

FAITH FELLOWSHIP CHURCH

CONSTITUTION AND BY-LAWS

ARTICLE I. NAME

The name of this Corporation shall be *FAITH FELLOWSHIP CHURCH*.

ARTICLE II. PURPOSE

The purpose of this Church shall be: To worship and glorify God; to proclaim the Gospel of the Lord Jesus Christ to all mankind; to promote the teaching that the Holy Bible is the inspired Word of God and shall be the sole guide for the redemption of all people; and to do all that we can as the Holy Spirit leads and directs us to influence people to accept Jesus Christ as their personal savior.

ARTICLE III. FAITH & POLITY

1. Faith Fellowship Church's Faith Policy is set forth in its *Articles of Faith and Doctrinal Statement*, a copy which is attached hereto and made a part of the Constitution and By-laws of this Church.
2. We believe, as responsible individuals, we have an obligation to take an interest in secular affairs, but we believe that interest should be expressed through secular channels designed for such purposes. Therefore, all activities and programs of all departments, organizations, committees and classes, which use the facilities and/or the name of the Church, must be approved by the Governing Board.

ARTICLE IV. MEMBERSHIP

1. Definition of Membership
The members of this Church shall be persons:
 - a. who have accepted the Lord, Jesus Christ, as their personal Savior,
 - b. who have been approved for membership by the Governing Board,
 - c. who offer public acceptance of the Church's Articles of Faith and Doctrinal Statement.
2. Reception of New Members shall take place at any Church Worship Service.
3. Termination of Membership:
 - a. A member in full fellowship may request a *Letter of Transfer of Church Membership* and the Church Secretary, if so directed by the Governing Board, will send such a letter to the place designated and notify the applicant.
 - b. A member who has united with another Church with or without obtaining a *Letter of Transfer of Church Membership* shall be dropped from the Church Roll.
 - c. A member from whom no word been received for a period of at least one year will be removed at the discretion of the Governing Board from the Church Membership Roll.
 - d. Any member wishing to withdraw from the Church membership may do so upon notice in writing to the Governing Board.

ARTICLE V. OFFICERS & DUTIES

1. Pastor/s shall be chosen and called by the Church whenever a vacancy occurs after a congregational meeting for such purpose has been called and vote of 3/4 of those members present and voting affirms the call. The Pastor shall be charged with the spiritual welfare of the congregation. While the term of the Pastor/s shall be indefinite, a written ballot shall be required to affirm the congregation's desire that he (the Pastor) continue as Pastor, at any special Church Business Meeting called for that purpose. If the affirmative vote, to be counted by the Church Secretary and the Chairman of the Governing Board, is less than a 2/3 majority of those members present and voting, the Church shall request the Pastor's resignation with the understanding that it will become effective within 90 days of said meeting. Likewise, the Pastor shall give 90 days notice in case he wishes to leave of his own volition.
2. Moderator of the congregational meetings shall be the Chairman of the Governing Board. In event he is unable to attend, he shall appoint a substitute from the Board to serve in his place.
3. Treasurer shall be elected by the Governing Board from the Board's membership and shall serve as Treasurer of the Board and of the Church. He shall serve for one (1) year and shall receive and deposit all monies belonging to the Church, the care of which is not otherwise specified. He shall disburse such monies under proper authority of the Governing Board. He shall, at the annual meeting of the Church, make a full and detailed report of receipts and disbursements of all monies in his charge. He shall submit his books for annual audit prior to each annual meeting. The Treasurer, and all others, designated by the Governing Board, who regularly handle the money for the Church, shall be insured or bonded to give assurance of proper protection to the Church, in such amounts as the Governing Board may require.
4. Secretary shall be elected by the Governing Board from the Board's membership. The Secretary shall serve for one (1) year. The Secretary shall attend all sessions of the Governing Board and all regular and special Church Business Meetings. He shall record all proceedings and votes in the Minutes of all Board sessions and Church meetings in books to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Board or Church meetings when required by law or these by-laws, to be given, and shall perform such other duties' as may be prescribed by the Board under whose supervision he shall be.

ARTICLE VI. GOVERNING BOARD & DUTIES

1. Governing Board Members must meet the qualifications of an *elder/overseer* as stated in the Bible (1 Timothy 3:1-7, Titus 1:5-9).
2. The term of office for each member shall be for three (3) years.
3. The Governing Board shall be responsible for the spiritual and devotional life of the Church; serve as the policy making advisors to the Pastor(s) in his relation to the Church and its spiritual activities; assist in the celebration of the Lord's Supper; visit the sick, and make calls upon members and prospective members; review and act upon the Membership Rolls annually; and provide for the pulpit supply whenever required.
4. The Governing Board shall meet regularly at least once a month. Special meetings may be called as provided for by the Board itself. This Board shall elect its own officers and committees and determine its own mode of procedure. As noted in Article V, Section 3 and 4, the Secretary and the Treasurer of this Board will also serve the Church in like capacity. A majority of the Board members shall constitute a quorum.
5. The Governing Board shall hold and care for all Church property, and see to it that the monies are expended in accordance with the budget as approved by the Church, and shall designate depositories or depository for Church funds. They shall have no power to buy, sell or mortgage, or transfer the real property of the Church, nor to execute promissory

notes or other evidences of indebtedness in the name of the Church without a special vote of the Church members at a meeting regularly called; provided, however, the above restriction shall not apply in cases of necessary withdrawal of funds from designated depositories for the use of such funds for specific purposes for which they are intended, and for which the Treasurer has been authorized to execute in the name of the Church such notes or other evidence of indebtedness as may be required by the designated Depository to cover the amount of the necessary withdrawal until the end of the six months interest period, whenever such action will be to the ultimate advantage of the Church.

6. The Governing Board shall keep a careful record of its proceedings and shall render a full report to the Church at the Annual Meeting and at such times as the Church may, by vote, require.
7. The Governing Board may authorize expenditures for items not included in the approved budget up to \$5,000.00 without prior approval of the Church. It shall be the duty of the Board to employ all paid personnel, to fix their salaries, terms and conditions of employment, and to terminate their employment (except as to the Pastor(s), whose employment and termination shall be directed by vote of the Church). The Chairman of the Board shall sign in the name of the Church all notes, mortgages, deeds, etc., after proper approval by the Church in Meeting.
8. It shall be the duty of the Governing Board to receive the recommendations of the various committees of the Church relative to the Annual Budget, and to present a budget to the Church for approval at the Annual Meeting. It shall be the function of the Board to devise ways and means of increasing the income of the Church to meet the needs of a growing program.
9. Any vacancy that occurs on the Governing Board during the year shall be filled by the Board for the period involved until the next Annual Meeting when the Church shall elect to fill the remaining part, if any, of the unexpired term.
10. The Governing Board shall appoint such committees as they find necessary to carry out the work of the Church (such as: Mission Committee, Usher Committee, Music Committee, Publicity Committee, etc.) except as otherwise provided for in the Church By-laws.
11. The Governing Board shall be responsible for the total program of Sunday School Christian Education: for the enlisting, training, and approval of a staff of leaders and teachers, the evaluation of Sunday School materials and the selection of suitable programs for furthering the Christian education of all Church members, including children, and for the formation of Adult Bible Class(es) and the encouragement of attendance to same.
(Paragraph 12 in the existing Constitution has been deleted and the Mission Committee has been added to the Committee identified in Paragraph 10.)

ARTICLE VII. COMMITTEES

1. Service Committee
 - a. The Service Committee is tasked to serve the church and community under the leadership of the Governing Board. Its duties shall include: caring for the sick and bereaved, benevolence assistance, visitation, hospitality, etc.
 - b. The term of office for each member shall be for three (3) years.
 - c. The Service Committee shall meet jointly with the Governing Board at its regular meetings and will have *voice* at the meetings, but not *vote*.
2. Nominating Committee
 - a. The Nominating Committee shall consist of five (5) Church members, at least three (3) of whom shall be from the Governing Board. The Nominating Committee shall be elected by the Church at a regular meeting or special meeting called for that purpose at least sixty (60) days prior to the next Annual Meeting.

- b. It shall be the duty of the Nominating Committee to consider candidates and to present nominees for all elective offices of the Church at the Annual Meeting. The Nominating Committee service ends with the conclusion of the Annual Meeting.

ARTICLE VIII. MEETINGS

1. Worship Services of the Church shall be held each Sunday. Special Worship Services will be held at the direction and discretion of the Governing Board.
2. The Sacraments of Baptism and the Lord's Supper and the Dedication of Infants and Children shall be observed at such times as the Governing Board may direct.
3. Annual Meetings shall be held after February 15 and before March 15 each calendar year. The purpose of the Annual Meeting shall be to hear the yearly reports of the officers, departments and committees and organizations; to elect officers, boards, etc.; to transact business; and to adopt a budget and make plans for the upcoming year.
4. Regular or Special Church Meetings. Regular Church Meetings shall be held at reasonable intervals throughout the year called by the Governing Board. Special Church Meetings shall be called by the Church Secretary on written request of at least 50% of the voting members of the Church. The nature of the business to be transacted at such Special Meeting shall be stated in the call and written notice of such a called Special Meeting shall be given through the Church Secretary by delivering or mailing such notice so that each member may receive said notice ten (10) days before the date of the called meeting.
5. Quorum. At the Annual Meeting and at all regular and special Church meetings, 50% of the voting members shall constitute a quorum.
6. Voting. Election of officers, boards, etc., and action on other Church business will be decided by a majority vote of the voting members in good standing present at the meeting. Each voting member in good standing present at meetings shall be entitled to one vote on each issue. All members voting shall have attained the age of 21.
7. Meeting Reports. All officers, boards, committees, departments and organizations shall make written reports to the Annual Meeting.
8. Rules of Order. Roberts Rules of Order will apply to any procedures or rules of order not covered by these By-laws.

ARTICLE IX. AMENDMENTS

These By-laws may be altered, amended or repealed by a three-fourths (3/4) vote of members in good standing, present and voting, at an Annual Meeting, or at any Special Meeting of the Church called for that purpose. Any proposed changes or amendments to the By-laws must be submitted to the Church Secretary at least four (4) weeks prior to an Annual or Special Church Meeting. The Church Secretary shall post the same on the Bulletin Board of the Church and shall mail copies of all proposed changes or amendments to the membership at least ten (10) days prior to said meeting.

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