



# *Park Community Church*

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## **Constitution**

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## **1. Purpose**

The purpose of this document is to lay down the fundamental rules and principles for the conduct of affairs at the Park Community Church. These principles are additionally described by specification of the powers and duties of the leadership and rights and responsibilities of the congregational membership.

## **2. Constitution**

### **2.1 Article I: Name and Incorporation**

The name of this church shall be Park Community Church of Shingle Springs, California. It was incorporated under the Laws of the State of California on June 28, 1983.



## **2.2 Article II: Statement of Faith**

### **2.2.1 THE WORD OF GOD**

We believe that the Bible, both Old and New Testaments, is the complete and revealed Word of God, fully inspired and without error in the original writings, and that it has supreme authority in all matters of faith and conduct.

(Psalm 19:7-11; Isaiah 40:8; 2 Timothy 15-17; 2 Peter 1:28)

### **2.2.2 THE TRINITY**

We believe that there is one living and true God, eternally existing in three persons: Father, Son, and Holy Spirit. These are equal in every divine perfection and perform distinct but harmonious functions in creation, redemption, and providence.

(Genesis 1:26; Isaiah 48:16; Matthew 3:16-17; Mathew 17:5-8; Matthew 28:19-20; John 1:1,14,18; II Corinthians 13:14)

### **2.2.3 GOD THE FATHER**

We believe in God, the Father, an infinite personal spirit, perfect in holiness; wisdom, power, and love. We believe that He is intimately involved in the affairs of mankind, that He hears and answers prayer, that He saves from sin and death all who come to Him through Jesus Christ.

(Deuteronomy 6:4; Psalm 19; John 14:13-14; Acts 17:24-30; Romans 5:8; 1 John 5:11-12)

### **2.2.4 JESUS CHRIST**

We believe in Jesus Christ, fully God and fully man, 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, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

(Luke 1:35; John 1:1-14; Acts 1:11; Philippians 2:5-11; 1 Corinthians 15:3-4; Hebrews 1:1-10; 4:14; 7:25)

### **2.2.5 THE HOLY SPIRIT**

We believe in the Holy Spirit who came from the Father and the Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe re Jesus Christ. We believe that the Holy Spirit indwells every believer at salvation, and that He is an abiding helper, teacher, and guide.

(John 3:3-7; 16:8-14; Romans 8:26; Acts 2:38-39; Ephesians 1:13-14; 5:18)

### **2.2.6 REGENERATION**

We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust Jesus Christ as Savior are regenerated by the Holy Spirit.

(John 14:6; Romans 3:10-18, 23; Romans 6:23; Titus 3:5)

### **2.2.7 THE CHURCH**

We believe in the universal church, a living spiritual body of which Christ is the head, composed of people who through faith in Jesus Christ have been regenerated by the Holy Spirit. We believe in the local church, whose membership consists of a company of believers in Jesus Christ, associated for worship, Bible study, prayer, the ordinances, fellowship, and evangelism of the lost world.

(Matthew 16:18; Matthew 28:19-20; Acts 2:42-47; Ephesians 4:1-15)

### **2.2.8 CHRISTIAN CONDUCT**

We believe that a Christian should seek to live for the glory of God and the wellbeing of his fellow man; that his conduct should be blameless before the world; that he should seek to be a faithful steward of his possessions; that he should seek to realize for himself, and others, the full stature of maturity in Christ.

(Romans 12:1-2; Colossians 2:6-7; 3:17; Titus 2:11-13)



### **2.2.9 THE ORDINANCES**

We believe that the Lord Jesus Christ has committed two ordinances to the church to be observed until the return of Christ: baptism and the Lord's Supper. By baptism, a believer publicly declares his new life in Christ. In the Lord's Supper, the believer is dramatically reminded of the sacrifice of Christ for our sin. We believe that these two ordinances are not means for salvation, but acts of obedience. (Matthew 3:13-17, Matthew 28:19; 26:26-29; 1 Corinthians 10:16-17; 11:23-24)

### **2.2.10 LAST THINGS**

We believe in the personal, pre-millennial, and imminent return of our Lord Jesus Christ to earth. We believe His coming will be visible for the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the endless suffering of the wicked, the eternal blessedness of the believer.

(Matthew 24:1-51; John 14:1-3; 1 Corinthians 15; 2 Corinthians 5:10; 1 Thessalonians 4:13-18; Revelation 20:1-10)

### **2.2.11 HUMAN SEXUALITY**

We believe legitimate sexual relations are exercised solely within marriage. Hence, sexual activities, such as, but not limited to, adultery, fornication, incest, homosexuality, pedophilia and bestiality are inconsistent with the teaching of the Bible and the Church. Further, lascivious behavior, the creation and/or viewing of pornography, and efforts to alter one's gender, are incompatible with the biblical witness.

Marriage has been ordained by God. This church recognizes marriage as exclusively the legal union of one man and one woman in which such union is a lifetime commitment.



## **2.3 Article III: Church Covenant**

Publicly confessing my faith in Jesus Christ as the Son of God, as Savior of the world and as my personal Savior; and believing the Holy Spirit to be my Comforter and Guide and the Bible to be the inspired Word of God; and being in agreement with Park Community Church statement of faith, strategy and structure; I now unite with the Park Community Church family and commit myself to God and the other members of this fellowship of believers to do the following:

### **2.3.1 I will protect the unity of my church by**

- acting in love toward other members
  - refusing to gossip
  - following the leaders
- (Romans 14:19; 1 Peter 1:22; Ephesians 4:29; Hebrews 13:17)

### **2.3.2 I will share the responsibilities of my church by**

- praying for its growth
  - inviting the unchurched to attend
  - warmly welcoming those who visit
- (1 Thessalonians 1:1-2; Luke 14:23; Romans 15:7)

### **2.3.3 I will serve the ministry of my church by**

- discovering my gifts and talents
  - being equipped to serve
  - developing a servant's heart
- (1 Peter 4:10; Ephesians 4:11-12; Philippians 2:4, 7)

### **2.3.4 I will support the testimony of my church by**

- attending faithfully
  - living a Godly life
  - giving regularly
- (Hebrews 10:25; Philippians 1; 27; 1 Corinthians 16:2)



## **2.4 Article IV: Purpose and Objectives**

The purpose of this church is to Glorify God by bringing people to a saving knowledge of Jesus Christ, discipling them to maturity in Christ in an environment of love and fellowship, equipping them for maturity in the church and life mission in the world, magnifying the name of Jesus through Spirit led worship. For this reason, our objectives are:

### **2.4.1 Evangelizing:**

Sharing the message of salvation in Christ. (Matthew 28:19-20)

### **2.4.2 Establishing:**

Discipling believers to maturity in Christ. (Colossians 2:6-7; Matthew 28:19-20)

### **2.4.3 Encouraging:**

Providing an atmosphere of love and fellowship and mutual accountability. (Hebrews 10:24-25)

### **2.4.4 Equipping:**

Teaching believers how to serve the Lord and His church. (Ephesians 4:11-12)

### **2.4.5 Exalting:**

Assisting believers in adoration and praise worship of Almighty God. (John 4:23-24)

## **2.5 Article VIII: Affiliations**

Believing in the sovereignty of the local Church as an autonomous body of believers, under the leadership of the Holy Spirit, this Church shall be known as a Non-Denominational Church, but will maintain fellowship with other churches and/or organizations as long as our cardinal beliefs are not compromised and such fellowship does not interfere with the keeping of our Constitution and Church Covenant.

## **2.6 Article IX: Amendments**

An amendment to this constitution may be made at any Annual Business Meeting of the church at which a quorum is present. The proposed amendment must be presented in written form and discussed at a business meeting a minimum of three (3) months prior to the time of adoption. The intention to consider an amendment must be announced at two Sunday morning services prior to the business meeting at which it is to be considered. It shall take three quarters majority to amend this constitution.

## **2.7 Article X: Provisions for By-Laws**

A section of this document known as By-Laws supplements this constitution. A revision to the By-Laws may be voted upon at a quarterly business meeting if it has been presented in written form and discussed at a business meeting a minimum of one (1) month prior. A three quarters majority of the members present and voting (not less than a quorum) is necessary for any revision of the By-Laws.

## **2.8 Article XI: Dissolution**

If a division should occur in this Church (may God prevent this) the name and all property and assets are to be retained by those adhering to this constitution and its statement of faith. If the dissolution of this corporation should occur, all accrued assets and personal and real estate property shall be given to another such church or ministry organization in general agreement with the statement of faith, which is in compliance with applicable internal Revenue Service codes for tax exempt organizations, according to the majority vote of the remaining members of the corporation.



### **3. By-Laws**

#### **3.1 Article I: Membership**

##### **3.1.1 Section 1: Qualifications**

The membership of this church shall consist of such persons as have:

3.1.1.1 Confessed Jesus Christ to be their Lord and Savior.

3.1.1.2 Been baptized (preferably by immersion).

3.1.1.3 Completed a membership class conducted by the Pastor, an Elder or Deacon.

3.1.1.4 Signed an affirmation of Statement of Faith, Constitution and By-laws and Church Covenant.

3.1.1.5 Been interviewed by the Pastor, an Elder or Deacon as to testimony of salvation and desire to walk with the Lord and serve Him faithfully at Park Community Church.

##### **3.1.2 Section 2: Reception**

All applicants for membership accepted by the Pastor, Elders and Deacons after completion of the requirements of Section 1 above, shall be received into membership and extended the “right hand of fellowship” during a Sunday Morning Worship Service.

##### **3.1.3 Section 3: Voting Constituency**

All active members eighteen years of age or older, in good standing, shall constitute the legal voting membership of the church.

##### **3.1.4 Section 4: Categories**

The Church shall have three categories of membership. The designation of such categories and rights of the members shall be as follows:

###### **3.1.4.1 Active**

Active membership shall be composed of those members regularly attending the church and/or communicating with the church for at least a three month period. Active members will have the right to vote in transactions of church business as well as hold elective office.

###### **3.1.4.2 Inactive**

Inactive membership shall be composed of those members who have not regularly attended the church and/or communicated with the church for more than a three month period. Inactive members will still retain the right to vote in transactions of church business, but may not hold elective office.

###### **3.1.4.3 Terminated**

Terminated membership shall be composed of those members who have not regularly attended the church and/or communicated with the church for more than a one year period; or membership has been terminated by disciplinary action; or member has resigned from membership. Terminated members forfeit all right to vote in transactions of church business, and may not hold elective office.

##### **3.1.5 Section 5: Termination**

###### **3.1.5.1 By Request**

Any member in good standing who desires a letter of dismissal and recommendation to any other evangelical church is entitled to receive it upon written request. If a member in good standing requests to be released from covenant obligations to this church for reasons the Deacons deem satisfactory, such a request maybe granted and membership terminated.



### 3.1.5.2 By Exclusion

Should a member become offensive to the Church by reason of immoral or unchristian conduct, or by persistent breach of covenant vows, the Deacons may terminate membership but only after faithful efforts have been made to bring such a member to repentance (Galatians 6:1), and the proper scriptural procedure as outlined in Matthew 18:15-17 has been carefully followed. (Romans 16:17-18; 1 Cor. 5; 11 Thess. 3:11-15).

### **3.1.6 Section 6: Restoration**

3.1.6.1 Any person whose membership has been terminated may be restored by agreement of Pastor, Elders and Deacons. An inactive member who has been, dropped from the roll must give an explanation and renew his/her Covenant pledge. Those whose membership was terminated for disciplinary reasons, as stated in the By-Laws (see: [Article I: Membership > Section 5: Termination > By Exclusion](#)), may be reinstated by the Pastor, Elders and Deacons upon evidence of their repentance; reformation and demonstrated desire to walk with the Lord.

### **3.1.7 Section 7: Discipline**

Any formal accusation against a member, Elder or Pastor shall be submitted in writing to the Board of Deacons. No other method of formal accusation except through the Deacons shall be allowed. The Deacons will only consider charges on Biblical grounds by church members and adherents. If the accusation is found to be untrue and unfounded with reason to believe that the complaint was malicious in intent, those making the charges may be subject to discipline themselves. All necessary discipline shall be prayerfully administered according to Matthew 18:15-17. Dismissal of a member shall be as stated in the By-Laws (see: [Article I: Membership > Section 5: Termination > By Exclusion](#)). Dismissal of a Pastor shall be as stated in the By-Laws (see: [Article II: Officers and Staff > Section 2: Pastor > Termination](#)).



## **3.2 Article II: Officers and Staff**

### **3.2.1 Section 1: Church Leadership**

The governing authority and head of this church is Jesus Christ alone (Ephesians 1:22; Colossians 1:15-18).

The Elders including the Pastor and Board of Deacons shall have the shared authority to govern and conduct business affairs of the Church.

### **3.2.2 Section 2: Pastor**

#### 3.2.2.1 Qualifications

He shall be a regularly licensed or ordained minister. He must conscientiously accept the Statement of Faith, Church Covenant, Constitution and By-Laws and conduct himself in a manner that is consistent therewith. He shall meet the Biblical qualifications of (1 Tim. 3:1-7 and Titus 1:7-9).

#### 3.2.2.2 Call

He shall be elected to the Pastorate for an indefinite period of time by the Church at a meeting duly called for that purpose upon recommendation of the Pulpit Committee. Voting shall be by secret ballot of those active and present members (not less than a quorum), eighteen years of age and older. A favorable vote of three quarters greater of the members present will constitute acceptance and the Pulpit Committee shall notify the Candidate of this action.

#### 3.2.2.3 Duties

He shall teach and preach the Word of God, administer the ordinances of the Church, and perform impartially and diligently the duties pertaining to the Pastoral office (Eph. 4: 1-16; 2 Tim. 4:1-5; 1 Peters 5: 1-4). By virtue of his office the Pastor and his Wife shall automatically be members of the Church. He shall continually encourage, fellowship, and when necessary, exhort the other Elders. He shall be accountable to the other Elders. And, the other Elders will be accountable to him. He shall evaluate, with the other Elders, each individual Elder at least once a year and make recommendations to the Board of Deacons on potential disciplinary actions.

#### 3.2.2.4 Termination

Should the Pastor wish to terminate his pastoral relationship, he shall give at least thirty days notice. If justifiable dissatisfaction with the Pastor arises and the proper procedure has been followed (see: [Article I: Membership > Section 7: Discipline](#)) then the Elders and Deacons shall give the matter prayerful consideration. They shall confer with the Pastor and if found necessary may advise him to resign. If no decision has been reached within thirty days, then it may be brought to the Church for a Vote at a meeting duly called for that purpose. A two thirds majority of the membership present (not less than a quorum) and voting by secret ballot shall be necessary to retain the Pastor. Should such a majority not be attained the Elders and Deacons shall notify the Pastor that his service will be terminated. At the discretion of the Elders and Deacons, the Pastor will be requested to terminate his services immediately or continue service for an additional duration to be no longer than forty-five days.



### **3.2.3 Section 3: Associate Pastors**

#### **3.2.3.1 Qualifications**

He shall meet the Biblical qualifications of 1 Tim. 3: 1-7 and Titus 1:1-9. He should preferably be licensed or ordained at the time of his call. He must conscientiously accept the Statement of Faith, Church Covenant, Constitution and By-Laws and conduct himself in a manner that is consistent therewith.

#### **3.2.3.2 Call**

He shall be called to his position by the Board of Deacons. He shall then be introduced to and examined by the Church in a meeting duly called for that purpose. Following examination by the Church, his call shall be ratified by a three quarters majority of the members present (not less than a quorum) and voting by secret ballot.

#### **3.2.3.3 Duties**

Members of the Associate Pastoral Staff shall be assigned particular responsibilities by the Board of Deacons. All such pastoral staff and spouses would automatically be members of the church. Any Associate Pastor would serve under the direct supervision of the Pastor and/or Deacons.

#### **3.2.3.4 Termination**

Should any Associate Pastor wish to terminate his relationship with the Church he shall give at least thirty days notice. If justifiable dissatisfaction with an Associate Pastor arises, and the proper procedure has been followed (see: [Article I: Membership > Section 7: Discipline](#)) the Elders and Deacon Board will give it prayerful consideration. If after conferring with the Associate Pastor it is deemed necessary that his services be terminated then the Elders and Deacon Board will give such notification. At the discretion of the Elders and Deacons, the Associate Pastor will be requested to terminate his services immediately or continue service for an additional duration to be no longer than forty-five days.

### **3.2.4 Section 4: Other Staff**

Other staff members may be retained by the Board of Deacons to perform duties as specified by the Board. All such staff must be or become members of the Church. All staff members will serve under the supervision of the Pastor and/or Deacons.

A supervisor must seek council from the Elders and Deacon Board before instigating disciplinary action up to and including termination of a church staff member. Disciplinary action may be executed only if after prayerful conferring with the Elders and Deacon Board it is still deemed appropriate.



### **3.2.5 Section 5: Board of Deacons**

#### **3.2.5.1 Quantifications**

Deacons shall be comprised of those who meet the Biblical qualifications of 1 Tim. 3:8-13. They shall be in agreement with the vision, purpose, objective, Statement of Faith, Covenant and Constitution and By-laws of the Church and conduct themselves in a manner that is consistent therewith. They shall have been members of the Church for at least one year.

#### **3.2.5.2 Election**

Deacons are elected by a two thirds majority vote of the members present (not less than a quorum) and voting by secret ballot at the Annual Business Meeting of the Church.

#### **3.2.5.3 Chairman**

Deacons shall elect a chairman (see: Constitution > Article VI: Church Officers > Section 2: Corporate Officers > Vice Presidents)

#### **3.2.5.4 Term of Office**

In order to implement staggered terms, at the earliest practical date following election Deacons shall determine by lot which shall serve two-year terms and which shall serve three-year terms. After the staggered terms have been implemented all Deacons shall serve for a period of three years. There shall be one year between terms of service unless it is deemed necessary that a Deacon serve consecutive terms. However, no Deacon shall serve more than two consecutive terms of service.

#### **3.2.5.5 Duties**

All Deacons will be equal in decision making (plurality), serving as led by their unique spiritual gifts. Deacons will act on a regular basis with regard to the business and financial necessities of the Church. They shall be responsible for the budget process and the appropriation of all monies for the ministry of the Church and will oversee the work of the Treasurer. They shall make available a copy of the proposed budget for the congregation, one week before the Annual Business Meeting. It shall be the responsibility of the Deacons to seek the approval of the Church at a regular or special meeting of the Church, for any expenditure over \$10,000.00. A 2/3 majority of the members present (not less than a quorum) and voting shall be needed for approval. The Deacons shall not take out a loan, encumber with mortgage, buy, sell or transfer any real estate except as authorized by the congregation by a three quarters majority vote of the members present, (not less than a quorum) and voting by secret ballot. Deacons will yearly evaluate adjustment to the permanent Pastor's compensation based on the results of the Elders yearly Pastor evaluation. Along with the Pastor, Deacons shall appoint all Committees and Ministry Leaders as the need arises.

In the event there is no acting Pastor (Permanent or Interim) Deacons shall have the following additional duties:

- Deacons shall be responsible to secure speakers during the interim.
- Deacons shall have the responsibility of finding qualified candidates for interim pastor. The interim pastor shall be elected by the Church at a regular Deacon Board meeting or special meeting duly called for that purpose for a period of time as necessary to secure a fulltime Pastorate. Voting shall be secret ballot of those active and present members (not less than a quorum). A favorable vote of three quarters greater of the members present will constitute acceptance and the Board of Deacons shall notify the Candidate of this action.
- Deacons shall determine the specifics of the call (salary. etc.) to be presented to the congregation at the time of vote for permanent Pastor candidates presented by the Pulpit Committee (see: Article IV: Committees > Section 2: Pulpit Committee).

#### **3.2.5.6 Meeting**

The Board of Deacons will convene on a regular basis at least once a month. A majority of the Board shall constitute a quorum for all business.



#### 3.2.5.7 Vacancies

In the event that a Deacon resigns, the Board may replace them by appointing a member to fulfill their term subject to ratification by vote of the church membership (see: [Article II: Officers and Staff > Section 5: Deacons > Election](#)) at the next business meeting.

#### 3.2.5.8 Termination

Should a Deacon Board member wish to terminate their relationship as a Deacon they shall give at least thirty days notice. If justifiable dissatisfaction with a Deacon arises, and the proper procedure has been followed (see: [Article I: Membership > Section 7: Discipline](#)) then the Elders, including the Pastor, and the remaining Board of Deacons shall give the matter prayerful consideration. They shall confer with the Deacon and if found necessary may advise him to resign. If no decision has been reached within thirty days, then it may be brought to the Church for a Vote at a special meeting duly called for that purpose. A two thirds majority of the membership present (not less than a quorum) and voting by secret ballot shall be necessary to retain the Deacon.



### **3.2.6 Section 6: Elders**

#### **3.2.6.1 Qualifications**

He shall meet the Biblical qualifications of 1 Tim. 3: 1-7 and Titus 1:1-9. He must conscientiously accept the Statement of Faith, Church Covenant, Constitution and By-Laws and conduct himself in a manner that is consistent therewith.

#### **3.2.6.2 Call**

He shall be called to his position by the Pastor, other Elders, or the Board of Deacons. He shall then be examined by the Church in a meeting duly called for that purpose. Following examination by the Church, his call shall be ratified by a three quarters majority of the members present (not less than a quorum) and voting by secret ballot.

#### **3.2.6.3 Duties**

He shall study and teach the Word of God, pray for the church, administer the ordinances of the Church, and perform impartially and diligently the duties pertaining to Elders in the scriptures (Eph. 4:1-16; 2 Tim. 4:1-5; 1 Peters 5: 1-4). He shall continually encourage, fellowship, and when necessary, exhort the other Elders and the Pastor. He shall be accountable to the other Elders and Pastor. And, the other Elders, including the Pastor, will be accountable to him. He shall evaluate, with the other Elders, each individual Elder and the Pastor at least once a year. All Elders will be equal in decision making (plurality), serving as led by their spiritual gifts. The Elders will make recommendations to the Board of Deacons on potential increases in compensation and/or any disciplinary actions concerning the Pastor.

#### **3.2.6.4 Termination**

Should an Elder wish to terminate his relationship as an Elder he shall give at least thirty days notice. If justifiable dissatisfaction with an Elder arises, and the proper procedure has been followed (see: Article I: Membership > Section 7: Discipline) then the remaining Elders, including the Pastor, and the Board of Deacons shall give the matter prayerful consideration. They shall confer with the Elder and if found necessary may advise him to resign. If no decision has been reached within thirty days, then it may be brought to the Church for a Vote at a special meeting duly called for that purpose. A two thirds majority of the membership present (not less than a quorum) and voting by secret ballot shall be necessary to retain the Elder.



### **3.2.7 Section 7: Corporate Officers**

#### **3.2.7.1 Officers**

The corporation shall have a minimum of three directors, which may be changed at the discretion of the Elders. The officers of the corporation shall be a Chief Executive Officer, a Secretary, and a Chief Financial Officer. The Elders will appoint officers as the business of the Corporation requires, 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 determine.

#### **3.2.7.2 Election**

The officers of the Corporation shall be nominated by the Elders from the Board of Deacons. The nominees must be elected by a two thirds majority vote of the members present (not less than a quorum) and voting by secret ballot at the Annual Business Meeting of the Church (see: [Article III: Meetings > Section 5: Quorum and Voting](#)). Each officer shall be qualified (cf. 1 Timothy 3:8-13) and shall hold his office until the end of their Deacon Board term, they resign, are removed or becomes otherwise disqualified to serve as determined by the Elders, or until their successor shall be qualified and nominated by the Elders. A vacancy in any office for any reason shall be filled as needed by the Elders.

#### **3.2.7.3 Removal and Resignation**

Any officer may be removed by the Elders upon disqualification or inability to perform the duties of his office. 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 Elders. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### **3.2.7.4 Inability to Act**

In the case of absence or inability to act of any officer of the Corporation and of any person herein authorized to act in his place, the Elders may from time to time delegate the powers or duties of such officer to any other corporate officer or other person whom the Corporate Board may select.



### **3.3 Article III: Meetings**

#### **3.3.1 Section 1: Annual Business Meeting**

An annual business meeting of the Church shall be held each year on a date in January as determined by the Board of Deacons. At that time the annual Ministry Reports shall be presented. Church Officers elected, the Annual Budget ratified, and any other business as may be necessary.

#### **3.3.2 Section 2: Quarterly Business Meetings**

Quarterly business meetings will be held each year, to be scheduled every three months on dates determined by the Board of Deacons. Notice of each meeting shall be given by announcement on the two Sundays preceding the meeting.

#### **3.3.3 Section 3: Special Business Meetings**

The Pastor, Elders, or Deacons may call special business meetings of the Church. The purpose time and date of such meetings will be put in writing and published and posted not less than 10 days preceding the meeting and shall be announced on the preceding Sunday. If deemed necessary notice may also be sent by mail.

#### **3.3.4 Section 4: Policy and Procedure**

Roberts Rules of Order are hereby adopted to govern all business meetings in all cases where they are not inconsistent with this Constitution and By-Laws.

A written agenda will be available for all business meetings of the Church.

The Chairman of the Church Board shall preside at all business meetings of the Church unless it may be deemed advisable otherwise by the Board. In the absence of the Chairman, the Board shall select one of its members to preside.

#### **3.3.5 Section 5: Quorum and Voting**

At the Annual, Quarterly and all Special Business Meetings of the Church, one third of the active members shall be necessary to constitute a quorum for the transaction of business. A simple majority of those active members, present and voting, shall be deemed sufficient, in any meeting where the quorum exists to decide any item of business, unless otherwise stated in this Constitution and By-Laws.

A member may use an absentee ballot when voting people to an open position or office (e.g. Pastor, Elder, or Deacon). When an Absentee ballot is used in a secret ballot election, the person voting must initially be recognized as a voting member (see: [Article I: Membership > Section 4: Categories](#)). The method used for identifying a voter as a voting member, must not compromise the secrecy of their vote. When an Absentee ballot is used in a non-secret election, the member's name must be documented on the ballot and confirmed as a voting member (see: [Article I: Membership > Section 4: Categories](#)) before the vote may be counted. All Absentee ballots submitted within the parameters defined above are to be recognized as a present member vote. Absentee ballots must be made available at a Sunday morning service prior to the business meeting at which the voting will take place.



### **3.4 Article IV: Committees**

#### **3.4.1 Section 1: Nominating Committee**

The Deacon Board shall serve as the Nominating Committee. They shall solicit recommendations for nominations from the congregation at least two weeks prior to the Annual Business Meeting. The Board will select the names to be placed on the Annual Meeting ballot after prayerful review and consultation with the Elders.

#### **3.4.2 Section 2: Pulpit Committee**

Upon a vacancy in the office of Pastor the Deacons shall appoint a Pulpit Committee. The Committee shall consist of three Deacons and three members of the congregation selected by the church Membership. They shall give consideration only to candidates who meet the qualifications as stated in these By-Laws (see: [Article II: Officers and Staff > Section 2: Pastor > Qualifications](#)). After due examination of all qualified candidates having applied, prayer, and consultation with the Elders they shall recommend to the Church a desirable Pastoral Candidate. Final decision will be determined by a vote of the membership as stated in these By-Laws (see: [Article II: Officers and Staff > Section 2: Pastor > Call](#)). The Church shall consider and decide upon one Candidate before consideration of another.

### **3.5 Article V: Enactment**

Upon the adoption by the Church of the Constitution and By-Laws as herein set forth, they shall supersede and void all previously adopted Constitutions and By-Laws.



## 4. Appendix

REVISION HISTORY				
Revision #	Adoption Date	Requestor	Revised by	Revision Description
2.0	06/28/2008	Acting Church Board	Norm Parker	Defined a number of amendments to the authority structure as defined in the constitution and By-Laws.
3.0	05/17/2009	Current Church Board	Gary Bayard (Board Secretary)	Changed month of Annual meeting to May.
“”	05/17/2009	Current Church Board	Gary Bayard	Rescinded all constitutional amendments affirmed on February 9, 2004 returning the Constitution to the June 28, 1983 version.
“”	05/17/2009	Current Church Board	Gary Bayard	Same sex marriage modifications. Added Human Sexually section to statement of Faith. Updated Pastor, Associate Pastor and Deacon Qualification section to include agreement and conduct adherence with the statement of Faith.
“”	5/17/2009	Todd White (Member)	Gary Bayard	Change to allow for woman and men to serve as Deacons by removing all gender specific language. <ul style="list-style-type: none"> <li>• Section 5: Deacons &gt; Duties &gt; Spiritual</li> <li>• Section 5: Deacons &gt; Qualifications</li> <li>• Section 5: Deacons &gt; Vacancies</li> <li>• Section 5: Deacons &gt; Term of Office</li> </ul>
“”	5/17/2009	Constitution & By-Laws Committee	Gary Bayard	Modified By-Law <b>Article II: Officers and Staff &gt; Section 1: Church Board</b> defining a plurality of authority in the Church Board.
“”	5/17/2009	Constitution & By-Laws Committee	Gary Bayard	Changed the title of section 5 from Deacons to Board of Deacons.
“”	5/17/2009	Constitution & By-Laws Committee	Gary Bayard	Added new section defining Deacons' appointing a Chairman.
“”	5/17/2009	Todd White	Gary Bayard	Update to Article IV: Committees> Section 2: Pulpit Committee removed gender



<b>REVISION HISTORY</b>				
<b>Revision #</b>	<b>Adoption Date</b>	<b>Requestor</b>	<b>Revised by</b>	<b>Revision Description</b>
				language for Deacons. Changed congregation members of committee being appointed by Board, to being voted in by church Membership.
“”	5/17/2009	Gary Bayard (Member)	Gary Bayard	Modification of the Deacon Vacancies section defining that appointed Deacons must be voted into fulltime office by membership vote.
“”	5/17/2009	Gary Bayard (Member)	Gary Bayard	Added Membership Categories.
4.0	8/16/2009	Church Leadership Board	Gary Bayard	Changed month of Annual meeting back to January.
“”	8/16/2009	Church Leadership Board	Gary Bayard	Changed absentee ballot section to stipulate that absentee ballot is only available when voting for people (e.g. Pastor, Elder, Deacon).
“”	8/16/2009	Ed Ricketts (Chairman of Church Board)	Gary Bayard	Added the church officer Elder and changed spiritual duties from the Church Board & Deacons to the Elders.
“”	8/16/2009	Ed Ricketts (Chairman of Church Board)	Gary Bayard	Removed the duration of “within 45 days” when terminating a Pastor’s or Associate Pastor’s services. The new language puts that duration more at the discretion of the Elders and Deacons.
“”	8/16/2009	Ed Ricketts (Chairman of Church Board)	Gary Bayard	Changed Deacon Terms to introduce staggered terms.
“”	8/16/2009	Ed Ricketts (Chairman of Church Board)	Gary Bayard,	Addition of a yearly pastoral compensation evaluation based on an Elder evaluation.
“”	8/16/2009	Ed Ricketts (Chairman of Church Board)	Gary Bayard	Changed Deacon responsibilities to clarify the additional responsibilities and duties in the event of no acting Pastor.
“”	8/16/2009	Ed Ricketts (Chairman of Church Board)	Gary Bayard	Stipulated that all supervisors of church staff must first confer with Elders and Deacons before execution of any type of disciplinary action.



<b>REVISION HISTORY</b>				
<b>Revision #</b>	<b>Adoption Date</b>	<b>Requestor</b>	<b>Revised by</b>	<b>Revision Description</b>
<b>Constitutional Amendments</b>				
5.0	1/31/2010	Gary Bayard	Gary Bayard	Removed Membership section because it was identical to Membership section in By-Laws.
“”	“”	“”	“”	Removed Church Board and Corporate Board sections.
“”	“”	“”	“”	Removed meetings sections that only referenced the meeting section in By-Laws.
“”	“”	“”	“”	Modified Provisions for By-Laws section defining By-Laws are in this document & By-Law amendments must be presented 1 month before vote.
<b>By-Law Amendments</b>				
“”	“”	“”	“”	Added Corporate Officers Section.
“”	“”	“”	“”	Removed Church Board structure.
“”	“”	“”	“”	Added Termination section for Deacons.
“”	“”	Ed Ricketts	“”	Defined that Interim pastors must be ratified by a membership vote.
“”	“”	Gary Bayard	“”	Modified language in Pulpit Committee section to clarify responsibilities.
“”	“”	Gary Bayard	“”	Modified language in Quorum and Voting section to clarify terms of absentee voting.