



# Faith Baptist Fellowship

BYLAWS

Adopted: January 26, 2025

## OUR MISSION

"To honor God by making more disciples for Jesus Christ and equipping them for growth and service."

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## ARTICLE 1 - NAME AND ORGANIZATION

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1. **NAME**

The name of this organization shall be "FAITH BAPTIST FELLOWSHIP".

2. **ORGANIZATION**

The organization took place on the 9<sup>th</sup> day of August, 1979.

3. **INCORPORATION**

This organization was incorporated under and pursuant to the provisions of the South Dakota Nonprofit Corporation Act on the 19<sup>th</sup> day of December, 1979. The Church shall be authorized to exercise general powers granted to such nonprofit corporations by the South Dakota Nonprofit Corporation Act, as amended. The Elder Council shall be deemed to be the Board of Directors for the Church as by South Dakota Law.

4. **AFFILIATION**

This Church shall maintain affiliation with the Baptist General Conference, conducting affairs as Converge Worldwide, and its district affiliate, Heartland Baptist District, conducting affairs as Converge Heartland.

## ARTICLE 2 – PURPOSE

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1. **THE PURPOSE OF THE CHURCH**

- a. To preach the Gospel, administer the ordinances of the New Testament, minister to the spiritual needs of its members and all people everywhere, to train Christian workers for the Lord's work, and further the evangelization of the world by making disciples for Jesus Christ and equipping them for growth and service.
- b. To extend the ministry of this church through assisting in the establishment of new churches within our ministry area.
- c. To take, secure, hold, or acquire, by gift, purchase, legacy, or otherwise, real and personal property, whenever it may deem the same proper, necessary, and expedient in the work and purpose for which this body was organized and incorporated; and to hold, lease, encumber, give, exchange, or sell and transfer and dispose of the same, in part or in whole when it deems such action expedient, necessary, or beneficial in promoting and advancing the work and purposes for

which this corporation is formed; and to do or accomplish such acts as this body shall deem necessary or incidental thereto, all such acts to conform to the laws of this State.

- d. No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, Elders, Other Officers, or private persons, except that the corporation may pay for services rendered and make payment and distributions in furtherance of the purposes set forth in Article 2 hereof.

## ARTICLE 3 - PREAMBLE

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Trusting in the Lord Jesus for our salvation while looking to the Holy Bible as our sole and perfect rule of faith and practice, and continuing in the rich heritage of the Baptist tradition, we, therefore, voluntarily band ourselves together as a body of baptized believers in Jesus Christ for a more certain preservation and security of the principles of our faith, to the end that this body may be governed in an orderly manner consistent with the eternal Word of God, in the adoption and establishment of these Bylaws of our government, the affirmation of faith as a guide to our doctrine, and the membership covenant as a guide for living.

## ARTICLE 4 - OUR AFFIRMATION OF FAITH

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### 1. THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. (*John 17:7; Romans 15:4; 2 Timothy 3:16-17; 2 Peter 1:19-21*)

### 2. THE TRINITY

We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection; and that they execute distinct, but harmonious, offices in the work of creation, providence, and redemption. (*Matthew 28:19; John 1:1-4; 1 John 5:7*)

### 3. GOD THE FATHER

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of each

person; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ. (*John 3:16-17; John 4:24; John 17:5*)

4. **JESUS CHRIST**

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death on the cross, bodily resurrection from the grave, ascension into Heaven, perpetual intercession for His people, and personal visible return to earth. (*Isaiah 7:14; John 1:14; Philippians 2:5-11; Hebrews 1:2-3; 1 John 1:7*)

5. **THE HOLY SPIRIT**

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide. (*John 14:26; John 16:7-15; Romans 8:14-17; Ephesians 1:13-14*)

6. **HUMANITY**

We believe God created humankind immutably as male and female to reflect and bear His image. As such, human beings of every ethnicity, age, ability, as well as the pre-born, deserve dignity, protection, honor, respect, and Christian love. Because of Adam and Eve's free choice to sin, God's image in all humankind has become distorted, and relationship with God has become disrupted. (*Genesis 1:27; Genesis 3:16-19; Romans 3:23*)

7. **REGENERATION**

We believe that all people are sinners by nature and by choice, and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit. (*John 1:12-13; John 3:3; John 3:16-17; Acts 20:21; Ephesians 2:1-9; Titus 3:5*)

8. **THE CHURCH**

We believe in the universal church; a living spiritual body of which Christ is the head, and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world. (*Matthew 16:16-18; Acts 2:38-41; Ephesians 2:19-22; Ephesians 5:25-27*)

**9. CHRISTIAN CONDUCT**

We believe that a Christian should live for the glory of God and the wellbeing of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ. (*2 Corinthians 9:6-8; Ephesians 4:11-16; Philippians 2:14-16; Colossians 3:17-23; 1 Thessalonians 5:17-18*)

**10. THE ORDINANCES**

We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the Father, the Son, and the Holy Spirit. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ. (*Matthew 28:18-20; Acts 2:41-42; Romans 6:3-5; 1 Corinthians 11:23-32*)

**11. RELIGIOUS LIBERTY**

We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by an ecclesiastical or political authority; that, therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

**12. CHRISTIAN MARRIAGE**

We believe that Christian marriage is a sacred institution ordained by God for the wellbeing and propagation of humankind. It is a covenant representing the spiritual and physical union into which one man and one woman may enter for the glory of God, symbolizing the relationship of Christ to His church. As the sign of this covenant, sexual activity is reserved exclusively for the marriage relationship. According to the scriptural ideal, marriage requires sacrificial love and faithfulness to each other for life. (*Genesis 1:28; Genesis 2:24; Matthew 19:4-5; Ephesians 5:32-33*)

**13. CHURCH COOPERATION**

We believe that the local churches can best promote the cause of Jesus Christ by cooperating with one another in an association of churches. Such an organization, whether it is Converge Worldwide, or one of its regional districts, exists and functions by the will of the churches. Cooperation in the association is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary, independent basis.

#### 14. **THE LAST THINGS**

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal joy of righteousness, and the endless suffering of the wicked. *(Matthew 25:31-46; John 5:28-29; Revelation 20:1-15)*

## **ARTICLE 5 - MEMBERSHIP**

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### 1. **QUALIFICATION**

Any person confessing faith in the Lord Jesus Christ, while giving evidence of regeneration and being in agreement with the faith and practice held by this church, may be a candidate for membership.

### 2. **ADMISSION**

The candidate for membership shall:

- a. Be at least sixteen (16) years of age;
- b. Have been baptized before the assembled church, or declare to the satisfaction of the Elder Council that they have been baptized by immersion as a believer;
- c. Express their personal testimony of faith in Jesus Christ as part of an interview with Elder Council members, or other method approved by the Elder Council; and
- d. Be recommended by the Elder Council for admission to membership into the church, voted on by its members at any worship service or business meeting, and welcomed by the hand of fellowship extended by an Elder or Pastor.

### 3. OUR MEMBERSHIP COVENANT

With great delight in the grace of God, who has called us out of darkness and into the light of His Son, Jesus Christ, as God's holy people:

- Having been born again to a living hope through the Gospel;
- Having been baptized by immersion in the name of the Father, the Son, and the Holy Spirit, upon profession of our faith; and
- Having found a home with the faith, mission, vision, ordinances, doctrine, and discipleship of this church,

**We do now affirm our covenant together.**

*(John 3:3; John 3:16; Acts 2:38; Ephesians 2:8-10; Titus 1:9; Titus 2:1; 1 Peter 2:9-10)*

Humbly seeking God's help by the power of the Holy Spirit, we will protect the testimony and unity of this church by acting in love toward one another, refusing to gossip or slander one another, and graciously following those who lead us. *(Romans 14:19; Ephesians 4:29; Ephesians 5:18; Hebrews 13:17; 1 Peter 1:22)*

Our sincere desire is to contribute to the health and vitality of our church by praying regularly for its growth, warmly inviting others to attend, and joyfully welcoming all who visit. We will apply the truth of the Gospel in our homes, teaching our children to love the Gospel, God's Word, and prayer. *(Luke 14:23; Romans 15:7; Colossians 4:2; 2 Timothy 1:5; James 2:1-4)*

We will serve this body in the strength which God supplies, discovering and using our spiritual gifts and talents, actively sharing the gospel, entering into the discipleship and growth of others, and cultivating the heart of a servant. We will joyfully sit under the preaching and teaching of God's Word, desiring by it to grow stronger, deeper, and more devoted in our faith and service to Christ. *(1 Thessalonians 2:7-8; 2 Timothy 3:14-16; 1 Peter 4:10-11)*

With God as our witness, we will endeavor to faithfully attend worship services, live a life pleasing to our Father in Heaven, humbly confess when we have failed to do so and receive His discipline. We will lovingly care for others in their spiritual journey and share the Christian life with them. As God provides, we will happily give our resources so that the needs of this church and its wider kingdom ministry are met. Together, we long to see our city, region, nation, and world reached with the gospel, and confident of God's promises, we will labor side-by-side until this great work of grace is accomplished. *(Matthew 28:18-20; Acts 1:8; 1 Corinthians 16:2; Philippians 1:27; Philippians 4:14-20; Hebrews 10:24-25; Hebrews 12:7-11)*

To God be the glory, Amen.

#### 4. **RESPONSIBILITIES AND RIGHTS**

- a. Every able member of the church is expected to personally attend its meetings, unless providentially hindered, and to work for its growth, to fittingly represent their Lord and church in the community, and to contribute regularly and according to his/her ability.
- b. Members shall strive, with God's help, to keep their church obligations. They shall hold their Pastors and Elders in esteem and pray for them, as well as Other Officers of the church, and work with them in carrying out the ministry of the church. They shall endeavor to preserve the unity of the church, and if at any time they find themselves opposed to the doctrine of this church, they shall not seek to disrupt its fellowship, but communicate directly with the Elders to express their concerns.
- c. All members in good standing shall have equal rights, except that those under age eighteen (18) shall be ineligible to vote on corporate matters. Members of this church have no property rights upon termination of membership and shall be entitled to no interest in the assets.
- d. Members that are qualified to vote will have the authority and opportunity to perform the following in accordance with the appropriate Bylaws articles:
  - 1) Vote on matters of church membership;
  - 2) Vote on the selection of Officers; vote on Financial Review and Nominating Committee members;
  - 3) Vote on the Pastoral Selection Committee and the call and terms for a Pastor;
  - 4) Submit names of possible nominees for open positions to Elders or Nominating Committee members prior to elections;
  - 5) Propose action for the removal of an Elder or dismissal of a Pastor;
  - 6) Request special business meetings;
  - 7) Vote on the annual budget and any expenditure thereafter greater than three percent (3%) of the budget and not originally provided for in the budget;
  - 8) Vote on any conveyances, sale, mortgage, encumbrance, or easement of church real estate; and
  - 9) Vote on changes to these Bylaws.

## 5. **REMOVAL**

- a. Any member desiring to sever membership shall be removed upon request. Such removal, if so requested, may be accomplished by a transfer letter to another like-minded church.
- b. Any member who joins another church will be removed from membership in this church.
- c. Active membership status of all members shall be reviewed annually. The Elder Council will recommend removal of any member deemed to be inactive to the church.
- d. Removal of membership in all cases will be effective upon a majority vote at any business meeting, with the exception of removal for deceased members. Deceased members will be removed from membership without congregational approval.

## 6. **DISMISSAL FOR DISCIPLINE**

- a. Members who persist in living contrary to biblical truth and our membership covenant may be recommended by the Elder Council for dismissal from membership. The Elder Council shall maintain a policy outlining a disciplinary procedure. The Elder Council shall seek to meet with all such persons in order to restore them to fellowship, but failing to see satisfactory evidence of repentance and reformation, the Elder Council shall report actions taken and recommend dismissal to the church. Dismissal of any member for discipline will become effective upon a majority vote at any business meeting.
- b. In all cases of grievances between members, the offenders shall be dealt with in accordance with the scripture set forth in Matthew 18:15-20. No public charge shall be made until such reconciliation has been attempted. If reconciliation is not successful, formal charges shall be written and submitted to the Elder Council for further action. Such written charges shall be confidential, but available for private inspection by members, who shall agree to keep confidential such charges.

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# **ARTICLE 6 - GOVERNMENT**

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The government of this church is vested in the body of members who compose it. Thus, the final authority for decisions shall be the congregation to whom the Elder Council and Pastoral Staff are responsible.

## **ARTICLE 7 - ELDERS AND ELDER COUNCIL**

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### **1. QUALIFICATIONS**

Each Elder shall:

- a. Meet the qualifications set forth in 1 Timothy 3:1-7;
- b. Be a man who has been a Christian for at least five (5) years;
- c. Be a church member of this church for at least two (2) years;
  - 1) Senior and Associate Pastors shall be excluded from the two-year membership requirement.
- d. Have attained the age of twenty-five (25) years;
- e. Agree with the faith and practice of this church.

### **2. RESPONSIBILITIES**

The Elder Council shall:

- a. Have responsibility for the teaching, shepherding, and oversight of the church;
- b. Elect its Chairman from the Non-Vocational Elders. He shall serve as the Moderator of the church;
- c. Elect its Vice-Chairman from the Non-Vocational Elders. He shall serve as the Vice-Moderator of the church;
- d. Bring any conveyances, sale, mortgage, encumbrance, or easement of the church real estate to the church for approval by majority vote at a business meeting. The Elder Council shall also bring expenditures to the church that are greater than three percent (3%) of the annual budget and not originally provided for in the budget. The expenditures must be approved by a majority vote at a business meeting, except in the case of emergencies;
- e. Delegate and request elements of their responsibilities to be performed through ministry groups and ministry teams to ensure alignment and the proper focus on the church's overall disciple-making process in support of the mission and vision statements;
- f. Be responsible for the worship services of the church in the absence of the Senior Pastor and Associate Pastors.

### 3. **COMPOSITION**

- a. The Elder Council shall be made up of Vocational Elders and Non-Vocational Elders.
- b. Nine (9) Elders will typically serve and as the membership of the church increases or decreases, their numbers may increase or decrease as necessary. The Elder Council will determine the number of Elders needed, but the number will never be less than three (3) Elders.
- c. At least a 2:1 ratio of Non-Vocational to Vocational Elders will be maintained. In the situation where the 2:1 ratio is not being met due to insufficient Non-Vocational Elders, the Associate Pastor last hired shall not vote.

### 4. **VOCATIONAL ELDERS**

- a. The Vocational Elder designation is for the Senior Pastor and Associate Pastors.
- b. Upon the church's call, Vocational Elders shall be automatically added to the Elder Council and required to attend Elder Council meetings.
- c. Vocational Elders shall be removed from the Elder Council upon termination of employment or resignation.
- d. Vocational Elders shall be excused from discussion and decisions regarding their salaries or other matters as deemed appropriate by a majority vote of Non-Vocational Elders.

### 5. **NON-VOCATIONAL ELDERS**

- a. The Non-Vocational Elder designation is for Elders who are not employed as a Pastor and meet the requirements as defined in the Elder and Elder Qualifications section.
- b. Non-Vocational Elders shall be excused from discussion and decisions where conflicts of interest exist as deemed appropriate by a majority vote of the other Elders.

### 6. **TERMS**

- a. Vocational Elders shall serve for an indeterminate term on the Elder Council.
- b. Non-Vocational Elders:
  - 1) Candidates will be identified by the Elder Council in consultation with the Nominating Committee and will be subject to a selection and interview process deemed appropriate by the Elder Council.

- 2) Shall serve four (4) year terms and take office the day after the annual business meeting. Elder terms will be staggered as much as possible to help maintain continuity for the Elder Council. After one (1) year off, an Elder may serve again.
- 3) Due to resignation, death, or removal of an Elder, a replacement may fulfill the term remaining for that Elder. If an Elder serves in that manner and performs two (2) years or less, he would be eligible to move into a new four (4) year term without a year off.
- c. Due to life and/or ministry circumstances, an Elder may resign his position or request a temporary leave from the Elder Council. Leave shall be granted, subject to the approval of the majority vote of the Elder Council.

## 7. **REMOVAL OF AN ELDER**

- a. An Elder shall be presumed to have vacated his office if he ceases to be an active church member.
- b. An Elder may also be removed from office for failure to attend meetings of the Elder Council without reasonable cause or for conduct impairing his efficiency.
- c. If removal is deemed advisable by vote of three-fourths (3/4) of the other Elders, the Elder Council shall recommend removal to the church. A majority ballot vote at a business meeting can then remove the Elder from office.
- d. Action to remove an Elder from office may be initiated by the church by providing a written request signed by twenty percent (20%) of the active membership to the Elder Council.
  - 1) The reason for removal must be clearly documented in the written request.
  - 2) The Elder Council will review the request and come to a final decision regarding the request within sixty (60) days.
  - 3) Information about the decision and any associated actions will be presented by the Elder Council to the church at the next business meeting.

# ARTICLE 8 - PASTORAL STAFF

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## 1. **QUALIFICATIONS**

The qualifications of Pastors are set forth in 1 Timothy 3:1-7. Pastors shall be in agreement with the faith and practice of this church, and sympathetic and cooperative with Converge Worldwide and its district affiliate, Converge Heartland.

## 2. **RESPONSIBILITIES**

### a. Senior Pastor shall:

- 1) Be responsible to the Elder Council for ministries as per their job description.
- 2) Preach the Gospel, administer the ordinances, exercise concern for the spiritual needs of the church, and develop its strength for the best possible service.
- 3) Be the Chief Administrative Officer of the church, an Elder on the Elder Council, an ex-officio non-voting member of all ministry groups and teams of the church, and church member upon employment by the church.

### b. Associate Pastors shall:

- 1) Be responsible to the Senior Pastor and Elder Council for ministries as per their job description.
- 2) Assist the Senior Pastor in the ministries of preaching, administering of ordinances, and in the organization and administration of the church.
- 3) Be an Elder on the Elder Council and church member upon employment by the church.

## 3. **TERMS**

Senior and Associate Pastors shall serve for an indeterminate term.

## 4. **ESTABLISHING A PASTORAL RELATIONSHIP**

### a. Selection and Duties of the Pastoral Search Committee:

When it is necessary to call a Pastor, a representative Pastoral Search Committee consisting of at least five (5) members, including one (1) or more Elder Council members, shall be appointed by the Elder Council and ratified by a majority vote at a business meeting of the church. This Committee shall seek a suitable candidate for Pastor and shall arrange for the church to become acquainted with him. In seeking a suitable candidate, the Committee shall consult the leaders of Converge Worldwide and its district affiliate, Converge Heartland, and also take suggestions from the members of the church. It shall investigate the merits of a candidate, giving consideration to his personal character, education, ministerial record, and abilities. The Committee will recommend to the Elder Council its candidate for Senior Pastor or Associate Pastor for their approval.

b. Extension of the call:

The recommendations of the Elder Council concerning (a) the call of a Pastor, and (b) the terms of such call shall be presented to the church at a specially called business meeting, notice of such meeting and its purpose having been communicated at the worship services for two (2) consecutive Sundays prior to the day of the meeting. A three-fourths (3/4) majority ballot vote shall be necessary to extend a call to anyone under consideration. A majority ballot vote is required to approve the terms of the call. Only one (1) candidate shall be presented to the church at one (1) time. When the call has been approved by the church, it shall be sent to the candidate by the church clerk. The candidate's written acceptance of the call shall establish the pastoral relationship as of the date agreed upon by the church and the candidate.

c. Working Arrangements with the Pastor:

The Pastor's salary and other benefits (i.e., housing, utilities, insurance, travel, retirement, etc.), as well as provisions for his vacation and participation in opportunities for service or professional growth, shall be fixed at the time of the call and shall be reviewed by the Elder Council at least yearly when preparing the annual budget.

## 5. DISSOLUTION OF PASTORAL RELATIONSHIP

a. Resignation:

When a Pastor resigns, he will provide a letter of resignation to the Elder Council. The Elder Council shall announce the resignation to the church, provide the effective date of resignation, and make recommendation to the church regarding the financial terms for dissolution of the Pastoral relationship at a business meeting. The date of dissolution shall be no more than sixty (60) days or less than thirty (30) days after the effective date of the acceptance of the resignation by the church, unless recommended differently by the Elder Council. If, in the judgment of the Elder Council, the continuance of the Pastor's ministry shall be undesirable, the Elder Council shall recommend to the church that the relationship be discontinued immediately, but the salary shall be continued for a minimum of thirty (30) days.

b. Dismissal:

- 1) Any proposal to dismiss a Pastor shall be referred to the Elder Council for consideration and counsel with the Pastor, if necessary, in an attempt to correct the grievance. If the grievance cannot be corrected, the church may

dissolve the Pastoral relationship upon recommendation from the Elder Council and carried by a majority ballot vote at a special business meeting.

- 2) The Elder Council shall be required to present to the church any written request for the dismissal of a Pastor when signed by twenty percent (20%) of the qualified voting membership of the church. Such action shall be taken at a special business meeting and a majority ballot vote shall be necessary to carry the motion for dismissal. In the event such petition fails to carry the majority vote, any Elder Council members signing such a petition shall automatically relinquish their office.

## ARTICLE 9 - OTHER OFFICERS

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All following Officers shall be members of the church and be in agreement with the faith and practice of this church. They will serve under the direction of the Elder Council and shall be responsible to the Elder Council, as well as to the church, and shall render reports as either may direct.

### 1. **TREASURER**

The Treasurer shall oversee an accurate account of all monies deposited in the bank by the Financial Secretary or assistant(s) and shall oversee payments of all obligations incurred by the church, by check drawn or debit on such account, as provided by the church budget or upon approval by the church or Elder Council.

### 2. **FINANCIAL SECRETARY AND/OR ASSISTANT(S)**

The Financial Secretary and/or assistants shall oversee an accurate account of all monies received and make deposits into a bank as directed by the Elder Council. The Financial Secretary shall send statements of account to each donor.

### 3. **CLERK**

The Clerk shall keep a record of proceedings of the church, take charge of all records, issue letters of transfer or dismissal as directed by the church or Elder Council, and keep a register of the names of all members of the church. The Clerk shall make a report to the membership of the preceding year at the annual business meeting and shall deliver all documents and records kept to their successor.

**4. TERMS**

- a. All Other Officers shall serve for the term of one (1) year beginning the day after the annual business meeting and can continue with one (1) year renewals upon review of the Nominating Committee and Elder Council.
- b. Resignation of any Officer shall be in writing to the Elder Council and will be effective on the date specified.

## **ARTICLE 10 - COMMITTEES**

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**1. FINANCIAL REVIEW COMMITTEE**

A Financial Review Committee of three (3) members will review the books of the Financial Secretary and of the Treasurer once a year and at such other times as the Elder Council may request. They will submit a written report to the Elder Council at the completion of their annual review or any other requested review.

**2. NOMINATING COMMITTEE**

- a. The Nominating Committee shall nominate the Treasurer, Financial Secretary/Assistant Financial Secretaries, Clerk, Financial Review Committee members, at-large Nominating Committee members, and other positions as identified by the Elder Council. The Elder Council will also be in consultation with the Nominating Committee regarding Elder candidates.
- b. This Committee will consist of five (5) members. The Senior Pastor, one (1) Elder identified by the Elder Council, and three (3) at-large members to be elected by the church.

**3. TERMS**

- a. Financial Review and at-large Nominating Committee members shall serve three (3) year terms, with one-third (1/3) of each Committee to begin service the day after the annual business meeting.
- b. Members of the Financial Review and Nominating Committees can serve one (1) term and be eligible for renomination to the same committee after one (1) year off.

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## ARTICLE 11 - MINISTRY GROUPS AND TEAMS

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The church and Elder Council may carry out their work through ministry groups and ministry teams.

### 1. QUALIFICATIONS

- a. Church membership is required to serve as a ministry group leader or ministry team leader. These leaders will be selected, appointed, and serve at the discretion of the Elder Council.
- b. Church membership is preferable, but not required for ministry team members.

### 2. RESPONSIBILITIES

- a. Ministry groups will be defined by the Elder Council in a manner to fulfill the church's mission and vision statements.
- b. The Elder Council will present their plan for ministry groups and ministry teams to the church at a business meeting at least once annually.

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## ARTICLE 12 - OTHER EMPLOYEES

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### 1. EMPLOYMENT AND DUTIES

- a. Any other church employee may be called or dismissed by the Elder Council.
- b. Employees shall be under the general supervision of the Elder Council, but the Elder Council may have the employee report to someone other than an Elder.
- c. The Elder Council shall present to each employee a written description of his or her duties and responsibilities.

### 2. WORKING ARRANGEMENTS

- a. Salaries/wages, other benefits, and vacations shall be fixed at the time of employment, presented to the employee in writing, and may be changed upon recommendation of the Elder Council.
- b. Compensation arrangements shall be reviewed by the Elder Council at least yearly when preparing the annual budget.

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## ARTICLE 13 - MEETINGS

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### 1. WORSHIP

- a. The church shall meet every Sunday for worship and may schedule other meetings as deemed necessary.
- b. The Lord's Supper shall be observed at least once every two (2) months. The first Sunday of each month shall be the normal time of observance.

### 2. BUSINESS MEETINGS

- a. Any ordinary matter of business requiring action by the church may be presented and acted upon at any scheduled meeting of the congregation.
- b. A quorum of at least twenty percent 20% of the qualified voting membership must be in attendance to establish a business meeting.
- c. Special business meetings of the church may be held at any time by order of the Elder Council, the Senior Pastor, or upon written request of twenty percent (20%) of the qualified voting membership.
  - 1) Such requests shall be submitted to the Elder Council.
  - 2) The time and place of the meeting and the nature of the business to be acted upon shall be communicated at the worship services for two (2) consecutive Sundays prior to the day of the meeting.
- d. The annual business meeting shall be held following the second Sunday in January and on or before the first Sunday in February.
- e. Quarterly business meetings shall be held in the months of April, July, and October.
- f. The time and place of quarterly and annual business meetings will be communicated at the worship services for two (2) consecutive Sundays prior to the day of the meeting.

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## ARTICLE 14 - ELECTIONS

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### 1. TIME

The selection of Officers and Committee positions requiring either church ratification or election shall be held as part of a business meeting. Annual elections will be conducted at the October business meeting whenever possible.

## 2. **PROCEDURE**

- a. Pastors will be called by the church per Article 8, section 4, Establishing a Pastoral Relationship.
- b. Candidate names for the following Officer positions will be placed on a ballot to seek ratification for approval by a majority vote to serve in those positions:
  - 1) Elders
  - 2) Treasurer
  - 3) Financial Secretary and/or Assistants
  - 4) Clerk
- c. Candidate names for the Financial Review Committee will be placed on a ballot to seek ratification for approval by a majority vote to serve on the Committee.
- d. Candidate names for the at-large Nominating Committee positions will be placed on a ballot for election by a majority vote to serve on the Committee. Election of an at-large Nominating Committee member shall be conducted between a minimum of two church members.
- e. Prior to elections, members are encouraged to submit names of possible nominees to Elders or Nominating Committee members for their consideration.

## 3. **VACANCIES**

Vacancies occurring during the year, with the exception of Pastor and Elder positions, may be filled by the Elder Council until the next election.

## 4. **QUALIFICATION OF VOTERS**

A member must be of legal age (18) to be qualified to vote in an election.

# **ARTICLE 15 – FINANCES**

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## 1. **PROCEDURE**

- a. Finances necessary for supporting the church and its mission shall be obtained through voluntary tithes, gifts, and offerings.
- b. Additional appeals for funds, budgeted or non-budgeted, may be made as deemed advisable by the Elder Council.
- c. Church approved programs will be financed out of the treasury of the church.

- d. The annual budget will be approved by a majority vote and all fund designations shall be honored, unless changed by congregational approval.

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## **ARTICLE 16 - PARLIAMENTARY AUTHORITY**

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The rules contained in Robert's Rules of Order Revised shall be followed by the church in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order of this church.

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## **ARTICLE 17 - DISPOSITION OF PROPERTY**

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### **1. DIVISION**

- a. In case of organic division of the church membership, the church property shall belong to those members who abide by these Bylaws.
- b. Should any controversy arise as to who is abiding by these Bylaws, the question shall be submitted to the overseers of the Heartland Baptist District, conducting affairs as Converge Heartland, and their decision shall be final.

### **2. DISSOLUTION**

Upon the dissolution of the corporation, the Elder Council shall, after paying and making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation to the Heartland Baptist District, conducting affairs as Converge Heartland, or if such organization is not in existence at the time of such dissolution, to such other organization or organizations organized and operated exclusively for charitable, educational, and religious purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) as the Elder Council shall determine.

## ARTICLE 18 – AMENDMENTS

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### 1. PROCEDURE

- a. Amendments to these Bylaws must first be presented for discussion and consideration of adoption by majority vote at a quarterly or special business meeting of the church held at least three months prior to an annual meeting.
- b. Amendments must be adopted at an annual meeting of the church at which a quorum of members is present and approved by a two-thirds (2/3) majority ballot vote.