chairperson and the membership for each standing committee except when otherwise specifically provided in these Bylaws.

8.2 SPECIAL COMMITTEES

- A. The Church Management Group, in its discretion, may create special committees to provide the board with advice and information regarding matters submitted to the committee by the board for consideration. The committee shall have no authority to act on behalf of the corporation. Nominations for special committee members shall be made by the Lead Pastor, Corporate Board, or Ministry Board. The members of the committee shall be chosen by a majority vote of the nominating board and shall serve solely at the pleasure of the Church Management Group. The special committee shall be subject to the control and direction of the Church Management Group at all times.

8.3 ACTIONS OF COMMITTEES

- A. Committees, whether standing or special, have no authority to act on behalf of the corporation, unless specifically granted such power by the Church Management Group. Their primary function is to research and recommend. Committees shall make available upon request all records and materials to the Church Management Group, who shall have the right to overrule any plans or decisions made by the committee. Each committee shall have a secretary that keeps minutes of each meeting and shall timely submit the minutes to the Church Management Group and church secretary to be filed with church records. If deemed appropriate by the Church Management Group, the committee secretary, in conjunction with the chairman, shall submit an annual report to the church of the decisions and plans of the committee.

ARTICLE 9 - GENERAL

9.1 COMPENSATION

- A. **Pastor:** The salary of a Pastor shall be commensurate with his experience and ability to lead the Church in achieving the goals of the Church. The compensation package shall be established by the Corporate Board. It shall be paid only to the extent that the church receives sufficient tithes and offerings to pay the church's other obligations, and, further, only to the extent of the balance of the church's funds received during the Pastor's employment. The Pastor shall expect no additional compensation from the church except upon the prior approval of the Corporate Board.
- B. **Directors and Elders:** The Directors and Elders are not eligible for compensation for their services.
- C. **Staff Members:** The staff member compensation shall be determined during a special meeting of the Church Management Group and shall be confirmed by a binding vote.

9.2 POLITICAL INVOLVEMENT

- A. No substantial part of the activities of the Church shall be the carrying on of propaganda or otherwise attempting to influence legislations.
- B. 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.

9.3 RACIAL NON-DISCRIMINATION

- A. The Church shall be racially non-discriminatory and shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

9.4 ORDINATION

A. ORDINATION QUALIFICATIONS

- 1. Any member of this Church or its mission churches, who gives evidence of genuine call of God into the work of the ministry and possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel.

B. ORDINATION PROCEDURE

- 1. Upon a conference with the Pastor and after the Pastor has approved the candidate for ordination, the Pastor shall call a council to examine and pass on the qualification of the candidate. The ordination council is to consist of spiritual men of the Church, and other ordained ministers may be used.
- 2. If the candidate is found worthy of the ordination by the council, the ordination council may ordain the candidate on behalf of the Church.
- 3. The Pastor and the Ministry Board shall arrange for the ordination service.

9.5 RECALL

- A. In the event of circumstances that in the opinion of the congregation prevents the Church Management Group from providing proper direction to protect the church body, the congregation can remove ALL members of the Church Management Group through the following procedure:
 - 1. Request a congregation called meeting in accordance with the Bylaws.

2. Provide a leader to bring the meeting to order and oversee the meeting.
 3. Call a vote by secret ballot of the church members to remove from office the entire Church Management Group.
 4. Upon a 75% or more affirmative vote of the members, the Church Management Group shall be dissolved, the Board of Trustees article in these Bylaws shall become reactivated and the Founding Board of Trustees (or their assignees) shall be reinstated.
- B. The Recall provision of these Bylaws shall not be nullified or modified.

9.6 DISSOLUTION

- A. Upon the dissolution of the Church, the Corporate Board shall, after paying or making provision for payment of all the liabilities of the Church, dispose of all the assets of the Church to such organization or organizations organized and operated exclusively for religious purposes as determined by the Corporate Board. Assets may be distributed only through an arm's length transaction to organizations which agree with the Church's Statement of Faith.

9.7 DESIGNATED CONTRIBUTIONS

- A. From time to time the Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Corporate Board. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes of the Church.

9.8 MINISTRY OVERSIGHT / NEW MINISTRY LAUNCH

- A. Any ministry, whether new or existing, desiring to utilize the Renewal Church name shall adhere to these Constitution and Bylaws and submit themselves to the leadership and guidance of the Ministry Board.
- B. The proposed leader(s) of the new ministry shall be required to submit a vision statement, short and long-term goals, and budget needs, for approval prior to any public statements or launch.
- C. Each new Renewal ministry or partnership proposal shall be prayerfully considered by the Ministry Board before submitting for Church Management Group approval.
- D. Once approval by the Church Management Group has been obtained, ministry effectiveness shall be reviewed on an annual basis. A ministry may be discontinued at the discretion of the Church Management Group, as the Lord leads.

ARTICLE 10 - DISPUTE RESOLUTION

10.1 CHRISTIAN SETTLEMENT

- A. In the event of any dispute, claim, question, or disagreement arising out of or relating to these Bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians and in accord with Matthew 18.
- B. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution.

10.2 MEDIATION

- A. If the parties are unable to reach a solution through Christian means within a period of sixty (60) days, the parties shall select an agreeable Pastor mediator from a local church and meet with the purpose of resolving the issue in the best interest of the church.

10.3 ARBITRATION

- A. If they do not reach such solution after mediation, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled through binding arbitration.

ARTICLE 11 - CONFLICT OF INTEREST

11.1 INDIVIDUAL TO INDIVIDUAL

- A. Business relationships between church members are encouraged. However, the following process to prevent conflicts of interest shall apply to all business relationships between church administrators (Board Members, Staff, etc.) and other church members
 - 1. The business relationship shall be disclosed to a Board Member.
 - 2. The Board Member shall disclose the relationship at a regular board meeting where it will be recorded in the meeting minutes.
- B. Upon church members ending business relationships, members are expected to act humility and without disparaging the name of the other party.

11.2 CHURCH TO INDIVIDUAL

- A. Purpose
 - 1. The purpose of this conflict of interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Church Management Group or staff of the church that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- B. Definitions
 - 1. Interested Person: Any member of the Church Management Group or staff who has a direct or indirect financial interest.
 - 2. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, family or investment:
 - a. An ownership or investment interest in any entity with which the church has a transaction or arrangement,
 - b. A compensation arrangement with the church or with any individual or entity with which the church has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
 - d. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Church Management Group decides that a conflict of interest exists.
 - 3. Compensation: Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- C. Procedures
 - 1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Church Management Group considering the proposed transaction or arrangement.
 - 2. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he shall leave the meeting while the determination of a conflict of interest involving the transaction

or arrangement is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists by a majority vote:

- a. The Church Management Group shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- b. After exercising due diligence, the board or committee shall determine whether the church can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- c. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3. If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
4. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Church Management Group determines the member has failed to disclose an actual or possible conflict of interest, it may take appropriate disciplinary and corrective action.

D. Records of Proceedings

1. The minutes of the board shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.
2. The minutes of the board also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

E. Compensation

1. A voting member of the board who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation, unless the vote is the approval of the church financial budget as a whole.

ARTICLE 12 - AMENDMENTS

12.1 BYLAW REVISIONS OR AMENDMENTS

- A. Within the first twelve months of initial adoption, These Bylaws may be revised or amended by a majority vote of the Church Management Group acting in accordance with the Bylaws.
- B. More than twelve months after initial adoption, these Bylaws may be revised or amended after a four-week review period by the congregation by a church vote conducted in accordance with the current Bylaws.

ADOPTION

These Bylaws are hereby adopted by the Board of Trustees on _____.

Founding Board of Trustees:

Adrian Alvarez, Jason Henderson, Robbie (Chief) Manley, Matthew Owen,
Robbie Redder, Donald Sabiston, Mike Tolson