REVISED CONSTITUTION AND BYLAWS

**OF CAMBY COMMUNITY CHURCH**

# LOCATED IN CAMBY, INDIANA

## Article I – Church Name

This church shall be known as the Camby Community Church, Inc.

## Article II – Declarations

### Section 1. Statement of Purpose. This church is organized and operated for religious and philanthropic purposes within the meaning of the IRC Section 501 (c) (3).

Specifically, the purpose of this church is to glorify God the Father, God the Son, and God the Holy Spirit through strengthening the commitment of its members to God, to the body of Christ**,** and to the world by the following activities:

1. Teaching the Word of God for the edification, instruction, and discipline

of its members and other believers

1. Winning the unsaved to Christ
2. Promoting Godly worship
3. Encouraging fellowship, mutual commitment and prayer among believers
4. Training believers for the work of the ministry
5. Proclaiming the Gospel worldwide through the recruitment, ordination and support of workers for the ministry
6. Training children in the nurture and admonition of the Lord
7. Encouraging and equippingmembers to exhibit Christlike love in the community through service

#### Section 2. Statement of Mission. Camby Community Church exists to Teach the Word of God, Lead others to Christ, and Care for one another as fellow disciples.

#### Section 3. Statement of Faith.

1. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings; the complete revelation of His Will for the salvation of man and the divine and final authority for all Christian life and faith.

* II Timothy 3:16 II Peter 1:20**-**21

1. We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.

* Deuteronomy 6:4 II Corinthians 13:14 Matthew 3:16

1. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the Cross, a sacrifice for the sins of all men, according to the scriptures. Further, he arose bodily from the dead, ascended into heaven, where at the right hand of the Father, He is now our high priest and advocate.

* Luke 1:35 Romans 3:24**-**25 Romans 8:34 I John 2:1**-**2

1. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and to convict men, regenerate the believing sinner and indwell, guide, instruct, and empower the believer for godly living and service.

* John 6:8-11 I Corinthians 12:12-14 Romans 8:9 John 16:13 Acts 1:8

1. We believe that man is created in the image of God, but fell into sin and is therefore lost; and only through regeneration by the Holy Spirit can he obtain salvation and spiritual life.

* Genesis 1:26**-**27 Romans 5:12 Ephesians 2:1-10

1. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.

* Hebrews 9:22 I Corinthians 15:12-19 Romans 8:14-17

1. We believe that the Lord’s Supper and water baptism are ordinances to be observed by the church during this present age. However, they are not to be regarded as means to salvation.

* Matthew 28:19 Acts 2:41 I Corinthians 11:23-28

1. We believe in the personal, and imminent coming of our Lord Jesus Christ, and that this “blessed hope” has a vital bearing on the personal life and service of the believer.

* I Thessalonians 4:13-18 Revelation 19:11-16 Revelation 20:1-6

1. We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord and of the unbeliever to judgment and everlasting conscious punishment without him.

* Matthew 25:46 John 5:28-29 John 11: 25**-**26

1. We believe that the true church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the Body of Christ of which He is the Head.

* Ephesians 1:22-23 I Corinthians 12:12-14 Acts 14:27

1. We believe marriage is a biblical institution established by God as clearly described in the scriptures. This church recognizes that marriage is a covenant commitment that unites one man and one woman in an emotional, physical, and spiritual union.

* Matthew 19:4-6 Genesis 2:24

Section 4. Government. The government of this church is vested in the body of the membership who compose it. The members shall elect a church council which shall assume all responsibility for church business between congregational business meetings.

Section 5. Baptism. The practice of this church is baptism by immersion; however*,* the method of baptism is to be left to the individual and God. New believers and new members are encouraged to discuss baptism with the pastor(s).

Section 6. Change in denominational status. Before changing from an interdenominational to a denominational church, a vote of ninety (90) percent of the active membership is required.

Section 7. Pastor Retention. The pastor(s) shall be retained on a continuous basis rather than a year-to-year basis.

Section 8. Pastor Employment Status.

1. Upon the recommendation of the pulpit committee, the calling of the full time senior pastor shall be by majority vote of a congregational business meeting of active members.
2. The hiring of other pastoral staff will be made upon the recommendation of the elders and approved at a congregational business meeting of active members.
3. Employment of any pastoral staff may be terminated at the respective pastor’s request or the church’s request. If initiated by the pastor, a minimum 2 week notice of resignation shall be given to the elders before terminating responsibilities as pastor. If initiated by the church, the following procedures will be followed:
4. After the elders have recommended the termination to the church council; and
5. After the church council has approved the dismissal recommended by a majority vote; and
6. After the congregation has approved the action of dismissal recommended by a majority vote of the active members present at a congregational business meeting called for this purpose, termination is immediate.

**Section 9. Restrictions.**

1. Camby Community Church is prohibited from participating in activities that violate its Statement of Faith.
2. Camby Community Church is prohibited from allowing any of its assets to be used for activities that violate its Statement of Faith.

Article III – Membership

**Section 1. Membership Eligibility.** A person shall be eligible for membership in this church who meets the following criteria:

1. Has been born again through saving faith in Jesus Christ
2. Shares the concerns of the church described in the Statement of Purpose
3. Subscribes to the Statement of Faith
4. Has completed a new members’ class
5. Has been presented to the church by the senior pastor
6. Has attained 18 years of age

**Section 2. Membership Responsibilities.** The responsibilities of membership include the following:

1. Diligence in continued personal growth in Christ
2. Commitment to love and to help others
3. Concern for maintaining an effective witness in the world
4. Regularity in corporate worship and fellowship
5. Faithfulness in stewardship of finances, time and abilities
6. Willingness to serve in elective, appointive, or other capacities in the church consistent with God-given gifts and the leading of the Holy Spirit
7. Prayer support of the leadership and programs of the church
8. Consistency in living and serving the community in a way that is honoring to the Lord and to the church

Section 3. Membership Status:

1. Active membership with voting privileges: An “active” member is a person who has been presented to the church by the senior pastor after having completed a new members’ class and expressing his or her desire to participate in the membership of Camby Community Church as set forth in Section 1 and 2 of this Article. Active members attend services of the church regularly and are entitled to vote at all congregational business meetings.
2. Non-voting and Inactive Memberships:
3. A member who has not attended regular services for a six-month period either by choice or for reasons beyond his/her control may maintain a non-voting membership.
4. After a one-year period of non-attendance, any such person may be considered an “inactive” member and designated as such on the membership roster of the church. Upon expressing a desire to regain an active membership and upon recommendation of the elders and senior pastor, the church council may reinstate an “inactive” member to an “active” status.
5. Honorary Membership: Any person under the age of 18 who attends regular services and participates in church activities shall be considered an “honorary” member without voting privileges. Upon attaining the age of 18, an honorary member may pursue “active” membership as defined herein.
6. Transfer or Termination of Membership: Any member wanting to transfer or voluntarily terminate his or her membership may do so by written notification to the church staff.
7. Dismissal: Church members who exhibit a continuing lifestyle of misconduct in regard to church doctrine and the Statement of Faith may be dismissed or excluded from membership upon recommendation of the elders and senior pastor and approval of the church council. Such an action can only be taken after the member has been given the opportunity to be heard by the elders and senior pastor and after sincere and diligent efforts have been made by them to minister with the member – the ultimate goal being to glorify God, purify the church and restore the individual. A spirit of Christian kindness and forbearance shall pervade all such proceedings. Matthew 18:15-17 will be used to guide the resolution of the member’s situation.

**Article IV – Offices and Council**

**Section 1. Church Offices.** The offices of the church shall be as follows: pastor(s), elders, deacons, deaconesses, trustees, council clerk, treasurer, deputy treasurer, music coordinator, Sunday school superintendent, and director(s) of ministries. All officesshall be held by active members of the church. Additional offices may be added or deleted by congregational vote, and said action will be added to this document as an addendum.

**Section 2. Church Council.** A church council shall be composed of the following officers who have voting privileges: pastor(s), elders (a maximum of 4 elders), one (1) deacon, one (1) deaconess, one (1) trustee, council clerk, treasurer, music coordinator, Sunday school superintendent and director(s) of ministries.

**Article V – Officer Duties**

**Section 1. Officer Duties: Pastor(s).**

1. The pastor(s) shall meet the qualifications of elder described in I Timothy 3 and Titus 1. Because of the leadership and teaching responsibilities of the office, appropriate educational background (ordinarily college and seminary training or the equivalent) will be expected of the pastors.
2. It shall be the duty of the pastor(s), together with the elders, to oversee the spiritual life of the church as defined in the Statement of Purpose and the Statement of Faith. The pastor(s) shall preach the Word of God, administer the ordinances, engage in visitation and discipleothers to become followers of Christ.
3. The senior pastor shall be entitled to serve as a member of all church boards and committees.
4. The pastor(s), by virtue of the office, shall be members of the church council.
5. The pastor(s) and respective spouse(s) become members of the church by virtue of acceptance of the call.

**Section 2. Officer Duties: Elders.**

1. The elders shall meet the qualifications of elder described in I Timothy 3 and Titus 1.
2. The elders in association with the pastor(s) shall oversee the spiritual life of the church as defined in the Statement of Purpose and the Statement of Faith.
3. The elders shall arrange for supply of the pulpit in the absence of the pastor(s).
4. The eldersshall assist in the communion service.
5. The elders shall present their annual recommendations for staff and pastoral compensation to the budget committee.
6. The elders shall review membership status and make recommendations to the council by July 1 of each year.
7. The elders and pastor(s) shall have charge of granting the use of any building(s) or grounds owned by the church for religious purposes.
8. There shall be at least three (3) elders.
9. The elders, by virtue of the office, shall be members of the church council.
10. An elder shall serve as council chair.
11. The elder(s) shall attend all council and congregational business meetings and/or submit a written report.

**Section 3. Officer Duties: Trustees.**

1. The trustees shall hold in trust all property of the church, but shall have no power to buy, sell, mortgage, lease or transfer any real estate without a majority vote at a congregational business meeting.
2. The trustees shall oversee the maintenance and repair of the church building or buildings, furnishings, equipment and grounds, and they shall keep the same safely insured against loss.
3. The trustees or their representative shall have charge of granting the use of any buildings, furnishings, equipment, or grounds owned by the church for other than religious purposes.
4. The trustees shall hire and approve payment of all independent contractors hired for upkeep, construction and maintenance of church properties.
5. The trustees shall perform their duties and responsibilities under the direction of the church council.
6. There shall be at least three (3) trustees.
7. The trustees shall elect one representative of their office to the church council. If said representative cannot attend the council meeting, an alternate trustee shall attend.
8. At least one trustee shall attend all council and congregational business meetings and/or submit a written report.

**Section 4. Officer Duties: Deacons.**

1. The deacons shall greet and assistworshipers at public services, assist in the communion service, and collect offerings.
2. The deacons shall assist the pastor(s) and/or the church staff in the ministry of service and outreach**.**
3. The deacons shall perform their duties and responsibilities under the direction of the church council.
4. There shall be at least six (6) deacons.
5. The deacons shall elect one (1) representative of their office to the church council. If said representative cannot attend the council meeting, an alternate deacon shall attend.
6. At least one deacon shall attend all council and congregational business meetings and/or submit a written report.

**Section 5. Officer Duties: Deaconesses.**

1. The deaconesses shall be custodians of the communion set and shall prepare the communion table.
2. The deaconesses shall assist the pastor(s) and/or the church staff in the ministry of service and outreach.
3. The deaconesses shall serve as hospitality committee for church dinners and functions.
4. The deaconesses shall be responsible for organizing funeral meals for families of church members.
5. The deaconesses shall perform their duties and responsibilities under the direction of the church council.
6. There shall be at least six (6) deaconesses.
7. The deaconesses shall elect one (1) representative of their office to the church council. If said representative cannot attend the council meeting, an alternate deaconess shall attend.
8. At least one deaconess shall attend all council and congregational business meetings and/or submit a written report.

**Section 6. Officer Duties: Council Clerk.**

1. It shall be the duty of the council clerk to keep careful and correct records of all business of the church council and to see that all notices of business meetings are given. The clerk shall keep a record of the summary of actions taken at business meetings for at least seven (7) years.
2. The council clerk shall ensure a permanent record of church business and membership rolls are maintained in the office. The church staffwill record all letters of dismissal. The church staff shall notify the council clerk of all additions or dismissals of membership.
3. The council clerk, by virtue of the office, shall be a member of the

church council.

1. The council clerk shall perform the duties and responsibilities under the direction of the church council.
2. The council clerk shall attend all council and congregational business meetings and/or submit minutes of each council and/or congregational meeting.

**Section 7. Officer Duties: Treasurer and Deputy Treasurer.**

1. The treasurer shall record and give receipt for all contributions, gifts and donations to the church congregation.
2. The treasurer shall be responsible for creating an annual budget and shall present budget reports at monthly council meetings.
3. The deputy treasurer or his/her designee shall receive all the offerings of the Sunday Schooland general church service, and deposit it at the earliest possible time, in a bank agreed upon by the church council, to the accounts of “Camby Community Church.” An itemized record of all deposits shall be presented to the treasurer.
4. The treasurer shall pay all operating expenses of the church in a timely manner. All checks shall be signed by the treasurer, or in his/ her absence, the deputy treasurer.
5. The treasurer shall present a financial report monthly.
6. The treasurer shall perform monthly bank reconciliations.
7. The books shall be audited annually and a report made to the church council.
8. The treasurer shall perform his/ her duties and responsibilities under the direction of the church council.
9. The treasurer, by virtue of the office, shall be a member of the church council.
10. The treasurer shall attend all council and congregational business meetings and/or submit a written report of each council/congregational meeting.

**Section 8. Officer Duties: Sunday School Superintendent.** With the aid of the pastoral staff and elders, the Sunday school superintendent shall perform the following duties:

1. Coordinate and unify the work of the adult Sunday school program.

1. Evaluate the ministry of theadult Sunday school.
2. Recruit and select teachers for all adult Sunday school classes.
3. Be responsible for approving all Sunday school supply expenditures.
4. The Sunday school superintendent shall perform the duties and responsibilities under the direction of the pastor(s).
5. The Sunday school superintendent, by virtue of the office, shall automatically become a member of the church council.
6. The Sunday school superintendent shall attend all council and congregational business meetings and/or submit a written report.

**Section 9. Officer Duties: Music Coordinator.**

1. It shall be the duty of the music coordinator to coordinate the music for all church services.
2. The music coordinator shall be responsible for approving all music expenditures.
3. The music coordinator shall perform the duties and responsibilities under the direction of the pastor(s).
4. The music coordinator, by virtue of the office, shall automatically become a member of the church council.
5. The music coordinator shall attend all council and congregational business meetings and/or submit a written report.

**Section 10. Officer Duties: Director(s) of Ministries.**

* 1. Director(s) of ministry needs shall be determined by pastor(s), elders and church council.
  2. Duties of director(s) of ministry needs shall be determined by pastor(s), elders and church council.
  3. Any director of ministry shall perform the duties and responsibilities under the direction of the pastor(s).
  4. Any director of ministry, by virtue of the office, shall automatically become a member of the church council.

**Section 11. Officer Duties: Assistant and/or Appointed Church Officers.**

1. Shall assist in the duties of the elected church officers.
2. Shall be appointed by the elected officers with the approval of the church council.

**Article VI – Election of Officers**

**Section 1. Election Timeframe.** Election of officers shall be held at the November congregational business meeting.

**Section 2. Nominations.** All nominees shall be active members and must be presented by the nominating committee.

**Section 3. Voting.** All voting shall be done by ballot. The person receiving a majority of votes will be declared elected. Candidates who are unopposed may be elected by acclamation.

**Section 4. Length of Office.** The elders, deacons, deaconesses, and trustees shall be elected for a term of three (3) years. At least one (1) elder, two (2) deacons, two (2) deaconesses, and one (1) trustee shall be elected each year. All other church officers shall be elected for a term of one year.

**Section 5. Nominating Committee.**

1. This committee shall be composed of the elders, the pastor(s) and one member of each elected office to be appointed by his/her own group.
2. This committee shall be required to contact all nominees nominated by the committee for a church office prior to presenting their names to the church for election. The committee should consider I Timothy 3 and Titus 1 as guidelines in making nominations.
3. This committee shall organize no later than the second Wednesday in September, be chaired by an elder, and remain intact until all offices are filled.

**Section 6. Installation of Officers.**

1. All newly elected officers of the church shall be installed in December and shall assume their duties January 1.
2. Cessation of duties is the last day of December.

**Section 7. Officer Resignations.**

1. The council will consider officer resignations and/or dismissals, except for the dismissal of pastor(s) which is set forth in Article II Section 8c herein.
2. Officer vacancies will be filled by council votes.

**ARTICLE VII – Council**

**Section 1. Church Council: Duties & Responsibilities.**

1. The church council shall have executive responsibility for the functioning of the church government.
2. The council is free to appoint any committee needed to carry on any

project it proposes that tends to the betterment of the work in general.

1. The council shall assume responsibility for the functioning of church business between quarterly congregational business meetings.
2. Members of the church council shall meet in September for the purpose of formulating the coming year’s budget for congregational approval at the congregational business meeting in November.
3. A member of the paid staff may be hired or dismissed by the church council.
4. The church council is responsible for reviewing and adopting operational policies.

**Section 2. Church Council: Pulpit Committee.**

1. When necessary, the council shall appoint a pulpit committee consisting of: the elders, one deacon, one deaconess, one trustee, and the treasurer. In addition, the council may appoint one non-elected church member to serve on the committee. One of the elders shall serve as chairman.
2. This committee shall be dissolved upon the hiring of a pastor.

**ARTICLE VIII – Meetings**

**Section 1. Meetings: Worship Services.**

1. At minimum, services will include Sunday school and Sunday morning worship. Occasional changes to Sunday services require elder approval.
2. Morning worship service time changes that are intended to be permanent shall be presented by the elders and pastors and approved by the church council. The congregation shall be notified in a timely manner.
3. Additional services intended to be held on a regular basis shall be presented by the elders and pastors and approved by the church council. The congregation shall be notified in a timely manner.

**Section 2. Meetings: Business.**

1. The annual congregational business meeting shall be held at a posted time on the second Wednesday in November of each calendar year to approve the proposed budget for the upcoming calendar year, and conduct other church business.
2. Other church business requiring an additional congregational meeting to be held include the following: hiring and terminating pastors, adding or deleting church offices, new building, changing interdenominational status to denominational, and for any additional business the church council determines should be addressed in a congregational meeting.
3. The council chair has the authority to schedule additional congregational business meetings as needed. In addition, a special congregational business meeting may be called by the pastor(s) or by written request of twenty-five (25) active members of the church. Notice of any additional meetings will be made in a timely manner to the entire church body.
4. The church council shall meet at a posted time on the second Wednesday in January, March, May, July, and September of each calendar year. These meetings are open to the congregation. The chairman of the council or his designee will chair all council and congregational business meetings. The council chair has the authority to call emergency meetings if the council has business it must address prior to the next regularly scheduled meeting.
5. Fifteen (15) active members of the church shall constitute a quorum at all

congregational business meetings of the church. In the absence of a quorum at a congregational business meeting, the church council shall conduct the business of the church in lieu of the congregation.

1. Voting at all council and congregational business meetings shall be done in person and not by proxy.

**Section 3. Meetings: Other meetings.** All outreach meetings, services or programs shall fall under the jurisdiction of the church council.

**Section ~~4~~. Meetings: Suggested Order of Business.**

1. Prayer
2. Pastor’s exhortations
3. Approval of the minutes of previous meeting
4. Treasurer’s report
5. Report of Offices and Committees
6. Unfinished business
7. Membership report
8. Resolutions if any, and new business
9. Adjournment with Prayer

**Section 5. Meetings: Procedures.** In the event of any question as to proper procedure in any business meeting, Robert’s Rules of Order shall govern this congregation.

**ARTICLE IX – Licensing and Ordination**

**Section 1. Licensing**

Any member of this church who, in the judgment of the pastoral and elder leadership, gives evidence and understanding of sound Christian doctrine and is called to the work of the ministry, may be licensed as a minister of this church and employed as pastoral staff. The licensed minister under the supervision of the senior pastor shall have the authority to preach the Gospel, minister to church members, baptize believers, serve communion, perform weddings, and perform other ministerial duties approved by the senior pastor and elders. The license terminates when the individual is no longer employed as pastoral staff of the church.

**Section 2. Ordination**

Any member of this church, who gives evidence of a genuine call of God into the work of the ministry and possesses the spiritual and educational qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel by this church. Such ordination shall be approved by the senior pastor and elders and entered into the church records publicly via council meeting. Dissolution of this church would nullify and terminate said ordination.

**Article X– Amendments to the Constitution and Bylaws**

**Section 1. Amendments.** Any of the foregoing articles in this constitution and its bylaws may be amended in accordance with the following procedure:

1. Any proposed amendment(s) must be presented in writing by an elected church officer at a council meeting.
2. The council must approve the proposed amendment(s) by a majority of eligible voting council members present.
3. If approved by the council, the proposed amendment(s) must be made available in a timely manner to the church membership by electronic means and in written form.
4. To be approved for adoption into the bylaws, the council-approved amendment(s) must receive a minimum two-thirds (2/3) vote of the active church membership present at the congregational business meeting or scheduled congregational business meeting for the specific purpose of considering any amendment(s). Upon approval of the proposed amendment(s) by the church council, the congregation shall have at least forty-five (45) days to review the council-approved amendment(s) before a congregational meeting is scheduled to vote on final approval of the amendment(s).
5. Amendments are effective immediately upon final approval by the congregation or council if no quorum is present at the congregational business meeting scheduled for the vote on any council-approved amendment(s). If no quorum is present for the congregational vote on the council-approved amendment(s), the council chair may simply affirm the council’s original vote without objection.

**Section 2. Bylaw adoption.** Upon adoption of these bylaws, all others become null and void.

**BYLAW REVISION, 2023**

Approved by Congregation 01/11/2023