

**The Constitution and Bylaws of the  
Redemption Church  
Portland, Oregon**

\* \* \*

30 August 2020

**Preamble.** We, the members of Redemption Church adopt this Constitution and Bylaws as our articles of governance, to be interpreted at all times in a way that brings glory to God, reflects the character of Jesus Christ, follows the Holy Bible, and agrees with this church's Articles of Incorporation, Statement of Faith and Membership Covenant.

**Article 1. Name**

This congregation is an assembly of believers in God through faith in Jesus Christ, who is the head of the Church, and shall be known as Redemption Church (or RC).

**Article 2. Purpose**

2.1. Redemption Church is a non-profit, tax-exempt organization, and Oregon corporation which seeks to glorify God by proclaiming the Gospel of Jesus Christ as described in the Holy Bible. This is accomplished through equipping believers in Jesus Christ to live out this Gospel; through gathering together regularly to worship God; through sharing life together; and through spreading this Gospel in our neighborhood, our city, and our world.

2.2. RC will use the 2000 Baptist Faith and Message as the teaching position.

**Article 4. Affiliation**

RC is an independent church with its own governance structure. However, as a singular, local expression of the universal church, RC may affiliate with other like-minded churches, associations, or denominations in order to further its purposes. Such affiliation does not abdicate any authority of this local congregation.

**Article 5. Membership**

**Section 5.1. Requirements for Membership**

To qualify for membership in RC, a person must be a believer in Jesus Christ who has been baptized in obedience to Christ upon profession of faith and must at all times affirm the tenets of the Statement of Faith, Membership Covenant, and this Constitution and Bylaws, and must offer evidence, by their confession and their conduct, that they are living in accord with their affirmations of these documents, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ. The elders shall be responsible for determining each person's qualification for membership. In making this determination, they may rely on a person's profession of faith, or such other evidence, as the elders deem appropriate.

**Section 5.2. Admission to Membership**

An applicant for membership shall be received as a member of the church upon the recommendation of the elders and the subsequent approval of three quarters of the members present and voting on the question at any duly called members' meeting. If an applicant is so received as a member, he or she shall not retain membership in any other church.

**Section 5.3. Duties and Privileges of Membership**

5.3.1. In accord with the duties enumerated in the Membership Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the church by

regularly attending its Lord's Day meetings; by faithfully observing the ordinances of baptism and the Lord's Supper; by submitting to its discipline and instruction; by regular prayer for the other members; and by attending and voting on all matters submitted to the congregation's vote at its members' meetings.

5.3.2 Under Christ this congregation is governed by its members. Therefore, it is the privilege and responsibility of members to attend members' meetings and vote on the election of officers, on decisions regarding membership status, on the church's governing documents (constitution, statement of faith, and covenant), and on such other matters as may be submitted to a vote.

5.3.3. No person who is not a member shall serve in the ministries or offices of the church.

5.3.4. Members are responsible to abide by the consensus of the church body regarding matters of faith and practice as expressed in the Statement of Faith, the Membership Covenant, and this Constitution and Bylaws, and agree to submit to the policies and procedures duly developed in support of the Constitution and Bylaws.

5.3.5. The members of the church are also the members of the corporation, and shall have all the rights and responsibilities assigned to corporate members in this Constitution and Bylaws.

#### **Section 5.4 Indemnification.**

No member of this church, nor any officer, nor any elder or director, shall by virtue of such membership, office, or position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts, or omissions of this church corporation.

#### **Section 5.5. Church discipline**

5.5.1. Any member consistently neglectful of his or her Scriptural duties as embodied in the Statement of Faith, Membership Covenant, or this Constitution and Bylaws, or who is otherwise guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, may be subject to the admonition of the elders and the discipline of the church.

5.5.2. Church discipline can include admonition by the elders or congregation, suspension from participation in the Lord's Supper for a definite period, removal from office or other ministerial responsibilities, and/or dismissal from membership. See Matthew 18:15-17; 2 Thessalonians 3:14-15; 1 Timothy 5:19-20; 1 Corinthians 5:4-5.

5.5.3. If private efforts to bring about the member's repentance and reconciliation are unsuccessful, one or more members or elders shall bring the matter to the attention of the elders. The elders shall review and investigate the matter. After prayer and deliberation, the elders may (a) dismiss the matter, (b) take disciplinary action (other than termination of membership, which may only be effected by a vote of the congregation), or (c) submit the matter to the members at a duly convened members' meeting for a decision.

5.5.4. A member shall be removed from membership as a matter of church discipline upon the recommendation of the elders and the subsequent approval of at least three-quarters of the members present and voting on the question at any members' meeting.

5.5.5. If the members vote to discipline the member, it may be announced to the members to carry out the Biblical admonition to bring about repentance and restoration of the disciplined member. Members who have been dismissed from membership by the church shall be restored to full membership privileges according to the spirit of 2 Corinthians 2:7-8 when their conduct is

judged by the elders and the members to be in accordance with the Statement of Faith, Membership Covenant, and Biblical repentance.

5.5.6 Church discipline may require the elders to withhold a members' voluntary resignation from membership. See 5.6.2

5.5.7. If a member departs from RC while under church discipline and thereafter attends another church, the elders may inform that church of the pending discipline along with the grounds for that action, seeking to encourage the brother or sister to repent and be restored to the Lord and to any people he or she have offended. The elders may also warn the other church to be on guard against the individual's conduct or beliefs and any risk of harm that he or she might present to the other church. Ephesians 4:1-6.

### **Section 5.6. Termination of Membership**

5.6.1 Termination of membership in this church occurs: (a) when the church, at a duly convened members' meeting, approves the voluntary resignation of a member; (b) upon the death or apostasy of the member; or (c) as an act of church discipline as described in Section 5.5, when three-quarters of the members present and voting at a duly called member's meeting vote to terminate the membership of the member.

5.6.2 The elders may suspend or refuse a member's voluntary resignation from membership for the purpose of proceeding with church discipline, to protect that member from following false teaching, to investigate a pertinent issue or for any other reasons the church deems necessary or prudent. In such instances, the church shall seek to bring any disciplinary process to an orderly conclusion, and make final determination as to the person's membership status in connection with that process.

5.6.3 Voluntary resignation will include the intent to join another gospel-preaching church.

## **Article 6. Worship Services and Meetings**

### **Section 6.1. Worship Services**

RC shall meet together for public worship each Lord's Day, and at other times throughout the week as the church may determine.

### **Section 6.2. Members' Meetings**

6.2.1. RC shall hold a regular quarterly members' meeting as deemed necessary by the elders. The church, duly assembled in a members' meeting, may: elect officers; receive applicants into church membership; recognize termination of membership due to death, apostasy, or voluntary resignation; exercise church discipline; approve a church budget; hear reports from the elders and, from time to time, the various deacons; and to take any other action they deem necessary or desirable.

6.2.2. An elder designated by the majority of the elders shall preside as moderator at all members' meetings of the church.

6.2.3. Notice of any annual or special meeting of the members, including the date, time, place, and in the case of a special meeting, the purpose(s), shall be given to members entitled to vote at the meeting no less than 10 nor more than 60 days before the meeting date, except that notice of a members' meeting to act on an amendment of the Articles of Incorporation, a plan of merger, domestication, a proposed sale of assets, or the dissolution of the corporation shall be given not less than 25 nor more than 60 days before the meeting date. Such notices typically shall be given at one or more public meetings of the church, but may be delivered through other means. Special

members' meetings may be called as needed by the elders, or at the written request, submitted to the elders, of five percent of the voting membership.

6.2.4. The elders shall fix a record date not more than 70 days before each meeting to determine the members entitled to vote at the meeting, and the corporation shall prepare an alphabetical list of the names of all its members who are entitled to vote at the meeting.

6.2.5. Members' meetings shall proceed according to a reasonable order (a simplified version of Robert's Rules of Order), and the members present shall constitute a quorum to do business. Unless otherwise required in the Constitution or Bylaws, matters presented to the members for vote shall be decided by a simple majority vote of the members present at the members' meeting.

## **Article 7. Officers**

The Biblical offices in the church are elders and deacons. In addition, our church recognizes the administrative offices of clerk and treasurer, who need not be elders or deacons. All officers must be members of this church prior to assuming their responsibilities.

### **Section 7.1. Elders**

Oversight of the ministry and resources of RC shall be vested in the elders, who are men that satisfy the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9. The church shall select elders according to the provisions of Article 7. As stated in 1 Timothy 2 and 3, only men may serve as elders. The number of elders shall be no less than three men.

#### **Section 7.1.1. Duties and responsibilities**

7.1.1.1 In keeping with the principles set forth in Acts 6:1-6 and 1 Peter 5:1-4, the elders shall devote their time to prayer, to the ministry of the Word (by teaching and encouraging sound doctrine), and to shepherding God's flock. Moreover, the elders shall oversee the ministry and resources of the church as required by 1 Timothy 5 and with the concurrence and approval of the congregation.

7.1.1.2. Since Scripture charges the elders with the responsibility to shepherd and oversee the congregation (Acts 20:28; 1 Peter 5:2-3), the elders shall serve as the church's final interpretive authority on the Bible's meaning and application as it pertains to church doctrine, practice, policy, and discipline. See also Ephesians 4:11-13; 2 Timothy 4:1-2.

7.1.1.3. The elders' responsibilities shall include: examining and recommending prospective members; examining and recommending all prospective candidates for offices and positions; overseeing the work of the deacons and appointed church agents and committees; conducting worship services; administering the ordinances of baptism and the Lord's Supper; equipping the membership for the work of the ministry; encouraging sound doctrine and practice; admonishing and correcting error; overseeing the process of church discipline; coordinating and promoting the ministries of the church; and mobilizing the church for missions.

7.1.1.4. The elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share the fundamental convictions of RC. The elders may establish ministry positions or committees to assist them in fulfilling their responsibilities. The elders may also propose the establishment and funding for paid non-pastoral staff positions as described in Section 8.5.

7.1.1.5. As set forth in Section 10.1, the elders shall serve as the directors of the church corporation, and the corporate powers of the church corporation shall be exercised by or under their authority.

### **Section 7.1.2. Elders' meetings**

7.1.2.1 The elders shall elect a chairman of elders' meetings by a majority of elders present. The chairman shall be responsible for establishing the agenda for elders' meetings and for moderating elders' meetings. The chair may select another elder to moderate at a meeting, or over a particular issue, if it seems appropriate. The chair shall serve one, 3-year term, at which point a new chairman shall be selected by the elders.

7.1.2.2. Meetings of the elders shall be conducted in accordance with the Constitution and Bylaws and any procedures adopted by the elders. Unless otherwise required by the Constitution and Bylaws or any procedures adopted by the elders, the act of the majority of the elders present at a meeting at which a quorum is present shall be the act of the elders. Other than the nomination of new elders, the chairman will not have a vote unless the decision is equally divided. A quorum of elders shall consist of two-thirds of the elders of the church.

7.1.2.3. Elders may participate in a meeting of the elders or any committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can simultaneously hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record shall be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

7.1.2.4. A written record of motions, actions, etc. shall be taken for every elder meeting.

7.1.2.5. Regular, annual, and special meetings of the elders serving as the Corporation's board of directors may be held within or outside Oregon without formal notice at such time and place as shall from time to time be determined by the board.

### **Section 7.1.3. Term**

7.1.3.1. An elder's term of office may end by resignation, expiration of term, or by dismissal.

7.1.3.2. Except in the case of the Lead, Associate, or Assistant Pastor(s), an elder shall hold office for a term of three years. An elder's term may be reaffirmed by the church after the third year by a vote of at least three-quarters of the members present and voting on the question. If the church fails to reaffirm its recognition of an elder, such elder's term of office shall terminate as of the third anniversary of his election as elder. After an elder, other than the Lead, Associate, or Assistant Pastor(s), has served six consecutive years, he must take a sabbatical of at least one year before he is eligible to be reelected to the office of elder.

7.1.3.3. Any two members with reason to believe that an elder, including the Lead Pastor or an Associate or Assistant Pastor, should be dismissed should express such concern first to the elders and thereafter to the congregation at any members' meeting. Dismissal requires a members' meeting specifically called for that purpose and a vote of at least three-quarters of the members present and voting on the question.

### **Section 7.2. Deacons**

Particular service to the church shall be provided by deacons, the number of which shall vary as the church has need, and who shall satisfy the qualifications set forth in 1 Timothy 3:8-13. The church may recognize members as deacons and elect them according to the provisions of Section 7. In keeping with the principles set forth in Acts 6:1-6, the office of deacon is not a position of spiritual authority.

### **Section 7.2.1. Duties and responsibilities**

7.2.1.1. Subject to the direction and oversight of the elders, deacons serve the congregation by caring for members, tending to the accommodations for public worship, and assisting the elders as needed. In addition, they may assist in the maintenance of properties, administer benevolence funds, and perform other duties prescribed by the elders.

7.2.1.2. The deacons shall not meet together regularly as a body. Each diaconate position shall serve a particular need of the church and shall be created or dissolved upon the recommendation of the elders and the subsequent approval of a majority of the members present and voting on the question at any members' meeting.

### **Section 7.2.2. Term**

7.2.2.1. A deacon's term of office may end by resignation, dismissal, or end of term. A deacon shall hold office for a term of three years. A deacon's term may be reaffirmed by the congregation after the third year by a majority vote. If the church fails to reaffirm its recognition of a deacon, such deacon's term of office shall terminate as of the third anniversary of his election as a deacon. After a deacon has served six consecutive years, he or she must take a sabbatical of at least one year before he or she is eligible to be reelected to the office of deacon.

7.2.2.2. Any two members with reason to believe that a deacon should be dismissed should express such concern first to the elders and thereafter to the congregation at any members' meeting.

7.2.2.3. A deacon may be removed from office upon the recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting.

7.2.2.4. In the event a diaconate position becomes vacant, the elders may appoint a person to fill that position and assume its responsibilities, until such time as some person can be duly recognized by the church as a deacon pursuant to Article 9.

### **Section 7.3. Clerk**

7.3.1 The clerk shall preserve an accurate roll of the membership, present an annual statement of membership to the church, and provide other membership reports as requested by the elders; record the minutes of all members' meetings of the church; ensure that copies of church organizational documents are available for all church members; and maintain forms and documents that the elders (serving as the board of directors) or the law may prescribe. In the absence or incapacity of the clerk, the elders shall appoint another member to perform the duties of the clerk, until such time as some person can be duly recognized by the church as the clerk pursuant to Section 7. The clerk shall be nominated by the elders and elected by the members to serve a term of three years, or until a successor is elected.

7.3.2. The clerk may be removed upon the recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting.

#### **Section 7.4. Treasurer**

7.4.1. The treasurer shall ensure that the church properly holds all its funds and securities in appropriate institutions; keep full and accurate accounts of receipts and disbursements in books belonging to the church; implement adequate controls to guarantee that any officer, employee, or agent of the church handles its funds appropriately; provide reports of church account balances, revenues, and expenses as requested by the elders; and provide an annual statement of accounts and balances to the church. In the absence or incapacity of the treasurer, the elders shall appoint another member to perform the duties of the treasurer, until such time as some person can be duly recognized by the church as the treasurer pursuant to Section 7. The treasurer shall be nominated by the elders and elected by the members to serve a term of three years, or until a successor is elected.

7.4.2. The treasurer may be removed from office by upon the recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting.

### **Article 8. Pastoral Staff**

#### **Section 8.1. Lead Pastor**

Primary responsibility for preaching and teaching the Scriptures in public meetings of the church may be vested in a Lead Pastor. The Lead Pastor shall be an elder. He shall perform the duties of an elder described in Section 7.1 and shall be recognized by the church as particularly gifted and devoted to the full-time ministry of preaching and teaching. His term of service shall not be subject to the triennial reaffirmation or to the term limitation for elders described in Section 7.1.3. The Lead Pastor shall be elected according to the provisions of Article 9. He shall preach on the Lord's Day, oversee the administration of the ordinances of baptism and the Lord's Supper, and perform other duties, any of which may be delegated to the other elders.

#### **Section 8.2. Associate Pastors**

The church may select additional pastors whose relationship to the Lead Pastor is that of associate. An Associate Pastor shall be an elder. He shall perform the duties of an elder described in Section 7.1 and shall be recognized by the church as particularly gifted and devoted to the full-time ministry of preaching, teaching and equipping. His term of service shall not be subject to the triennial reaffirmation or to the term limitation for elders set out in Section 7.1.3. An Associate Pastor shall be elected according to the provisions of Article 9. He shall assist the Lead Pastor in the performance of his regular duties and shall perform any other duties as usually pertain to the office of pastor, or as set forth in the Constitution, or which may be specifically assigned to him by the elders.

#### **Section 8.3. Assistant Pastors**

The church may select additional pastors whose relationship to the Lead Pastor is that of assistant. An Assistant Pastor shall be an elder. He shall perform the duties of an elder described in Section 7.1 and shall be recognized by the church as particularly gifted and devoted to the full-time ministry of preaching and teaching. He shall serve at the will of the elders for a term of not more than two years, though that term may be extended upon recommendation of the elders and approval of the Members at a duly convened members' meeting. An Assistant Pastor shall be selected according to the provisions of Article 9. He shall assist the Lead Pastor and Associate Pastor(s) in the performance of their regular duties and shall perform any other duties as usually

pertain to the office of pastor, or as set forth in the Constitution, or which may be specifically assigned to him by the elders.

#### **Section 8.4. Pastoral Assistants**

The Church may create or dissolve paid Pastoral Assistant positions to assist with pastoral ministry upon the recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting. These individuals are not required to be elders, though they may be recognized as such should they be nominated by the elders and elected by the congregation, in accordance with Article 9. Pastoral assistants shall serve under the supervision of the Lead Pastor for a term of one year, though that term may be extended upon the recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting.

#### **Section 8.5. Support Staff**

The Church may create or dissolve paid support staff positions upon the recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting. Support staff will serve under the supervision of the Pastors and the other elders. The elders are responsible for developing ministry descriptions and lists of qualifications for each position. All staff members shall affirm and support the Statement of Faith, Membership Covenant, this Constitution and Bylaws, and shall exemplify godly character. Support staff may be terminated upon recommendation of the elders and the subsequent agreement of a majority of the members present and voting on the question at any members' meeting.

### **Article 9. Elections**

#### **Section 9.1. Principles**

The process for church elections shall be carried out to fulfill the following principles: substantial prayer, both individually and corporately, should be an integral part of the election process; nominations should proceed with the recommendation of the elders; all candidates for church office should be treated with the grace, kindness, and honesty appropriate in evaluating fellow members; and the election process shall express that spirit of mutual trust, openness, and loving consideration that is appropriate within the body of our Lord Jesus Christ.

#### **Section 9.2. Election of Officers**

9.2.1. The election of officers shall be held at a members' meeting of the church. The elders shall be responsible for nominating candidates to serve as officers of the church, but should be open to seeking recommendations and involvement from the general membership in the nomination process. Names of nominees to serve as elders, pastoral staff, deacons, clerk, or treasurer shall be presented by the elders at a members' meeting, at least one month prior to the election, and the election shall proceed as directed by the moderator. Any member with reason to believe that a nominated candidate is unqualified for an office should express such concern to the elders. Members intending to speak in opposition to a candidate should express their objection to the elders as far in advance as possible before the relevant members' meeting.

9.2.2. For the office of elder, the moderator shall declare elected all men receiving a vote of at least three-quarters of the members present and voting on the question. For all other offices, the moderator shall declare elected all persons receiving a simple majority vote of the members present. The persons elected shall assume their respective offices upon election, unless another date has been specifically designated. For Pastoral Staff, election shall also include election to membership for both the husband and his wife, if the staff member is married.

#### **Section 9.3. Calling of Pastoral Staff**

In the calling of any man to the position of Lead, Associate, or Assistant Pastor, the same process of calling an elder in Article 9 must be followed. In addition, however, the church must be given adequate opportunity (though not less than one month) to assess the preaching gifts of any potential Lead, Associate, or Assistant Pastor and, before being asked to express its judgment, must receive assurance from the elders that, having interviewed the man concerned, they are in no doubt as to his wholehearted assent to the Statement of Faith, Membership Covenant, and this Constitution and Bylaws. Notice of the nomination of a man to be elected to membership and called as Lead, Associate, or Assistant Pastor (which shall include, if necessary, election to membership of his wife if he is married) must be given at all church services on two Sundays following the nomination, prior to the vote at a members' meeting. A vote to call a man to serve in the position of Lead, Associate, or Assistant Pastor may be certified by the elders as an ordination to ministry at RC.

## **Article 10. Corporate Governance**

For purposes of the corporation laws of Oregon:

### **Section 10.1. Directors**

The directors of the church corporation shall consist of the elders of the church corporation, and the corporate powers of the church corporation shall be exercised by or under their authority. Each director shall serve for a term that is co-extensive with his term as an elder of the Church until his resignation, the expiration of his term, or by dismissal.

## **Article 11. Corporate Fiscal Issues and Conflicts of Interest**

### **Section 11.1. Deposits.**

The board of directors shall select banks, trust companies, or other depositories in which all funds of the Corporation not otherwise employed shall, from time to time, be deposited to the credit of the Corporation.

### **Section 11.2. Checks**

All checks or demands for money and notes of the Corporation shall be signed by such officer or officers or such other persons as the board of directors may from time to time designate.

### **Section 11.3. Fiscal Year**

The board of directors shall have the power to fix, and from time to time to change, the fiscal year of the Corporation. Unless otherwise fixed by the board, the fiscal year shall commence on January 1 and shall terminate on the December 31 of the same calendar year.

### **Section 11.4. Designated Contributions**

The Corporation may accept any designated contribution, grant, bequest or devise provided it is consistent with the Corporation's (1) mission and spiritual priorities as determined from time to time by the board, (2) budget process and fiscal restrictions, (3) full ownership and control of the funds or assets, and (4) tax-exempt purposes, as set forth in the Constitution. The Corporation shall reserve all right, title and interest in and to, and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose or use.

### **Section 11.5. Books and Records**

The Corporation shall keep at its office correct and complete books and records of account, the activities and transactions of the Corporation, minutes of the proceedings of the board of directors and any committee of the board, and a current list of the directors and officers of the Corporation and their residence addresses. Any of the books, minutes, and records of the

Corporation may be in written form or in any other form capable of conversion into written form within a reasonable time.

**Section 11.6. Benevolence Fund**

Consistent with biblical teaching to share with those who are in need, the Corporation may establish a benevolence fund to meet material and financial needs of Church members and others. This fund shall be administered under a policy which sets forth the funds' purpose, procedures for administration, and objective criteria for selection of recipients for financial assistance.

**Section 11.7. Accounting and Fiduciary Guidelines**

The directors and officers of the Corporation shall conduct their affairs with integrity in the sight of God and men, and shall to that end maintain prudent and responsible control and accountability over all funds they receive and ensure that all funds are dedicated to the Corporation's tax-exempt purposes. To that end, the directors and officers shall implement practices, procedures or policies that position RC to be a model of faithful stewardship and quality internal accounting controls and procedures.

**Article 12. Statement of Faith**

**Section 12.1. Statement of Faith**

RC, as a church and a corporation, and each of its elders, directors, officers, and employees shall fully support its Statement of Faith.

**Section 12.2. Practices Consistent with Church's Mission.**

To be consistent with its religious mission, the Church shall not (1) establish any public or private policies or positions that conflict with the Statement of Faith; (2) elect or appoint any elder or officer who has not subscribed to and annually affirmed the Statement of Faith; (3) accept or recognize any person as a member who has not subscribed to and annually affirmed the Statement of Faith; (4) hire or continue to employ any employee who, upon request, refuses to subscribe to the Statement of Faith, or who has acted in a manner inconsistent with the Statement of Faith or the religious mission of the Church, and has not fully and properly repented of such action.

**Article 13. Policies and Procedures**

The elders and any of their designees shall be responsible for overseeing the development, maintenance and periodic review of policies and procedures for the day-to-day functions of the Church. Such policies and procedures shall be maintained in a Policies and Procedures Manual, which shall be available at the Church office for members to review.

**Article 14. Amendment**

14.1. The Constitution and Bylaws, the Statement of Faith, and the Membership Covenant may be adopted or amended at any duly convened members' meeting of the church by a vote of three quarters of all members voting on the matter, provided (a) the proposed amendment is presented at a previous members' meeting, and mailed or made available to the members at least eight weeks before the meeting to act on the amendment; and (b) the meeting to consider the proposed amendment is announced at all Sunday morning services on four consecutive Sundays before the vote is taken, one of which may be the same day as the meeting.

14.1.2. This is a living document that shall be reviewed and revised every three years.