

# LCF CHURCH

## By-Laws

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Lochwood Christian Fellowship  
1354 S. Union Blvd.  
Lakewood, CO 80228

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## **Article 1**

### **Location of Offices**

The name of this Corporation is Lochwood Christian Fellowship, Inc. (sometimes hereinafter referred to as “the Corporation” or “the church.”). It is a Colorado nonprofit religious corporation with its principal offices in Lakewood, Colorado.

## **Article 2**

### **Purpose**

This Corporation is organized exclusively for religious purposes (including charitable purposes common to a pastoral church ministry as defined by Scripture). Our commission is summarized in Matthew 28:18-20.

## **Article 3**

### **Confession of Faith**

The Confession of Faith for the church is that which is known as The Baptist Confession of Faith & Catechism for Dispensational Churches, as interpreted and applied by the elders. At the direction of the elders, the Confession mentioned above is supplemented and clarified by, The Nashville Statement on Gender & Marriage, The Dallas Statement on Social Justice & the Gospel, along with other doctrinal statements as may be subsequently issued by the elders.

## **Article 4**

### **Corporate Membership**

#### **Section 1. Corporate Directors**

The Corporate Directors, if any, on file with the State of Colorado, shall consist of a President, Secretary, and Treasurer.

The office of Corporate President shall be held by the Chairman of the Elders (Preaching Pastor).

The Corporate Secretary shall be appointed by the elders. The office of Corporate Secretary may be, but is not required to be, held by the Secretary of the Elders.

The Corporate Treasurer shall be appointed by the elders and shall be responsible for the financial accounting in the church as described more fully in Article 8.

#### **Section 2. Members of the Church**

The Corporation as a legal entity shall have no members. However, at the discretion of the elders, the Corporation may use the term “member” for those who are in covenantal partnership with the church. “Member” in that sense shall refer only to affiliation with the spiritual purposes of the church and shall not confer any legal privilege to act in a corporate capacity, vote for the election

of corporate officers, participate in any decision on corporate dissolution or the disposition of corporate assets, or participate in any decision on changes to the Corporation's Articles, By-laws, or Confession of Faith.

## **Article 5**

### **Church Membership**

#### **Section 1. Purpose of the Fellowship**

Those individuals who apply for church membership and are duly accepted shall constitute a spiritual body, united for the spiritual purposes set forth in these By-laws.

#### **Section 2. Active Membership**

Church membership in Lochwood Christian Fellowship shall be open to all persons who give credible testimony of conversion to Christ and who have under-gone believer's baptism by immersion.

#### **Section 3. Membership Privileges**

Church membership shall not vest anyone with any voting or proprietary rights in the Corporation, but shall only entitle the church member to participate in a meeting of church members on those matters that the elders choose to submit to the church membership for participation. In such cases, attendance privileges are restricted to church members who are in good standing, who are not under any disciplinary action, and who regularly attend.

The elders, at their sole discretion, may choose to exclude any person from a church meeting if they deem it advisable for the orderly conduct of the meeting.

Membership shall not be assignable inter vivos by any church member, nor shall that membership vest to any personal representative, heir, or devisee.

#### **Section 4. Eligibility for Membership**

Anyone wishing to apply for membership shall notify an elder or any individual designated by the elders to facilitate membership inquiries. Applicants shall be given an application for membership, along with a copy of the church's Confession of Faith and By-laws.

To be eligible for membership, an individual must give a testimony of their repentance toward God (Acts 26:20), faith toward our Lord Jesus Christ (Acts 20:21) with evidence of a changed life (Ephesians 2:8-10; James 2:18, 22).

The individual must be baptized by immersion as a repentant believer (Matthew 28:19; Acts 2:38; 16:31-34). The individual must profess substantial agreement with the Confession of Faith (as stated in Article 3) of this church. There may be varying levels of understanding and conviction, but one must promise not to spread doctrine contrary to the Confession of Faith or the teaching of the elders and must be willing to hear preaching and teaching that may be contrary to their beliefs (Romans 14:1). Furthermore, in any area of potential disagreement, the individual is committed to protecting the unity and harmony of the church.

The individual must profess agreement with the Purpose, and the Government (as stated throughout this constitution) of this church.

The individual must not be under the biblically warranted corrective discipline of another Christian church (Matthew 18:17-18; 1 Corinthians 5:11-13; 2 Thessalonians 3:6, 14-15). The individual who becomes a member of this church and later concludes that they no longer satisfy the requirements for membership is no longer eligible for membership and is under obligation to inform the elders of that fact.

### **Section 5. Denial of Membership**

If, upon review of an application for membership, the elders in their sole discretion, determine that the applicant should not be received into membership, membership shall be denied. The decision made by the elders shall be final and there shall be no appeal to any legal, secular, or ecclesiastical authority.

### **Section 6. Admission of Applicants**

Applicants admitted to membership shall present themselves at a worship service designated by the elders, at which service such applicants shall publicly affirm their membership commitment and be publicly acknowledged and received as church members.

### **Section 7. Responsibilities of Members**

Church members shall regularly attend the scheduled worship services of the church, support the church financially as their means allow, pray for the leadership and ministries of the church, exercise their spiritual gifts for the mutual benefit of all the church body, cultivate biblical godliness in their homes and private lives, and manifest biblical submission to the elders.

### **Section 8. Church Discipline**

#### Formative Discipline

God has ordained that the members of the church be under His discipline, which is administered to each one through the church (1 Thessalonians 5:12-15; Hebrews 3:12-13; 10:24-25). Mutual submission to one another (Ephesians 5:21) and to the elders whom the Lord has set over His church (Hebrews 13:17; 1 Peter 5:5) will result in the sanctification of each member individually and of the whole body of the church together. There are occasions, however, when one's failure to respond to this formative discipline makes the application of corrective discipline necessary.

#### Corrective Discipline

Corrective discipline becomes necessary when the elders of the church determine that false doctrine or disorderly, immoral, or scandalous conduct, which is contrary to the church's standard of life and doctrine, appears among a member of the church. All reasonable efforts will be made to resolve difficulties, remove offenses, and correct errors through counsel and admonition before more drastic steps are taken (Galatians 6:1; James 5:19-20).

The principles given to us in Scripture must be carefully followed and applied to each case of corrective discipline as appropriate (Matthew 5:23-24; 18:15-20; Romans 16:17-20; 1 Corinthians 5:1-13; 2 Thessalonians 3:6-15; 1 Timothy 5:19-20; Titus 3:10-11).

The corrective discipline of the church may include public verbal rebuke (1 Timothy 5:20), social avoidance (Romans 16:17-18; 1 Corinthians 5:9-11; 2 Thessalonians 3:6, 14), suspension from the Lord's Supper (1 Corinthians 5:11), and/or removal from the membership of the church (Matthew 18:17; 1 Corinthians 5:13). All members of the church are obliged to submit to and enforce as appropriate the decision of the elders in acts of corrective discipline.

The goals of corrective discipline include: maintaining the glory of God in his church (Ephesians 3:21), maintaining the welfare and purity of the church (1 Corinthians 5:6-8), and restoring the offender by effecting repentance through a sense of sorrow and guilt (1 Corinthians 5:5; 2 Corinthians 2:5-8; 2 Thessalonians 3:14).

### Public Reproof or Censure

Public reproof or censure consists of a pastoral effort before the gathered church to call an impenitent church member to repentance for sin too blatant to be dealt with in an exclusively private manner; or to deal with serious sin even where there may have been repentance.

The elders may administer public reproof or censure whenever, in their judgment, either public misconduct (Galatians 2:11-14; 1 Timothy 5:20), patterns of sin (Titus 1:12-14), or serious doctrinal error (Titus 1:10-14) poses a significant threat to the holiness, unity, or testimony of the congregation.

Those who humbly receive the public reproof or censure, confess their sin, and manifest a transformed life shall afterward be publicly commended for their godly repentance (Proverbs 28:13; 2 Corinthians 7:7-11). If the public reproof or censure is not heeded, further discipline may be imposed.

### Suspension

Some misconduct on the part of a member is so detrimental to the holiness, unity, or testimony of the church that the suspension of the rights and privileges of their membership is required (e.g., ministry involvement, Lord's Supper). In all cases, suspension is a temporary measure of discipline, and the offending member is still to be regarded as a brother in Christ (2 Thessalonians 3:14-15). If after a period of suspension, the offending member is unrepentant or remains adamant in his offense, the elders may need to notify the church of further corrective discipline potentially resulting in exclusion or excommunication (see below).

The elders may administer suspension whenever, in their judgment, either public misconduct (Galatians 2:11-14; 1 Timothy 5:20), patterns of sin (Titus 1:12-14), or serious doctrinal error (Titus 1:10-14) has posed or does pose a significant threat to the holiness, unity, or testimony of the congregation.

In some cases, a suspension may come after repentance along with serving the following purposes: a period of time would be established to test the genuineness of repentance (Matthew 3:8; Acts 26:20), and the church would be discouraged from sinning after the example of the offending brother (1 Timothy 5:20). An attitude of acceptance and compassion should especially be communicated by the membership to a suspended member who is repentant or who shows hopeful signs of repentance.

In other cases, a suspension may be administered to allow the elders time to further investigate a more serious offense which would be likely to lead either to exclusion or to excommunication (see below).

If a member is accused or suspected of a sin requiring corrective discipline, yet absents himself from the meeting of the church or refuses to meet with the elders so that the matter may be investigated, such a person may be suspended (Matthew 18:17; Numbers 16:12-27). The elders may notify the church at a later date that this member be excluded or excommunicated (see below).

All suspensions will be reported to the church by the elders. Likewise, the lifting of the suspension will be done at the discretion of the elders and reported to the church.

### Exclusion

Exclusion is a form of corrective discipline that removes a person from membership but does not consider the person as an unbeliever (2 Thessalonians 3:14-15).

The church may exclude a member whenever their public misconduct (Galatians 2:11-14; 1 Timothy 5:20), pattern of sin (Titus 1:12-14), or serious doctrinal error (Titus 1:10-14) poses a significant threat to the holiness, unity, or testimony of the congregation, yet does not impugn their Christian testimony. Exclusion is necessary when a member remains adamant and unrepentant in his offense.

### Excommunication

Excommunication is a form of corrective discipline that removes a person from membership; whereupon the church considers and treats the person as an unbeliever (Matthew 18:17; 1 Corinthians 5:3-5, 11; Galatians 1:6-9; 1 Timothy 1:19-20).

The church may excommunicate a member whenever their public misconduct (Galatians 2:11-14; 1 Timothy 5:20), pattern of sin (Titus 1:12-14), or serious doctrinal error (Titus 1:10-14) poses a significant threat to the holiness, unity, or testimony of the congregation, and impugns their Christian testimony. Excommunication is necessary when a member remains adamant and unrepentant in their offense.

### Restoration

Since one purpose of corrective discipline is to restore the offending person by effecting repentance, it is the duty of the church to forgive and restore to full membership an excluded or



excommunicated member who gives satisfactory evidence of their repentance (2 Corinthians 2:6-11).

The elders will meet with the former member and hear one's testimony of repentance. They will also examine the member for evidence of repentance while evaluating their present eligibility for membership (Article V, Section 4). Upon a satisfactory examination of the former member, the elders may recommend the former member to the church for restoration.

### **Section 9. Special Cases of Membership**

The membership status of any whose relationship to the church involves abnormal circumstances preventing them from fulfilling membership responsibilities will be considered and determined by the elders as each case arises (e.g. invalids, missionaries, students, members in transit).

### **Section 10. Termination of Membership**

Types of termination:

#### By Death

When a church member is removed from our church through death, their name shall be removed from our roll of active members.

#### By Transfer

If a church member in good standing, not subject to or under church discipline, desires to leave the membership of this church, they are strongly encouraged to leave in an orderly way. They should inform the elders of their desire and let them know the reasons for desiring to leave. The member may submit a request to the elders for a transfer of membership to another church.

When a request for transfer of membership has been made, the elders may send a letter of transfer to the appropriate officer(s) of the church to which the member wishes to transfer. This letter is a cordial release of a member in good standing with our church; the acceptance of any member is solely left to the discretion of the receiving church.

#### By Resignation

If a church member wishes to resign membership, they are strongly encouraged to leave in an orderly way. They should inform the elders of their desire and let them know the reasons for wanting to leave. In this case, their desire is to leave without immediately transferring his membership to another church (see above).

The reasons why a church member may wish to resign membership may include, but are not limited to, the following: one may conclude that they no longer satisfy the requirements of membership as stated in Article V, Section 4; or they may wish to resign membership for any other reason that does not impugn their Christian profession.

### By Removal

A church member may cease to maintain vital contact with the church due to relocation or other circumstances. If this is the case, and if the member has not requested of the elders a letter of transfer or indicated to them desire to resign membership, the elders may initiate action to remove the member from the church membership roll.

Members shall be removed only after due inquiry and admonition by the elders, whenever such contact is possible. The elders will then inform the church of their intention to remove the member, including their grounds for the removal. When possible, the elders shall send a letter to the removed individual informing him of their decision. The elders shall then inform the church that the individual has been removed. The final decision regarding the removal of a member lies with the elders. If one who has been removed applies again for membership, the normal procedures shall be followed as set forth in Article V, Section 4, of these By-Laws.

### By Exclusion

See Article V, Section 8

### By Excommunication

See Article V, Section 8

### Implications of termination:

Open and forthright communication among churches is vital for the purity, peace, edification, and unity of the church universal. Therefore, the elders may, at their discretion, disclose to the members of this church and to other churches the circumstances under which a person's membership was terminated (Acts 15:24; 1 Timothy 1:19b-20; 2 Timothy 2:16-18; 4:10; 1 John 2:18-19; 3 John 9-10).

This church has a moral obligation to society both to act with integrity and to maintain its testimony (2 Corinthians 8:20-21). Therefore, the elders may, at their discretion, disclose to other persons outside the ecclesiastical circles mentioned above the circumstances under which a person's membership was terminated (Leviticus 5:1; Proverbs 29:24; 1 Peter 4:15).

Termination of membership does not give license to former members to sow discord, spread false teachings or reports, or engage in any other behavior which threatens the peace and unity of this church or the church universal. Accordingly, when it is established that a former member is behaving divisively, the elders may issue whatever warning they deem appropriate to maintain and preserve the peace and harmony of this church and the church universal (Acts 15:24; Romans 16:17-20; 1 Timothy 1:19b-20; 2 Timothy 2:16-18; 4:10; 1 John 2:18-19; 3 John 9-10).

## **Section 11. Special Meetings**

Special meetings of church members may be called at any time by the Preaching Pastor, or by two-thirds of the elders.

### **Section 12. Notice of Meetings**

Notice of special meetings shall be given from the pulpit at least seven (7) days prior to the meeting and shall also be published in the regular church bulletin on the Sunday immediately preceding the meeting.

### **Section 13. Quorum**

At all meetings of church members, the church members present shall constitute a quorum.

### **Section 14. Voting Rights**

Church members do not constitute a body with authority over the elders. They cannot conduct a binding vote of any kind on any doctrinal, pastoral, operational, or financial matter of the church, nor pass resolutions binding upon the church. All such authority resides with the elders. Church members also shall not have any equity in the real property of the Corporation, or rights to vote on its disposal.

While no voting privileges are granted to the membership, questions, concerns or comments by any member may be directed to the elders for consideration.

## **Article 6 Elders**

### **Section 1. Authority**

Because the authority of the elders of the church is human authority exercised in God's church, it has both high prerogatives and important limitations: The authority of the elders is divinely delegated; therefore, elders are answerable to God for the exercise of this authority (Acts 20:28; Hebrews 13:17), and they are obligated to share in the discharge of all of the duties specified by God in the Scriptures (e.g., Acts 20:17, 28-35; John 21:15-17; 1 Peter 5:1-4; Hebrews 13:17).

The authority of the elders is always and only under the authority of Jesus Christ and the Word of God. When the elders exercise their delegated authority by requesting obedience, they must seek to persuade the consciences of God's people through the ministry of the Word (Isaiah 8:19-20; Luke 24:45; Acts 17:2-3; 28:23; 2 Timothy 4:2).

The authority of the elders is limited to the sphere of the local church. Thus, they will not require punishments for sin beyond those of biblical church discipline (see Article V); they will not invade the biblically defined spheres of other divinely ordained human authorities (husbands, fathers, civil rulers, and employers); and they will not command God's people regarding matters not specified in Scripture except to order the church by the application of his Word (Matthew 22:21; Luke 12:13-14; Romans 13:1-7; 1 Corinthians 7:25-28, 35-40; Ephesians 5:22-6:9).

The authority of the elders does not include the right to lead without sensitivity and consideration at times from the church as a whole. In major decisions of church life; the local church as a whole shall have a voice (Acts 6:2-6; 15:22; 1 Corinthians 5:4-5, 13; 2 Corinthians 2:6). However, the elders will provide the definitive leadership to the church in the making of such decisions.

The authority of the elders is very real authority. Therefore, God's people are called to submit when it is biblically exercised (1 Thessalonians 5:12-13; Hebrews 13:17; note also the Scriptural titles and functions of the office).

The authority of the elders is conditioned by the fact that they are themselves members of the local church. While elders are shepherds over the flock, they are also members of the flock. Therefore, each individual elder is entitled to the same privileges, is obligated by the same responsibilities, and is subject to the same discipline as are all the other members of the church. Thus, each individual elder is under the oversight of his fellow elders and accountable to the church as a whole (Matthew 18:17; Galatians 2:11; 1 Timothy 5:19-20; 3 John 1, 9-10).

### **Section 1. Specific Powers**

All the activities and affairs of the Corporation shall be exercised by or under the direction of the elders, which are responsible for shepherding and having oversight of the flock. Without prejudice to such general powers, but subject to these same limitations, it is hereby expressly declared that the elders shall have the following powers in addition to the other powers enumerated by these By-laws:

- (a) To select or remove the Corporate Directors; to select and remove all officers, agents, pastors, and employees and prescribe such duties for them consistent with the Scriptures, civil authority, the Articles of Incorporation, or these By-laws; and fix the terms of their offices and their compensation.
- (b) To make such disbursements from the funds and properties of the Corporation as are required to fulfill the purposes of this Corporation, to conduct, manage, and control the activities and affairs of the Corporation, and to make such rules and regulations as they may deem best for the operation of the Corporation.
- (c) To adopt, make and use a corporate seal, and to alter the form of such seal from time to time as they may deem best.
- (d) To establish policies and practices for the church consistent with the purposes of this Corporation.
- (e) To assist the Preaching Pastor in the administration of the ordinances of baptism and communion. Current elders in good standing are also authorized to solemnize marriages.
- (f) To borrow money and incur indebtedness for the purposes of the Corporation and to cause to be executed and delivered, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities.
- (g) To apply any financial proceeds from church collections or activities to further the purposes of the Corporation.

### **Section 2. Number of Elders**

The number of elders at any given time shall be determined by the existing elder/elders.

### **Section 3. Nomination, Selection, and Tenure of Office**

The elders shall appoint additional elders at their sole discretion. The newly appointed elders shall assume office at a time determined by the existing elders. Elders shall serve for one-year terms without limitation on the number of consecutive terms, provided they maintain the biblical qualifications for the office as described in the next section.

The elders may appoint a Chairman, Vice-Chairman, Secretary, and Treasurer of the Elders at their sole discretion, with duties to be defined from time-to-time by the elders.

### **Section 4. Qualifications**

The office of elder is limited to men who are active members of the church and possess the biblical qualifications described in 1 Timothy 3:1–7 and Titus 1:5–9.

### **Section 5. Resignation**

An elder may resign by giving written notice to the Preaching Pastor or collective elders.

### **Section 6. Removal of Elders**

An elder may be removed from office if he is found to be physically or mentally incapacitated or biblically disqualified after investigation by the elders. If an elder is removed because of sin that is deemed sufficient to disqualify him from shepherding, the remaining elders may rebuke him publicly if the remaining elders deem such action to be biblically warranted.

Any accusation shall not be received against an elder except on the basis of at least two witnesses (1 Tim. 5:19)

### **Section 7. Regular Meetings**

Regular meetings of the elders shall be held at such times and places as determined by the men. At their sole discretion, the elders may at any time designate a portion of a regular meeting to be open to church members for observance or participation.

### **Section 8. Special Meetings**

Special meetings of the elders may be called at any time by the Preaching Pastor, or by two-thirds of the elders.

### **Section 9. Notice of Special Meetings**

Special meetings of the elders shall occur with a minimum notice of forty-eight (48) hours given personally by telephone, text, email, or similar means of communication. Notice may be waived with consent of all the current elders.

### **Section 10. Quorum**

Except as otherwise provided herein, a majority of the elders currently serving shall constitute a quorum. The act or decision done or made by the elders present at a regular or special meeting duly held at which a quorum is present shall be the act of the elders.

### **Section 11. Participation in Meetings by Conference Telephone**

Members of the elders may participate in a meeting through use of conference telephone or similar communications equipment so long as all members participating in such meeting can hear one another.

### **Section 12. Adjournment**

A majority of the elder's present may adjourn any elders meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent elders if the time and place is fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than forty-eight (48) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the elders who were not present at the time of the adjournment.

### **Section 13. Rights of Inspection**

Every elder shall have the right, upon reasonable notice, to review all books, records, and documents and to inspect the physical properties of the Corporation of which such person is an elder, for a purpose reasonably related to such person's interest as an elder.

### **Section 14. Decisions of the Elders**

After careful and prayerful consideration, the elders shall generally reach decisions by consensus. Prior to making decisions, the collective eldership may solicit input from the congregation by any method they deem reasonable and appropriate, including but not limited to, designating periods of affirmation during which the congregation may be asked to provide input to the elders.

Consensus shall be defined as agreement by the elders. In the rare event that consensus cannot be reached on an issue for which the chairman determines that a decision must be made, the chairman may call for a majority vote of the elders to determine the course of action to be taken. In the event that a simple majority cannot be achieved, it shall be the responsibility of the chairman to break the tie and make the decision. All decisions made by the elders, whether by consensus or majority vote shall be considered final.

Though every elder has equal authority in the church and real parity must be guarded, it is nonetheless important that the elders be led. Proper leadership among the elders will serve to preserve the unity, clarify the vision, and facilitate the action of the elders. A plurality of elders is the New Testament norm for every church, but there is also evidence of a *primus inter pares*, or "first among equals," in the New Testament church (Acts 15:13; 21:18; 1 Timothy 5:17; Revelation 2-3). The Preaching Pastor who operates as the "first among equals" within the team of elders (1 Timothy 5:17-18) will be The Chairman of the Elders. Additionally, the collective eldership may select a vice chairman from among the elders.

### **Section 15. Committees**

Committees of the elders may be appointed by resolution of the men. Committees shall be composed of two or more members of the elders and shall have such powers of the elders as may be expressly delegated to it by resolution of the elders.

## **Section 16. Fees and Compensation**

Elders shall not receive any stated or fixed salary for their services, except for pastors serving as paid staff. However, nothing herein contained shall be construed to preclude elders from serving in any other capacity and receiving compensation in that capacity.

## **Article 7 The Preaching Pastor/Elder**

### **Section 1. Appointment**

The Preaching Pastor shall be selected and confirmed by the elders at their sole discretion. He shall remain in office an indefinite period of time subject to (Article 6, Section 6). The Preacher Pastor must give a minimum one month's notice if he intends to resign. The time limit of a Preaching Pastor's resignation or dismissal is subject to a lesser time if by mutual agreement between the Preaching Pastor and the remaining elders. If the church is without a plurality of elders and the Preaching Pastor either dies or is medically unable to fulfill his role, a team of men who have been previously selected by such Preaching Pastor will lead the search for the next Preaching Pastor.

### **Section 2. Duties**

The Preaching Pastor shall be a member of the elders and accountable to the men. The Preaching Pastor shall arrange for and conduct all public and regular services of the church and shall be responsible for general oversight of the spiritual welfare of the church. If there is not a Preaching Pastor currently serving, the elders shall be responsible to arrange for the public and regular services of the church.

## **Article 8 Other Offices**

### **Section 1. Deacons**

The elders may, at their sole discretion, appoint deacons to assist them in the administrative, operational, or physical care of the church.

Deacons are the official assistants to the elders, serving where and when needed. Their diligent service should enable the elders to devote themselves without distraction to the ministry of the Word and to prayer (Acts 6:1-4).

Though the deacons assist the elders according to the present ministry needs as determined by the elders, their usual areas of responsibility would include benevolence ministry to those with material needs (Acts 6:1-6), attending to the business and financial affairs of the church, and maintaining its building and grounds.

Though a deacon may be given a specific area of responsibility, he is to work in conjunction with the other deacons in carrying out the overall diaconal ministries.

Though deacons are often attending to the material and physical needs of the church, their work is to be done with spiritual grace and in cooperation with and subjection to the elders.

Each man chosen to serve in the office of deacon must evidence the qualifications set forth in Scripture (Acts 6:3; 1 Timothy 3:8-13).

The number of deacons will not be fixed. The elders may appoint as many as are needed for the work to be done from among the men who give evidence of having the Scriptural qualifications for that office.

The term of office for a deacon will be indefinite. It may terminate upon his resignation, his disqualification, or according to the needs of the ministry as determined by the elders whom he assists. A deacon may honorably resign from his office for a time if he believes he is providentially hindered from properly discharging his diaconal responsibilities. He may, at the discretion of the elders reassume the office when able.

## **Section 2. Appointment**

Any church officers shall serve at the pleasure of the elders. Each officer shall hold his office until he shall resign, be removed, or become otherwise disqualified to serve, or until his successor shall be qualified and appointed.

## **Section 3. Subordinate Officers**

The elders may appoint other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the By-laws, or as the elders may from time to time determine.

## **Section 4. Removal and Resignation**

Any officer may be removed upon disqualification as determined by the elders. Any officer may resign at any time without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party, by giving written notice to the Preaching Pastor or collective elders. Any such resignation shall take effect at the date of the receipt of such notice, or at any later time specified therein.

## **Section 5. Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the By-laws for regular appointment to such office, provided that such vacancies shall be filled as they occur, and are not required to be filled on an annual basis. If the church is without a plurality of elders and the Preaching Pastor either dies or is medically unable to fulfill his role as Corporate President, an order of men in succession who have been previously selected by such Preaching Pastor will legally be able to step temporarily into that role. This temporary role will be fulfilled until another Preaching Pastor is able to be hired or the previous Preaching Pastor regains his ability to fulfill his role.

## **Section 6. Inability to Act**

In the case of absence or inability to act of any Corporate Director, officer of the Corporation, or any person herein authorized to act on behalf of the Corporation, the elders may from time to time



delegate the powers or duties of such person to any other officer or person whom the elders may select.

#### **Section 7. Chairman of the Elders**

The Chairman of the Elders (the Preaching Pastor) shall be the President of the Corporation and shall, subject to the oversight of the collective elders, have general supervision of the activities of the Corporation and the Corporate Directors. He shall preside at all meetings of the elders, which are to be conducted according to scriptural principles.

#### **Section 8. Secretary of the Elders**

The Secretary of the Elders (not to be confused with the Corporate Secretary) shall keep minutes of all meetings of the elders. The Secretary of the Elders shall give, or cause to be given, notice of all meetings of the men and any committees thereof required by these By-laws or by law to be given, shall keep the seal of the Corporation in safe custody, and shall have such other powers and perform such other duties as prescribed by the elders. The Secretary of the Elders shall be responsible to keep, or cause to be kept, a church membership register showing the names of church members and their addresses.

#### **Section 9. Treasurer**

The Treasurer shall ensure the stewardship of the physical and financial resources of the Corporation. The Treasurer shall ensure that all financial activities and transactions are consistent with these By-laws and are above reproach in the eyes of the elders, the church membership, and civil authority.

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation. The books of account shall at all reasonable times be open to inspection by any elder. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the elders. They shall disburse, or cause to be disbursed, the funds of the Corporation as may be ordered by the elders, shall render, or cause to be rendered, whenever they request it, an account of all the transactions and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the elders. The treasurer shall make, or cause to be made, regular financial reports that accurately reflect the financial condition of the Corporation.

### **Article 9 Ordination, Licensing, & Commissioning**

#### **Section 1. Ordination**

Ordination refers to the unanimous recognition by the elders of a man's call to the ministry, preparation as a shepherd, and qualification to serve. Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office. It is limited to those who have adequate training for ministry and are regularly preaching the Word at the time of their ordination.

## **Article 10 Other Provisions**

### **Section 1. Endorsement of Documents, Contracts**

The elders, except as in the By-laws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized by the elders, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, deed, conveyance, and any assignment or endorsement thereof executed or entered into between this Corporation and any other person, when signed jointly by the (1) the Corporate President and (2) the Corporate Treasurer, shall be valid and binding on this Corporation in the absence of actual knowledge on the part of the counter party or counter parties that the signing officers had no authority to execute the same.

### **Section 2. Instruments in Writing**

All checks, drafts, demands for money and notes of the Corporation and all written contracts of the Corporation shall be signed by such officer or officers, agent or agents, as the elders may from time to time by resolution designate.

### **Section 3. Amendments**

These By-laws may be amended and new and additional By-laws may be made from time to time by the elders in the exercise of the power granted by these By-laws.

Any proposed amendments to the By-laws shall be introduced at a regularly scheduled elders' meeting for consideration and discussion. To facilitate notice and deliberation, amendments may not be brought to a vote at the same meeting in which they are introduced.

### **Section 4. Record of Amendments**

Whenever an amendment or new Bylaw is adopted, it shall be copied in the book of minutes with the original By-laws, in the appropriate place. If any By-law is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in said book.

## **Article 11 Receipt, Investment, and Disbursement of Funds**

### **Section 1.**

The Corporation shall receive all monies or other properties transferred to it for the purposes for which the Corporation was formed (as shown by the Articles of Incorporation). However, nothing contained herein shall require the elders to accept or receive any money or property of any kind if it shall determine in its discretion that receipt of such money or property is contrary to the expressed purposes of the Corporation as shown by said Articles.

**Section 2.**

The Corporation shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this Corporation.

**Article 12**  
**Corporate Records and Reports**

**Section 1. Records**

The Corporation shall maintain adequate and correct accounts, books, and records of its business and properties. All such books, records, and accounts shall be kept at its principal place of business.

**Section 2. Fiscal Year of the Corporation**

The fiscal year of the Corporation shall begin on January 1 and end on December 31 of each calendar year.

**Article 13**  
**Dissolution**

Upon dissolution of this Corporation, the elders shall cause the assets herein to be distributed to another Corporation with purposes similar to that identified in Article 2 of these By-laws and Article 2 of the Articles of Incorporation as amended.