

Dunns Creek Community Church

Constitution and By-Laws

June 2, 2024

Approved, Church Business Meeting TBD



And He said to them, “‘You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.’ This is the great and foremost commandt. The second is like it, ‘You shall love your neighbor as yourself.’ On these two commandments depend the whole Law and the Prophets.”

Matthew 22:37-40

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CONSTITUTION

PREAMBLE:

We declare and establish this constitution for the preservation and security of the principles of our faith, so that this body may be governed in an orderly manner. This constitution will preserve the liberties of each member of this Church and the freedom of action of this body in relation to other churches of like faith.

MISSION STATEMENT:

To exalt the Savior, to equip the Saints, and to evangelize all.

ARTICLE I: NAME

This Church shall be a religious body doing business as Dunns Creek Community Church (DCCC) located at 686 U.S. 17 San Mateo, Florida, 32187, as incorporated under the laws of the State of Florida.

ARTICLE II: OBJECTIVE

Section A: Worship

To glorify God and inspire people through meaningful worship experiences, giving priority to the proclamation of God's Word (James 4:8; Romans 12:1; Hebrews 10:25).

Section B: Minister

To minister unselfishly to those in spiritual, emotional, material or relational need in our Church and community (Matthew 25:34-40; Galatians 6:2, 10).

Section C: Evangelize

To share the gospel with all people for the purpose of:

1. Leading them to a saving knowledge of Jesus Christ
2. Into active church membership
3. To cooperate with others in sharing the gospel to all nations (Matthew 28:19-20; Acts 1:8).

Section D: Disciple

To provide encouragement and opportunities for believers to grow to be like Christ and to find their place of service in the Body of Christ (Ephesians 4:11-16; 2 Peter 3:18).

Section E: Fellowship

To foster loving and helpful Christian fellowship among our members (Acts 2:42; Ephesians 4:29-32; Hebrews 10:24).

ARTICLE III: THE CHURCH COVENANT

Having been led by the Spirit of God, to receive the Lord Jesus Christ as our Savior; and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly most sincerely and joyfully enter into covenant with one another as one body in Christ Jesus. (Romans 12:4-8; I Corinthians 12:12-14)

We agree, therefore, by the admonition of the Holy Spirit:

1. To walk together in Christian love.

2. To strive for the advancement of this Church in knowledge, holiness, and comfort.
3. To promote its growth and spirituality.
4. To sustain its worship, ordinances, disciplines, and doctrines.
5. To contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.
6. To strive to maintain personal discipleship.
7. To seek the salvation of every man, woman, and child.
8. To live righteously in the world.
9. To be just in our dealings, faithful in our engagements, and exemplary in our conduct.
10. To avoid sin, and to be zealous in our efforts to advance the kingdom of our Savior. (James 2:14-17; I John 2:1-29; Galatians 5:1-22)

We agree to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feelings and courtesy in speech; to be slow to take offense, but always ready for reconciliation, being mindful of the words of our Savior, to secure reconciliation without delay. (Hebrews 10:25; I Peter 1:22-23; I John 3:14-16)

ARTICLE IV: ARTICLES OF FAITH

DCCC acknowledges the articles of faith represented in the Apostles Creed (390 AD), their Biblical basis, and historical relevance.

I believe in God, the Father almighty (*Is 44:6; 45:5; (Mt 5 :45)*),
 Creator of heaven and earth (*Gen 1:1; Jn 1:1-3; Acts 14:15; Rom 1: 20*).
 I believe in Jesus Christ (*Lk 2:11; Jn 20:28*),
 His only Son (*Jn 3:16; Mt 3:17*), our Lord (*Jn 20:28*),
 He was conceived by the power of the Holy Spirit (*Lk 1:35*),
 and born of the Virgin Mary (*Lk 1:27*).
 He suffered under Pontius Pilate (*Lk 23:23-25*),
 was crucified (*Jn 19:16; Jn 19:20; Acts 4:10*),
 died, and was buried (*1 Corin 15:3-4; Jn 19:29-42*).
 He descended to the dead (*1 Pt 3:19-20; Lk 23:43*).
 On the third day, He rose again (*1 Corin 15:4, Mt 28:1-10; Jn 20:11-18*).
 He ascended into heaven (*Mk 16:19; Lk 24:51, Acts 1:11*),
 and is seated at the right hand of the Father (*Mark 16:19; Heb 1:3*).
 and He will come to judge the living and the dead. (*Mt 16:27; Jn 5:22; Acts 15:1-58*).
 I believe in the Holy Spirit (*John 15:26; 16:7-8, 13-14; Acts 1: 7 – 8; Acts 13:2*),
 the God's Holy Church (*Mt 16: 18 – 19; Eph 5: 26-27; Col 1: 24; Gal 3:26-29*),
 the communion of saints (*Rev 19:14; Heb 10:25*),
 the forgiveness of sins (*Lk 7:48; Jn 20:22-23; James 5:15-16*),
 the resurrection of the body (*1 Thes 4:13-18; Jn 6:39; 1Cor 15: 51 – 54*),
 and the life everlasting (*John 10:28; 17:2-3; 1 Jn 5: 20*).

ARTICLE V: MEMBERSHIP

The membership of this Church shall be composed of faithful Christians who profess faith in Jesus Christ as Lord and Savior in accordance with the Word of God as found in the New Testament. The By-laws shall provide

for admission and dismissal from membership in this Church.

ARTICLE VI: CHURCH GOVERNMENT

The government of this Church is vested solely in the body of members who compose it. It is not subject to the control of any ecclesiastical body. If Dunns Creek Community Church of San Mateo, FL, Inc. should cease its operation, all bills should be paid in full, the assets liquidated and distributed to the choosing of the existing Pastor and Church Board. No funds and/or resources should accrue to the members of the Church or any other person associated with them.

ARTICLE VII: ORDAINED OFFICERS OF THE CHURCH

The officers of this church shall be Pastors and Current Deacons. These people shall be elected as provided in the By-Laws of this church.

Section A: The Senior Pastor

The Senior Pastor shall be called of God and ordained to the gospel ministry. The Senior Pastor's primary duty shall be to undertake the spiritual leadership of this Church in accordance with the Word of God. The Senior Pastor shall also assume the other responsibilities as provided for in the By-Laws of this Church.

Section B: The Associate Pastors

The Church may have Associate Pastors as needed. Their primary duties shall be to assist the Senior Pastor in accordance with the Word of God. They shall be called and ordained to the gospel ministry. They shall also assume all other responsibilities as provided for in the By-Laws of this church.

Section C: The Deacons

The deacons shall work with the Pastoral staff to meet the physical and spiritual needs of this Church in accordance with the Word of God. The deacons shall also assume all other responsibilities as provided for in the By-Laws of this Church.

ARTICLE VIII: CORPORATE DIRECTORS

The Church shall elect Directors to fulfill the requirements of the City, County, State, and Federal Governments, and to serve as the duly constituted legal representatives of the Church.

They shall be responsible for all the legal documents of the Church including property deeds and insurance documents. The Directors shall be subject to the direction and control of the Church with no authority except as granted them by the Church. Directors are nominated by the nominating committee and brought to the Church Council and elected by the Church in Business Meetings. They are elected for a three (3) year term and may succeed themselves in the same role. Succession is limited to annual terms. Succession occurs via the same process: the nominating committee brings elected names to the Church Council and is elected by the Church in Business Meeting.

There shall be at least three (3) Directors and when conditions permit there should be five (5). The Church Council are ex-officio members of all committees, except the Pastor Search Committee, when called. Their ex-officio membership is not included in the Committee's membership count. The Directors shall elect, from the Board, a President, Vice President, Treasurer, and Secretary.

Removal Officers may be removed by the Church Council upon a two-thirds (2/3) majority vote at any time without cause. No officer shall serve more than two (2) consecutive terms in any office unless otherwise specified by a majority of the Church Council. Directors may NOT hold more than one position at a time.

Section A: President

1. The President will be the lead Director of the board.
2. The President will be responsible for scheduling meetings and overseeing actions taken by the board.

Section B: Vice President

1. The Vice President shall, in the absence or disability of the President, perform the duties and the powers of the President.
2. The Vice-President shall also carry the title and perform the functions of Lay Leader of the corporation (If the Pastor is the President).
3. He/she shall also perform whatever other duties and have whatever other powers the Church Council assigns.

Section B: Treasurer

1. The Treasurer will be responsible for the financial status of the Church records.
2. The Treasurer will make sure the Church accounts are being maintained and in good order.
3. The Treasurer will oversee the work being done by the employees concerning the accounts receivable, accounts payable, payroll, and banking.
4. The Treasurer will assist in the annual budget preparation.
5. The Treasurer will give financial reports at the Church Council Meetings.
6. The Treasurer is the Chair of the Finance Committee.

Section C: Secretary

1. The Secretary will be responsible for maintaining the records of the board, including minutes and filing.
2. The Secretary will file the annual report and any amendments necessary for the corporation.
3. The Secretary will serve as the Registered Agent.

ARTICLE IX: THE FINANCE SYSTEM

The finance system of this Church shall be based upon being good stewards of time, talents, and treasures as described in the Word of God (1 Peter 4:7:11).

ARTICLE X: MEETINGS AND VOTING

Section A: Church Worship Meetings

1. The Church may meet for worship at such times as outlined in the By-Laws.
2. Evangelistic meetings may be scheduled at such times as the Senior Pastor and Church Council shall determine and arrange.

Section B: Regular Business Meetings

1. The Church shall convene business meetings as outlined in the By-Laws, not less than two (2) a year.

Section C: Special or Emergency Meeting

1. The Pastor or any two of the Corporate Directors may call a special or emergency business meeting.
 - a. Special and Emergency meetings are for matters that cannot wait until a regular business meeting.

Section D: Quorum

1. The members present at a regular or special business meeting shall make up a Quorum. 2. The majority of the Church Council AND Corporate Directors are required for Quorum at an emergency meeting.

Section E: Notification

1. Notice of regular business meetings shall be included in the bulletin and announced for two (2) consecutive Sundays before the meeting. (a total of 14 days before the meeting)
2. Notice of a special and emergency business meeting shall be included in the bulletin and announced for one (1) Sunday before the meeting.

Section F: Voting

1. A ballot in regular, special or emergency business meetings shall be decided by a majority vote of at least fifty-one percent (51%).
2. A signature ballot concerning the election of a senior pastor is decided by a vote of at least ninety percent (90%).
3. A signature ballot concerning the dismissal of a senior pastor is decided by a vote of at least seventy-five percent (75%).
4. The minimum voting age of a member is sixteen (16).

ARTICLE XI: MISSIONS

This Church believes in the Great Commission as stated in Matthew 28:18-20, and shall support, maintain, and provide for missions.

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

This Constitution and By-Laws may be amended at any regular or special business meeting, provided that proper notification of the proposed amendment has been made.

BY-LAWS

ARTICLE I: MEMBERSHIP

Dunns Creek Community Church accepts membership by profession of faith:

1. Acceptance of Jesus as Lord and Savior
2. Recognized that the Bible contains all that is necessary for salvation.
3. Be faithful to DCCC with time, talents, and treasure.

Section A: Becoming A Member

Upon someone presenting themselves for membership, the following procedure will be followed:

1. Pastoral/Deacon faith counseling will take place to determine the individual's understanding of salvation, and to determine if they have a mature understanding of their faith. If instruction or baptism has been determined necessary by the Pastor/Deacon, the prospect will attend Beyond Baptism class and/or be baptized.
2. An individual joining by transfer or statement will have an opportunity to attend the next available discovery class, where they can formally join as members.
3. An individual joining by profession faith shall become a member.

Section B: Expectation Of Members

1. All members are expected to live in accordance with God's Word.

Section C: Removal Of A Member

A member may be removed from the Church roll for one of the following:

1. The member's death.
2. Transfer of letter to another church.
3. Member's request.
4. Conduct, provided that scriptural restoration has been unsuccessful.

Section D: Arbitration

By accepting membership in the Church and agreeing to abide by the Constitution and By-Laws of the Church, people are surrendering their right to sue and are agreeing to abide by the decision of a third-party arbitrator to resolve any disagreements.

ARTICLE II: MARRIAGE

We believe that the term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one biological man and one biological woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a biological man and a biological woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a biological man and a biological woman.

We believe that any form of sexual immorality is sinful and offensive to God.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture or the doctrines of the church.

ARTICLE III: THE ORDAINED OFFICERS OF THE CHURCH

Section A: The Senior Pastor

1. Selection of the pastor.
 - a. Upon the death, resignation, or removal of the Senior Pastor, the ordained officers of the Church shall, without unnecessary delay, seek an outside interim Pastor, and elect a Pastor Search Committee.
 - b. The Pastor Search Committee shall seek an ordained minister of good report, as stated in I Timothy 3: 1-7, and present him to the Church for consideration.
 - c. Only one (1) minister at a time shall be considered for the pulpit.
 - d. Voting for the call of a Senior Pastor shall be in accordance with Article X, Section F, of the Church Constitution.
2. Duties and responsibilities of the Senior Pastor.
 - a. The Senior Pastor's call shall be for an indefinite period.
 - b. The Senior Pastor shall undertake the spiritual leadership and the general oversight of the work of this church.
 - c. The Senior Pastor shall be responsible for conducting all worship services.
 - d. The Senior Pastor shall be the moderator of all Church business meetings and an ex-officio member of all committees, except the Personnel Committee, when the business concerns the Senior Pastor.
 - e. The Senior Pastor may accept invitations to speak in which he will receive remuneration, up to two (2) times a year provided:
 - 1) They will not interfere with the program and the spiritual growth of this Church.
 - 2) The Senior Pastor has made full preparations for the church worship services in his absence.
 - f. Leave of absence may be granted when:
 - 1) Sufficient reason exists for such absence.
 - 2) Approval of the Church Council is secured.
 - 3) The Senior Pastor will, if possible, make preparations for church services during his absence.
 - 4) If the leave of absence shall extend longer than (30) thirty days, the ordained officers of the church shall seek an outside interim pastor.
3. Termination of the Senior Pastor's Ministry.
 - a. Should the Senior Pastor be absent from the church two (2) consecutive Sundays without the knowledge of the Church Council:
 - 1) He forfeits all rights as the Senior Pastor.
 - 2) He will be dismissed immediately with two (2) weeks pay.
 - b. The Senior Pastor's ministry may be terminated at his discretion.

- 1) The pastor should give at least one (1) month's notice of intent to terminate the relationship before vacating the position.
- c. The Senior Pastor's ministry may be terminated at the discretion of the Church.
- 1) A request to call for the termination of the Senior Pastor shall be directed to the Church Council. The request must be made in writing, stating reasons for the request, and must be signed by the complainant(s). The Church Council will meet with the Senior Pastor and those requesting the termination, seeking to restore fellowship (Matthew 18), and shall have sole responsibility for determining the process to be followed.
 - 2) If such a situation arises the Senior Pastor will step-down from the pulpit at the request of the Church Council while the matter is being resolved.
 - 3) A vote of seventy-five percent (75%) of those present at the business meeting and voting shall be required for termination. Votes shall be by signature ballot, with two (2) weeks prior notice having been given.
 - 4) In the event of such termination, the Senior Pastor will be given a severance as recommended by the Church Council and approved by the Church vote.

Section B: Associate Pastors

All ministerial staff shall give evidence of a call of God to minister.

1. This Church may call additional ministerial staff members, full-time or part-time, as the Church shall determine its needs. A job description shall be prepared when the need for such staff is determined. This job description shall be found in the Personnel Manual or detailed by the Head Pastor and Personnel Committee Chair.

Section C: Deacons

1. Selection of a deacon.
 - a. The number of deacons shall be increased or decreased at the discretion of the Church at an official business meeting.
 - b. The ordained officers of the church shall provide recommendations for prospective deacons
 - c. All deacons shall have the qualifications as provided in the New Testament I Timothy 3:8-13.
 - d. All deacons shall be at least twenty-one (21) years old and shall have been a member of this Church one year before qualifying as a deacon.
 - e. All prospective deacons shall be visited, and the responsibility and blessing of a deacon fully explained by the Senior Pastor and one deacon.
 - f. In the absence of a Senior Pastor and/or deacon, the Church Council will appoint a person as necessary to make the initial visit.
 - g. All qualifying prospective deacons are brought before the Church for election, and the names of those candidates shall be placed on a ballot for signature voting. A 90% vote is required.
2. Duties and responsibilities of the deacons
 - a. The deacons shall assist the pastor in his duties, both in the Church and in the local community.
 - b. They shall meet as needed in order to more fully serve the Church.
 - c. They shall elect, annually, a chairman and a secretary, and minutes shall be kept of all their meetings. The Chairman of the Deacons has a two (2) year term limit.
 - d. They shall consistently attend all the regular functions of the Church unless providentially hindered.
 - e. In the absence of the Senior Pastor or an Associate Pastor, the Chairman of the Deacons shall serve the Church as moderator.

3. Tenure and termination of the deaconship.

- a. Upon ordination and election, the deacon becomes a rotating member of the deacon ministry for an active period of three (3) years. (There should then be an inactive period of one (1) year before this deacon shall be eligible for re-election to the Deacon Board.)
- b. When a deacon feels circumstances prevent him from fulfilling the duties of a deacon, he may submit a letter of resignation to the Chairman of the Deacons.
- c. When the Head Pastor and Chairman of the Deacons determine that the Deacon should step down, they will approach the Deacon. If he/she refuses to step down, a vote to remove the Deacon will be called. Deacons may be removed by the Church Council upon a two-thirds (2/3) majority vote at any time without cause.
- d. No Deacon shall serve more than two (2) consecutive terms in any office unless otherwise specified by a majority of the Church Council.

ARTICLE IV: CHURCH STAFF

Church staff should, whenever possible, be chosen from the current Church membership list. If there is a need to hire outside the Church list, the employee must agree to abide by all requirements of a church member. All Church staff will be responsible to the Senior Pastor and Personnel Committee. Church Staff are designated in one of four ways:

Section A: Full-Time Ministry Staff

Ministry staff, serving full-time (more than 32 hours a week), non-pastoral. Appropriate job descriptions including duties and responsibilities are in the employee manual.

Section B: Part-Time Ministry Staff

Ministry staff, serving part-time (less than 32 hours a week), non-pastoral. Appropriate job descriptions including duties and responsibilities are in the employee manual.

Section C: Full-Time Support Staff

Support staff, serving full-time (more than 32 hours a week). Appropriate job descriptions including duties and responsibilities are in the employee manual.

Section D: Part-Time Support Staff

Support staff, serving part-time (less than 32 hours a week). Appropriate job descriptions including duties and responsibilities are in the employee manual.

ARTICLE V: CHURCH LEADERS

This Church uses volunteer leaders to fill vital positions necessary for the records, education, and teaching of those who attend. All leaders should be exemplary in their conduct and endeavor to live a life pleasing to the Lord and in accordance with the Church Covenant.

Prospective leaders will be interviewed by the Nominating Committee, Pastor, or Supervising Ministry Staff Member. Any new leader must be a member of the Church. Each position will have a set of requirements the leader must meet, as well as submit to a background check. Church Leaders become members of the Church Council.

ARTICLE VI: CHURCH MINISTRIES

Section A: General Goals of All Church MINISTRIES

1. All Church MINISTRIES are extensions of the Church.
2. All Church MINISTRIES must seek to:
 - a: Extend the mission of the Church.
 - b: Promote the general welfare of the church.
 - c: Develop the Christian life of participating church members.
 - d: Foster an attitude of love, loyalty, and dedication to the Lord Jesus Christ.

Section B: Rules Governing Church MINISTRIES

1. All MINISTRIES of the Church shall be under the Church Council. The heads of all Church organizations shall be elected by the Church Council and will report regularly to them. The Senior Pastor is an ex-officio member of all MINISTRIES.
2. No church MINISTRY shall:
 - a. Function in any capacity in violation of the Constitution and By-Laws of this Church.
 - b. Undertake any financial enterprise that will endanger the finances of the Church.

ARTICLE VII: COMMITTEES OF THE CHURCH

Section A: Election Of Members

Committee members shall be elected by the Church Council after being recommended by the Nominating Committee. All Committees will have an odd number of members with a maximum of seven (7) and a minimum of three (3).

Section B: Term Of Service

A committee member shall typically be elected for a three-year (3) term, beginning July 1. One-third (1/3) of the members of each committee shall rotate off each year, with one-third (1/3) being nominated and elected each year.

Section C: Qualifications For Service

All committee members shall be members of the Church.

Section D: Committee Chairman

No Church member shall serve as chairman of more than one standing committee. A committee member may serve consecutive one (1) year terms as chairman. In the absence of any committee chairman, the vice-chairman shall assume his or her duties.

Section E: Committee Responsibilities

The specific duties of each committee shall be found under the respective heading for each committee; however, each committee shall, in general, strive to operate under the following guidelines:

1. Seek the will of God as it pertains to the work of the committee and function through patient, prayerful work, and cooperation.
2. The committees are to meet as needed.

3. Select a chairman, vice-chairman, and secretary for one-year terms.
4. Keep a record of committee business and activities.
5. Submit any recommendations or proposals to the Church Council.
6. Submit budget requests and needs to the Budget and Finance Committee for consideration in the annual Church budget.

Section F: Committee Meetings

The Chairman or their designee shall, prior to a committee meeting, notify other members of the committee of the time, purpose, and place of the meeting. The Chairman shall be responsible for planning the meeting agenda and assigning responsibilities to the Committee members.

Section G: Committee Voting

In all committee meetings, unless otherwise specified in this Constitution and Bylaws, all matters of business shall be decided by a majority vote of the members present and voting. In Committee meetings, the Chairman shall not vote except in case of a tie.

Section H: Standing Committees:

Ex-officio members are not included in the count of membership requirements.

The church must maintain the following Standing Committees. These include, but shall not be limited to:

1. Church Council

- a. The Church Council shall maintain the Church’s activity calendar.
- b. Membership
 1. The Church Council shall be composed of the Senior Pastor, the Committee Chairpersons, the Deacons, Ministry Staff, Corporate Directors, Church Clerk, and Church Leaders.
- c. Meetings
 1. The Church Council shall meet quarterly, at minimum.
- d. Responsibilities

The primary responsibilities of the Church Council are:

1. Recommend to the Church suggested objectives and goals of the Church consistent with the Mission Statement of the Church.
2. Review and coordinate program plans recommended by committees and ministry leaders.
 - a. All new business items should first be presented to the appropriate Committee or Ministry for their review. The Committee or Ministry will bring a recommendation to the Church Council.
 - b. Emergency situations may be presented directly to the Church Council by the Senior Pastor or any two of the Corporate Directors for consideration.
3. Recommend to the Church guidelines for the use of leadership, personnel, facilities, monies, and other resources.
4. Any matter that an individual or organization proposes to bring before the Church in a regularly scheduled business meeting should first if at all possible, be brought before the Church Council. The purpose is to determine whether or not the matter requires Church action or if it is possible the Church Council itself or some other organization of the Church has jurisdiction to act upon the matter in a timelier manner.

5. Any items that are considered important enough to require Church action will be referred to the Church Clerk for placement on the agenda for the next scheduled business meeting. If there is urgency to the matter, the Church Council will ask for a specially called business meeting of the Church.

6. The Church Council has the authority to act on all routine matters of business in the interim between regular Church business meetings.

2. Budget and Finance Committee

The purpose of this committee is to manage the Church budget and to address the financial needs of the Church.

a. Membership:

1) The Treasurer shall serve as the Committee Chair.

b. Duties:

1) To develop an overall financial program and budget for the Church year.

2) To direct the annual budget preparation for submission to the Church Council for approval; prior to presenting to the Church.

3) To direct annual stewardship promotions, as requested and directed by the Church Council.

4) To administer the budget throughout the Church year. Bring to the attention of the appropriate Church Staff, Corporate Directors, or Church Council areas of necessary adjustment in budget expenditures.

5) To assist the Senior Pastor, Staff, Church Directors, committees, or ministries of the Church with the requisite financial aspects of their respective functions and duties to the Church.

6) To see that all funds are handled appropriately by establishing/overseeing counting/records policies.

7) To delegate certain of the duties outlined herein to other authorized personnel as determined to be appropriate, provided that those handling Church funds shall be duly named under appropriate security bond.

8) To oversee the financial matters of the Church.

3. Personnel Committee:

The purpose of this Committee is to assist the Church in matters related to all compensated personnel.

a. Membership:

1) Must include a member of the Budget and Finance Committee.

b. Duties:

1) To consult with the Senior Pastor, Staff, and Church Council at least twice annually regarding the need for additional or new positions or elimination of existing positions.

2) To approve position descriptions for new church employees and revise the manual as necessary.

3) To maintain a Personnel Policy and Procedures Manual.

4) To consult with the Senior Pastor regarding personnel recruitment, hiring, and disciplinary actions.

5) To consult with the Senior Pastor in the evaluation of pastoral and non-pastoral staff.

6) To develop and recommend salaries and benefits for all compensated church

personnel in conjunction with the Budget & Finance Committee, including all salary benefits, holidays, and vacation.

7) Responsible for dealing with discreet disciplinary action(s) that may involve Church staff. (always following the procedure of Matthew 18)

4. Nominating Committee

The purpose of this Committee is to fill all non-compensated vacancies.

a. Procedure:

1) During July each year, this Committee shall recommend for approval to the Church Council a slate of candidates to fill volunteer vacancies in the Church to commence the following July.

b. Duties:

1) To nominate for approval appropriate numbers of candidates who qualify to serve as members for each Committee of the Church.

2) To nominate temporary replacements for all Committee positions vacated throughout the Church organizational year.

5. Building & Grounds Committee:

This Committee has as its primary focus the general supervision of the care and maintenance of all Church buildings and grounds. This committee shall also monitor and report to the Church Council on necessary repairs and replacement of materials related to the physical buildings and grounds that comprise the Church. THE PARKING LOT TEAM FALLS UNDER THE OVERSIGHT OF THIS COMMITTEE.

6. Missions Committee

a. Duties:

1) Coordinate, promote, and expand mission awareness, giving, and participation within the Church.

2) Consider and recommend church-wide mission projects to the Church Council.

3) Manage the budget for mission projects.

4) Prepare an annual financial report and budget for presentation to the Finance Committee.

5) Present special financial reports to the Church at the business meetings.

7. Outreach Committee:

This committee is under the immediate leadership of the Senior Pastor. This committee is to develop and implement a strategy for effective programs of community evangelism outreach such as visitation, Bible studies in homes, special evangelistic meetings inside and outside of the church, and other needed programs to reach people with the gospel. This committee is also responsible for planning events for soul-winning, as well as the production or securing of evangelistic printed materials to be used by the Church.

8. Worship Committee:

Lead the congregation in providing opportunities for worship celebrations that focus on God, help people of all ages grow in their understanding of the gospel, and become better equipped for daily living as faithful disciples. Work with the pastor and others for vibrant worship of God. Responsible for all Worship areas, decor, and tables.

9. Congregational Care Committee:

Spearheads support for families and individuals in crisis, including meals and transportation for medical appointments, grocery store visits, etc. Volunteer assistance is needed to carry out their commitments. Responsibilities can also include providing programs to help care for our congregation's members and envisioning and implementing programs that serve the spiritual, emotional, and practical needs that confront us along life's journey. Examples of ministries can include, but are not limited to: Stephen's Ministry; Prayer Ministry; Caregivers' Support; Grace-ful Knitters; AA, and Grief Share.

10. Discipleship Committee:

Discipleship Committee Chair: Develop and lead our church in a gospel-centered discipleship strategy for Children, Youth, and Adults that is consistent with the values and mission of the church. With the Lead Pastor, ensure sound doctrine is maintained and to ensure a cohesive discipleship plan. Develop healthy relationships with Bible Study leaders and ensure they are well-resourced to succeed in their groups.

Section I– Adding A Standing Committee

Additional committees may be established from time to time by the Church Council upon the recommendation of any member of the Church, a Committee, or a Ministry. Upon the establishment of a new Standing Committee, a description of the purpose, function, and membership structure must be prepared by the Church Council and be approved by the Church at a business meeting before such a new committee may commence operation. When the new Committee is approved, it will be added to the By-Laws. To add a new Standing Committee will require a seventy-five (75%) percent vote.

Section J- Ad Hoc Committees

Ad hoc committees may be created by the Church Council as needed. These committees shall be assigned to a particular task and serve until the task is completed. When their task is completed the committee shall be terminated.

10. Pastor Search Committee

a. Membership:

1) This Committee shall consist of five (5) members and two (2) alternates, which represent a cross-section of the church membership. The Church Council shall nominate the candidates, who will be voted on by the Church.

b. Duties:

- 1) Secure training and resources from the local association office, state convention office, or other outside source.
- 2) Conduct an evaluation of the Church.
- 3) Determine the criteria for recommending a pastor and other guidelines for accomplishing the committee's purpose.
- 4) Evaluate the candidates from resumes and other processed information, using the utmost care and confidentiality.
- 5) Select promising candidates from personal contact and deal with one candidate at a time from the committee's short list.
- 6) Recommend the best candidate to the Church after much prayer, contacts, and information; using a thorough presentation time and information process with the Church.
- 7) Facilitate the relocation of the new Senior Pastor and his family to the Church and community.

- 8) Follow through in helping the new Senior Pastor make a smooth transition into the Church and community.
- 9) Plan a Pastor Installation Service and other appropriate related events that help the Senior Pastor and family in this new location.
- 10) The Pastor Search Committee will be automatically dissolved after the new Senior Pastor has been installed by the Church.

ARTICLE VIII: CHURCH SERVICES AND MEETINGS

Section A: Church Worship Services

1. Public worship meetings shall be held weekly on Sunday mornings
2. Other worship services shall be held at the discretion of the Senior Pastor and Church Council.
3. Times of the services will be fixed at the Church's discretion.
4. The Lord's Supper shall be observed at least three (3) times during the year.

Section B: Church Business Meetings

1. The Church shall have at least two business meetings a year, by June 30th and by December 31st.
2. The Regular Business meetings will be held on Sundays.
3. Special and Emergency meetings may be held at different times and places depending on the circumstances for calling the meeting.
4. The business meetings will be conducted according to these rules:
 - a. Meetings shall be governed by Robert's Rules of Order latest edition except as otherwise may be provided for herein.
 - b. The Senior Pastor shall moderate all meetings unless the meeting is about the Senior Pastor.
 - 1) In his absence, an Associate Pastor shall be the moderator.
 - 2) If no Associate Pastor can attend, the Chairman of Deacons shall moderate.
 - c. Members who have not attended or contributed to the Church within the previous six (6) months should exclude themselves from voting.
 - d. All voting on important or delicate matters shall be by confidential signature ballot, otherwise, open voting is acceptable.
 - 1) A member has the right to call for a signature ballot provided it is requested a week prior to the meeting.
 - 2) The deacons shall count the ballots and then destroy them.
 - 3) Any unsigned ballot(s) shall not be counted.
 - e. Absentee voting is permissible under the following provisions:
 - 1) Absentee voting is permitted only on matters of election or dismissal of a Senior Pastor, Associate Pastor, Deacon, changes to the Constitution and By-Laws, and disciplinary action against a member.
 - 2) Absentee voting shall be done in the following manner:
 - a) Voting shall be done in front of the Corporate Secretary the week before the business meeting.
 - b) The voter shall sign an absentee voter list.
 - c) The voting shall be done on ballots provided by the Church.
 - d) The ballot shall be placed in a sealed envelope by the member

and given to the CORPORATE SECRETARY.

e) All absentee ballots shall be given to the moderator before the business meeting.

f) The sealed envelopes shall be compared with the voter list and counted with the other ballots collected at the meeting.

f. Notifications of Regular Business Meetings shall be done for two (2) weeks before the meeting by both in the bulletin, and public announcement.

g. Motions that are the proper order of business for an existing committee shall be referred to the appropriate committee by the Church Clerk.

1) The Committee shall without unnecessary delay take action on the matter.

2) The Committee shall make a report to the Church with recommendations if any.

ARTICLE IX: AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Constitution may be amended by a ninety percent (90%) vote of the members present at any business meeting provided that a notice was given to the Church for two consecutive Sundays, both in the church bulletin and from the pulpit.

By-Laws may be amended by a seventy-five percent (75%) vote of the members present at any business meeting provided that a notice was given to the Church for two consecutive Sundays, both in the church bulletin and from the pulpit.

ARTICLE X: PREVIOUS RULES AND REGULATIONS

All previous rules and regulations adopted and enacted by the Church before the adoption of this amended Constitution and By-Laws are hereby repealed.

ARTICLE XI: THE FREEDOM OF THE CHURCH

The Church is at liberty to deal with all matters not covered by the Constitution and By-Laws in a way which seems fit and proper in keeping with the Spirit of the Lord Jesus Christ.