

BYLAWS OF PINE VILLAGE BIBLE CHURCH

Approved January 21, 2024 by the congregation of Pine Village Bible Church

The bylaws as adopted by Pine Village Bible Church form the standing rules by which the church organizes and governs itself. The bylaws define church officers, church membership and the organization and structure of the Church Board. The bylaws form the standing rules of government of Pine Village Bible Church until such time as they are modified by the membership.

ARTICLE I: Name

The body will be known as Pine Village Bible Church, located at 106 East Church St., Pine Village, IN 47975

ARTICLE II: Purpose

We are a priesthood of believers with one hand extended to God through praise and worship, and the other hand extended to His people through discipleship, love and service.

ARTICLE III: Membership

The membership of Pine Village Bible Church will consist of those persons whose names are now on the membership role and other persons who meet membership requirements and are added at a later date. While all regular attenders are invited and welcomed to serve on committees at Pine Village Bible Church, committee chairpersons must hold Active membership status.

Article III, Section 1: Additions to membership

An individual may become a member of Pine Village Bible Church by affirming his/her statement of faith in Jesus Christ and his/her commitment to the Pine Village Bible Church family before the church congregation. In situations where this is not possible, the affirmation may be made before any two elders or deacons of the church.

Article III, Section 2: Removal from membership

Any member may have his/her name removed from the church membership role by presenting a letter requesting removal from church membership.

Membership in Pine Village Bible Church will be terminated if the church is informed that the member has united with another church and if membership in that church is confirmed by either the church or the member.

Article III: Section 3: Inactive membership

Periodically, the Board or a committee appointed by the Board, will review a list of members who have obtained noticeable absence from available worship services. After a member has missed six consecutive months of church services without any notification to the church, the member will receive a letter of inquiry and explanation of PVBC membership guidelines. The member will be informed of his/her transfer to Inactive Status.

Members shall be placed on Inactive Status for any of the following reasons:

- a) They no longer live in the area but desire to continue membership
- b) They are absent from the services of the church for a period of six consecutive months without notification to the church

Inactive members are ineligible to vote or hold office in the church (while under Inactive Status). Inactive members may be reinstated to Active Status by a request and review of the Church Board.

ARTICLE IV: Structure

The Church Board is the governing body which shall consist of Elders, Chair of the Deacons, Treasurer, Secretary, Chair of the Trustees, Pastor, and other positions deemed necessary by the full Church Board. The officers of the Church Board consist of Chairperson [Chair], Vice Chairperson [Vice Chair], Treasurer, Secretary and other such offices deemed necessary by the Church Board. Members of the Church Board shall hold office until their successors are duly elected. In event of vacancy on the Board, remaining members of the Board shall fill such vacancy by a majority vote at a duly called meeting of the Board or at a regularly scheduled meeting. At a minimum, the Church Board shall conduct an Annual Meeting within 60 days of the end of the calendar year. The accounting period shall be a calendar year ending December 31. Notice of regular and annual meetings shall be posted in the church bulletin one week prior.

ARTICLE V: Officers

Article V, Section 1: Chair and Vice Chair

The Chair and Vice Chair shall be chosen annually within the Church Board. The Pastor is not eligible for either position. The Chair shall have the authority to sign contracts, deeds, and other instruments of the church and may delegate those authorities to others on the Church Board. Upon the absence or disability of the Chair, the Vice Chair shall exercise all authorities and discharge the duties of the position.

Article V, Section 2: Treasurer

The Treasurer, having been appointed by the Chairperson and approved by the Church Board, shall have custody of all monies and shall keep a regular account of the same, and pay them out to satisfy the obligations of the church. The Treasurer shall be required to present a yearly report to the Church Board at the annual meeting. The Treasurer shall submit the records to an Audit Committee, appointed by the Chair, and approved by the Board, for review prior to the annual meeting. The Board Chair shall also appoint an Assistant Treasurer. The Assistant Treasurer will be responsible for collection plate and tithing records and assist the Treasurer when requested.

Article V, Section 3: Secretary

The Secretary, having been appointed by the Chairperson and approved by the Board, shall keep the minutes of the meeting and keep a record of the same. The Secretary will maintain the records of the Church for two generations (40 yrs). The Secretary shall present an Annual Report to the congregation after an Annual meeting.

Article VI: Trustees

The Trustees, numbering at least two, having been chosen by the Church Board, will oversee the operations of the church infrastructure, determine the needs of the facility and direct the repair and maintenance of the same. The Trustees will direct spending requests from the Building Fund to the Church Board for approval. The Trustees shall be the custodians of any real estate, tangible properties and investment funds, held by the Treasurer. Trustees will serve at the will and pleasure of the Church Board with no set term of office.

Article VI, Section 1: Qualifications

The qualifications of a Trustee shall be the same as those necessary to serve as a Deacon.

Article VII: Leadership

Article VII, Section 1: Terms

Leadership positions, including Elders and Deacons, shall be voted on annually for those terms expiring. Eligible candidates must be Members (Age 18 and older) and vetted through a nominating committee appointed by the Board Chair. Two Elders will be chosen and each will have two year staggered terms. Four Deacons will be chosen and Two Deacons each will have two year staggered terms.

Article VII, Section 2: Nomination process

A nominating committee of 5 members (age 18 and older) shall be appointed by the Board Chair, to serve for the current year vote of the leadership positions.

Article VII, Section 3: Election process

Members allowed to vote (age 18 and older) will vote by secret ballot, to be counted by 2 tellers, appointed by the Chair of the Church Board. The highest total votes shall determine the outcome. Tie votes will allow each candidate to serve simultaneously, and the restrictions to total numbers of either Elders or Deacons shall be waived.

Article VII: Section 4: Pastor

The position of Pastor, after thorough searching, vetting, and selection by a Search Committee, having been appointed by the Chair, shall be presented to the congregation for acceptance by a 2/3 majority vote of the eligible and voting members (18 and older) by secret ballot. A member may vote by being present or by a pre-arranged absentee vote.

Annually, the Church Board will conduct a Pastoral review with the Pastor. The review meeting will be conducted during an executive session of the Board.

Voluntary termination of a Pastoral position:

- a) Should a member of the Pastoral staff choose to discontinue services with PVBC, the staff member shall submit a resignation, in writing, to an Elder or the Church Board.
- b) The duration of time between the submission of resignation and the concluding date of service shall be negotiated between the staff member and the Board.
- c) Pine Village Bible Church has no obligation to provide any additional salary or benefits after the conclusion of service.

Involuntary termination of a Pastoral position:

A member of the Pastoral staff may be removed from ministry of PVBC as the result of a consistently poor testimony, moral failure or other behavior inconsistent with PVBC bylaws or beliefs, or variance with the doctrinal position of the Church.

a) If at such time as the Church Board shall be of the opinion that the question of the continuance of the Church/Pastoral relationship should be submitted to the congregation, the Board, by majority vote of all Board members, may order the question submitted for vote at a specially called church meeting. While this process is underway, the pastoral staff member will be absent (with pay) from performing pastoral duties.

b) If the congregational vote is determined in support of termination of the staff member, termination will be effective immediately at the time of vote.

Article VIII: Congregational vote

In such instances when a congregational vote is required, unless otherwise stated in these bylaws, a 2/3 majority of voting members is required for confirmation. A member must be present to vote or may vote in person at a pre-arranged time prior to the election. Abstention from voting is not considered a vote; only submitted votes will count toward an election decision.

Article IX: Operating budget

A calendar year budget to cover income and expenses of the ministry and operation of PVBC shall be presented by the Treasurer at the December Church Board meeting. The budget shall be approved at the next regular meeting of the Church Board. Spending authorities shall be limited to the budget levels established. Any requests for additional funds shall be presented to the Church Board for review and decision.

Article X: Non-monetary giving

All gifts donated to Pine Village Bible Church, or given for church use, are made with the understanding that Pine Village Bible Church maintains complete discretion and control over their use, and ownership resides with PVBC.

Article XI: Amendments

Upon petition by a simple majority of the eligible voting membership, requests to amend or remove By-laws shall be acted upon through the Church Board, with approval of a simple majority congregational vote.

Article XII: Dissolution

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. Disposal shall be made exclusively for exempt or public purposes, or be made to such organization as a court shall determine to be organized exclusively for such purposes.

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