

# **GRACE BIBLE CHURCH**

## **Constitution and Bylaws**

### **PREAMBLE**

We, the Members of Grace Bible Church, do ordain and establish the following Articles, to which we voluntarily submit ourselves. These Articles constitute the Constitution of the church and also serve as the bylaws of the non-profit corporation incorporated as Grace Bible Church under the laws of the State of Texas. Should Grace Bible Church cease to be a non-profit corporation for any reason, it will continue as an unincorporated organization with these Articles serving as the governing document of the church membership.

### **ARTICLE I. NAME AND PURPOSE**

The name of the church is Grace Bible Church. The purpose of Grace Bible Church is set forth herein and in the Articles of Incorporation.

### **ARTICLE II. CHURCH MISSION AND GOVERNMENT**

We, the Members of Grace Bible Church, in accordance with the Scriptures, which we believe to be God's authoritative Word and accept as our rule for faith and conduct, are an autonomous body of believers of like faith, and form this church, a religious and spiritual organization, to proclaim the Word of God, to assemble for worship, fellowship, instruction in the Scriptures, evangelism, discipleship, outreach, and the work of the ministry, by the grace of God and His Son, the Lord Jesus Christ, who offers, by the power of His resurrection from the dead, salvation by grace alone through faith alone to those who believe in Him.

We, the Members of Grace Bible Church, by the grace of God, voluntarily submit ourselves to the government of this church, the powers and authority of which are hereby vested in a Board of Elders which ultimately oversees and governs all church functions and carries out the duties and responsibilities set forth herein.

### **ARTICLE III. STATEMENT OF DOCTRINE**

#### The Trinity.

We believe in one Triune God eternally existing in three Persons, Father, Son and Holy Spirit, eternal in being, identical in nature, equal in power, glory, and majesty, and yet distinct in persons, possessing the same attributes and perfections, and worthy of the same worship and obedience.

(Deuteronomy 6:4; John 17:3; Second Corinthians 13:14).

#### God the Father.

We believe in God the Father Almighty, Maker of heaven and earth and of all things, visible and invisible. We believe that the Father is the sovereign Ruler and Judge over all things Who also loves and cares for all aspects of His creation. We believe that He is the Reconciler of all who come to Him through faith in His Son, Jesus Christ. We believe that He is infinitely holy and yet abounding in grace, all-powerful and yet compassionate, perfectly just and yet patiently merciful.

(Genesis 1:1; Exodus 34:6-7; Matthew 5:45; 6:25-33; John 1:12, 18; Romans 8:14-17; First Corinthians 15:24-28; Galatians 4:5; Hebrews 12:5-9).

#### God the Son.

We believe that the Lord Jesus Christ, the eternal Son of God, became fully man without ceasing to be fully God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man. We believe that He accomplished our redemption through His death on the cross as a substitutionary and atoning sacrifice. We believe that our redemption and salvation are guaranteed to us by His literal physical resurrection from the dead. We believe that the Lord Jesus Christ is now in heaven exalted to the right hand of the Father where He fulfills the ministry of intercession and advocacy as His people's High Priest.

(John 1:1,14,18; Luke 1:35; Romans 3:24-26; 4:25; Hebrews 1:3; 12:2; 3:1; 7:23-25; 9:24; First John 2:1, 2).

#### God the Holy Spirit.

We believe the Holy Spirit is an eternal Person and fully God Who convicts the world of sin, righteousness, and judgment. He also in the present age regenerates believers in Christ, baptizes them into the church, the body of Christ, indwells them permanently, seals them unto the day of redemption, bestows spiritual gifts upon each one, and fills those yielded to Him. We believe that certain spiritual gifts, commonly called "sign gifts," are not normative for the Church today.

(John 3:8; 14:16; 15:26,27; 16:7-15; First Corinthians 12:4-13; 13:8; Ephesians 4:30; 5:18).

### The Scriptures.

We believe that God has spoken through the Scriptures, and that the Bible in the original manuscripts is the inspired, infallible, and inerrant Word of God. Of these sixty-six books, we have reliable copies that are our final and sufficient authority for faith and life. The Bible is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

(Matthew 5:18; 2 Timothy 3:16-17; Second Peter 1:20, 21).

### The Spiritual Realm.

We believe that God created sinless, spiritual beings commonly known as angels. A great company of these angels serve God at His throne and minister to mankind, especially believers. We believe that one of these angels, Satan, sinned through pride and led a host of other angels in rebellion against God. Satan subsequently tempted Adam and Eve to sin leading to their fall. Satan remains today, the enemy of God and of God's people, actively opposing our efforts at godly worship and service. Although Satan was judged at the cross, he temporarily reigns as the ruler of this world — as God allows. Ultimately, Satan will be eternally defeated and eternally condemned.

(Psalm 148:2-5; Isaiah 14:12-17; Ezekiel 28:11-19; Ephesians 6:10-12; Second Corinthians 4:4; Hebrews 1:14; First Peter 5:8-9; Revelation 4:5-11; 20:1-3,10).

### The Purpose and Dignity of Mankind.

We believe all people are created in the image of God in order to glorify Him, enjoy His fellowship, represent Him, live in relationship with one another, and rule over the earth. We believe that all people, although marred by sin, are to be treated with love and dignity. We believe that Jesus is the perfect image of God, and we should therefore reflect His image in how we live. We believe that at the resurrection, we will be made like Him in glory.

(Genesis 1:26-27; Psalm 8:4-6; Romans 10:12; First Corinthians 12:13; Galatians 3:28; Colossians 1:15; 3:11).

### The Sinfulness of Mankind.

We believe that in Adam's sin all of humanity fell into sin, inherited a sinful nature, and became alienated from God. We believe that all people are separated from God because of sin and are therefore deserving of eternal, conscious punishment from God. We believe that God's intervention through Jesus Christ is our only hope for salvation.

(Genesis 1:26; 3:1-24; Romans 3:23; 5:12; Ephesians 2:12).

### The Salvation Offered to Mankind.

We believe that salvation is a gift of God in grace and is received by human beings through personal faith in the Lord Jesus Christ whose precious blood was shed for the forgiveness of our sins. We believe that all true believers, once saved, are kept secure in Christ forever.

(John 1:12; 10:27-30; Ephesians 1:7; 2:8-9; Romans 8:1, 29, 30, 38-39).

### The Church and Its Ordinances.

We believe that the Church, the body and bride of Christ, is made up of all persons in this present age who have become believers by being justified by God's grace alone through faith alone in Christ alone. We believe that God made believers to belong to and be a part of a local church in order to be instructed in the faith, encouraged toward Christlikeness and to please Him through worship. We believe that the local church is to be led by qualified elders and served by qualified deacons. We believe that the Lord Jesus, who is the Head of the Church, instituted the ordinances of baptism and the Lord's Supper which spiritually nourish the believer and are to be observed until His return.

(Matthew 28:19, 20; Ephesians 1:22, 23; 5:25-27; First Corinthians 11:23-26; 12:12, 13).

### The Responsibility of the Christian Life.

We believe that God commands Christians to love Him supremely and to love others sacrificially. We believe that we are citizens of heaven living in the world but no longer of the world and are new creations in Christ who are called to live markedly distinct and holy lives. Through the power of the Holy Spirit, in obedience to the Word of God, along with the practice of spiritual disciplines, and participation in the fellowship of the Church, the believer is enabled by God to live in conformity to the will of the Father, to become more like our Lord Jesus Christ, and to manifest the fruit of the Spirit. We believe that Christians are ambassadors of Christ, God's image-bearers in a fallen world, and are called to walk in the good works God has prepared for us. It is our responsibility to proclaim the gospel, to make disciples among the nations, and to glorify God in all that we do.

(Acts 1:8; Romans 12:1-2; First Corinthians 3:10-17, 10:31; Second Corinthians 5:20; 7:1; Galatians 5:16; Ephesians 2:10; 5:15-21; Philippians 4:8-9; Second Thessalonians 1:11-12; Titus 2:11-14; Hebrews 12:1-2, 14; James 1:27; First Peter 4:11; First John 3:1-10).

### Marriage and The Christian Home.

We believe that marriage was designed by God to be an exclusive lifelong covenantal relationship between one man and one woman. We believe that the ultimate expression of God's design for marriage is between a Christian man and a Christian woman in that their marriage reflects Christ's relationship to the Church. We believe that God has allowed some to serve Him in singleness rather than marriage using them to accomplish His purposes by this ministry.

We believe that children are a gift of the Lord and have human life and value from the moment of conception. We believe that parents are responsible to instruct and nurture their children in all matters of life and faith. We believe that children are to honor their parents during their lifetimes.

(Genesis 1:26–27; 2:15, 23-24; Matthew 19:4-6; 12:46–50; First Corinthians 7:25–35; Ephesians 5:21-32).

#### The End Times.

We believe that God has a distinct plan for Israel and a distinct plan for the Church. We believe the next prophetic event will be the imminent, pre-tribulational coming of the Lord Jesus to receive the Church to Himself. This event is called the Rapture, and for this Day we should be constantly ready. Following the Rapture, God will resume His plan for Israel with a seven-year period of tribulation, a time of judgment on the whole earth. At an event called The Second Coming, Jesus will return physically to the earth and will establish His millennial kingdom thus fulfilling His kingdom promises to Israel. Ultimately, God will establish a New Heaven and a New Earth where He will dwell permanently among His people in perfect peace. We believe in the future, literal, bodily resurrection of all people, believers to eternal life in the presence of God and unbelievers to eternal judgment.

(First Corinthians 15:40-58; Second Corinthians 5:8-10; First Thessalonians 4:13-18; Revelation 20:1-15; 21:1-2).

## ARTICLE IV. MEMBERSHIP

- A. Membership Qualifications.** Persons desiring to unite with and become Members of this church by confession of a personal faith in Christ as Savior will be examined by at least two Elders as to their Christian experience and basis of salvation, must attend a membership class, and agree to and sign the Membership Covenant of the church. Persons completing these three steps will then be voted on by the Board of Elders and, if approved by a two-thirds vote, will become Members of the church. Persons who are Members of the church in good standing prior to the time of adoption of these changes to the Bylaws are deemed to have met Membership Qualifications.
- B. Membership Roll.** The church will keep a Membership Roll consisting of a list of Members of the church. The Membership Roll will be updated from time to time to reflect additions and terminations of Membership. No person may exercise rights of Membership unless they are listed on the Membership Roll, are Members in good standing and, in order to vote in any Annual or Special Meeting, have attained the age of eighteen years. A Member in good standing is a Member who is not undergoing the care, correction, or discipline of the Board of Elders. Upon termination of Membership, a Member will be removed from the Membership Roll.
- C. Voluntary Termination.** A Member of the church may voluntarily terminate their Membership at any time upon written notice to the Board of Elders. Where appropriate, a voluntarily terminating Member of the church may be granted a letter stating their Membership status and standing. A Member of the church who has terminated their Membership may be reinstated upon satisfying Membership Qualifications.
- D. Care, Correction and Discipline.** All Members of the church voluntarily submit themselves to the care, correction and discipline of the Board of Elders. The Board of Elders may undertake the care, correction or discipline of any Member for departure from the Membership Covenant; conduct that mars the testimony of the church or evidences a continued unrepentant departure from biblical morality; conduct that endangers other Members' physical or psychological safety, spiritual growth, or peace of worship; conduct that evidences disinterest or inactivity in the life of the church; the failure to submit to requests or requirements of the Board of Elders; conduct contrary to this Constitution and Bylaws or Church Policies; or for other reasons based on the Board's application of Scripture. Care, correction, or discipline may take the form of requiring specific actions by a Member to maintain Membership, such as meeting or mediation with the Board of Elders or others, sincere confession, public or private apology, prayer, biblical education, or repentance and change of behavior. Discipline may include termination of Membership, expulsion, and barring of a Member from church property, or such other actions as determined by the Board of Elders.

## ARTICLE V. MEMBERSHIP MEETINGS OF THE CHURCH

**A. Membership Meetings.** Members may transact business at any Annual Membership Meeting or Special Membership Meeting. An Annual Membership Meeting will be held between November 15th and December 31st on a date to be determined by the Board of Elders. Notification of all Meetings will be by announcement from the pulpit during worship services on the three Sundays preceding said Meeting. Additional notification may be given as determined by the Board of Elders. In any event, notification must be given at least twenty-one (21) days before a Meeting.

A Special Membership Meeting may be called at any time by the Board of Elders. In addition, Members may send a written request for a Special Membership Meeting to the Board of Elders, signed by at least twenty percent (20%) of the Members of the church in good standing who have attained the age of eighteen years. All signatures must be dated within ninety (90) days of submission of the request. The request must include items for consideration and reasons for the requested Special Membership Meeting. The Board of Elders must set a date for and hold a Special Membership Meeting within sixty (60) days of receiving a valid request and must include on the agenda the items for consideration contained in the request.

**B. Quorum, Voting.** Members entitled to vote on matters up for ratification at a Meeting shall be those Members in good standing who have attained the age of eighteen years and are listed on the Membership Roll fourteen (14) days before the date of the Meeting. A quorum for the transaction of business in Meetings will consist of the presence in person or by proxy of twenty percent (20%) of the Members of the church who are in good standing and who have attained the age of eighteen years. A favorable ratification by vote of two-thirds of such quorum will prevail on any matter that comes for a ratification by vote at such Meeting, except as otherwise provided herein. If a quorum is not present or represented at a Meeting, the Members entitled to vote for ratification of a matter have the power to adjourn the Meeting from time to time, without notice other than announcement at the Meeting, until a quorum is present and represented.

A Member may authorize another Member to vote or act for such Member by proxy at any Meeting, or to express approval or dissent to a church matter in writing with or without a Meeting. Any such proxy may be granted in writing or by Electronic Transmission and is valid for not more than ninety (90) days. Any proxy to vote for a Member at a Meeting must be delivered to the Board of Elders seven (7) days before such Meeting. "Electronic Transmission" means any form of communication not directly involving the physical transmission of paper that creates a record that may be retained, retrieved and reviewed by a recipient thereof and that may be directly reproduced in paper form by such a recipient through an automated process.

**C. Meeting Rules.** The Chairman of the Board of Elders will preside at all Meetings, and in his absence a substitute may be appointed by the Board of Elders from that Board. In the transaction of business in Meetings, Robert's Rules of Order may be used at the discretion

of the acting Chairman. Whether for an Annual or Special Membership Meeting, the Board of Elders shall, in the notification, set the agenda and procedures for the Meeting, list all matters for Member ratification at the Meeting, if any, and announce whether votes will be by written ballot, voice vote or show of hands. However, any vote to amend or change the Constitution and Bylaws or to ratify the Senior Pastor must be by written ballot.

## **ARTICLE VI. ELDERS, DEACONS, TRUSTEES, TREASURER**

### **A. Elders**

- 1. Qualifications.** An Elder must be a man who is above reproach, both within and outside the church, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine, not pugnacious, but gentle, uncontentious, free from the love of money, who manages his household well, controls his children with dignity, and not a new convert. All Elders will be Members of the church in good standing and no Staff Member (other than the Senior Pastor) or family member of a Staff Member may serve as a Standing Elder.
- 2. Duties.** The duty of the Elders is to teach, care for the church and its spiritual condition, to shepherd and oversee the Members of the church, to oversee and administer the ordinances and to guard the purity of doctrine and life of the church, in accordance with the Scriptures. For purposes of the church's faith, doctrine, practice, discipline, and policy, the Board of Elders is the church's final interpretive authority on the meaning and application of Scripture.
  - a.** The Board of Elders approve, care for, discipline, correct and dismiss Members of the church, preside at membership meetings, oversee and assist the Deacons, Trustees, and Pastoral Staff of the church, hire and fire Pastoral Staff, and perform other responsibilities described herein.
  - b. Statement of Doctrine.** Notwithstanding anything else herein, only the Board of Elders by unanimous vote may amend or alter the Statement of Doctrine. The Statement of Doctrine does not exhaust the extent of the church's religious beliefs. The Scripture, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of human affairs.
- 3. Board of Elders; Standing and Non-Standing Elders.** Once nominated and ratified, Elders remain Elders as long as they are Members of the church in good standing. Standing Elders are those currently serving on the Board of Elders, are the only voting Elders, and the final interpretive authority on the meaning and application of Scripture. The Board of Elders is ultimately responsible for the oversight and governance of all church functions. Non-Standing Elders are those not currently serving on the Board of Elders, are non-voting and may serve the church in specific duties assigned by and under the direction of the current Board of Elders.
- 4. Term.** The term of a Standing Elder serving on the Board of Elders (except the Senior Pastor) will be four years. An Elder may serve multiple terms as a Standing Elder, upon

nomination by the Board of Elders and ratification by vote of the Membership before each term. However, an Elder may not serve more than four consecutive years as a Standing Elder, and any term as Standing Elder must be followed by at least one year as a Non-standing Elder. Terms of service as Standing Elders will be served on a rotating basis so that the terms of a majority of the Standing Elders will not expire in a single year. Notwithstanding anything to the contrary herein, the Senior Pastor will be a Standing Elder and a member of the Board of Elders while he is senior pastor and not on a leave of absence.

**5. Board Requirements.** The Board of Elders shall consist of at least five Standing Elders. Should the Board of Elders have fewer than five Standing Elders, Standing Elders will be added as soon as practicable according to the procedures set forth herein, but in no event and at no time shall there be less than three Standing Elders.

**6. Board Procedure.**

**a. Quorum.** A quorum for the meetings of the Board of Elders will consist of two-thirds of the Standing Elders. Regular business may be discussed absent a Quorum, but action upon any resolution requires a Quorum.

**b. Resolutions.** Approval of any resolution that comes before the Board of Elders requires a two-thirds vote of the full Board of Elders to prevail, unless stated otherwise herein.

**c. Procedure.** The Board of Elders will elect from the Standing Elders (with the exception of the Senior Pastor) a Chairman of the Board of Elders. The Chairman or his designee of a Standing Elder will preside at the Board of Elders meetings. The Board of Elders will also elect one Standing Elder to serve as Secretary to the Board of Elders. The Boards of Elders may adopt other procedural rules or practices to facilitate the conduct of their meetings and to carry out the responsibilities assigned to them, including regarding the format (e.g., in-person, electronic), location, and timing of board meetings, and manner of voting (e.g., in-person, remotely). The Chairman and Secretary of the Board of Elders will be the officers of the non-profit corporation.

**B. Deacons**

**1. Qualifications.** A Deacon must be a Member of the church in good standing, a man of dignity, not addicted to wine or fond of sordid gain, not a new convert, the husband of one wife, and a good manager of his children and household. A Deacon must be above reproach both within and outside the church. No Staff Member may serve as a Deacon.

**2. Duties.** The Board of Deacons operates under the direction of the Board of Elders with the duties of the Deacons delegated to them by the Board of Elders. The duties of Deacons may include care and maintenance of the physical properties of the church and management of its finances. They may also be responsible for such temporal duties as ushering at church services, the collection of offerings, and the provision of every material thing necessary for proper worship. The Board of Deacons appoints the Treasurer and determines the fiscal year of the church. The Board of Deacons, on behalf of the church, may recommend that the church undertake indebtedness. Any indebtedness secured by real property or other long-term financing requires approval

by the Board of Elders followed by ratification by the Members at a membership meeting.

3. **Board of Deacons.** The Board of Deacons is comprised of Deacons currently serving a term of service. Upon expiration of their term of service, a Deacon's position ceases.
4. **Term.** A Deacon serves a term of three years. A Deacon may serve multiple terms, upon nomination by the Board of Elders and ratification by the Membership before each term. However, any term as an acting Deacon must be followed by at least one year off the Board of Deacon and in no event may a Deacon serve more than three consecutive years. Deacons will serve on a rotating basis so that the terms of approximately one-third of the Deacons expire each year.
5. **Board Requirements.** The Board of Deacons will consist of at least three Deacons. Should the Board of Deacons have fewer than three Deacons, Deacons will be added as soon as practicable according to the procedures set forth herein.
6. **Board Procedure.**
  - a. **Quorum.** A quorum for the meetings of the Board of Deacons consists of two-thirds of the Deacons. Regular business may be discussed absent a quorum, but action upon any resolution requires a quorum.
  - b. **Resolutions.** Approval of any resolution that comes before the Board of Deacons requires a two-thirds vote of all the Deacons of the Board to prevail, unless stated otherwise herein.
  - c. **Procedure.** The Board of Deacons must elect a Chairman. The Chairman or his designee of a Deacon presides at meetings of the Board of Deacons. The Board of Deacons may adopt other procedural rules or practices to facilitate the conduct of their meetings and to carry out the responsibilities assigned to them, including regarding the format (e.g., in-person, electronic), location, and timing of board meetings, and manner of voting (e.g., in-person, remotely).
- C. **Trustees.** The Trustees operate under the direction of the Board of Elders. A Trustee must be a Member of the church in good standing. A Trustee serves a term of five years. Trustees hold title to the real property of the church and execute on behalf of the church any documents affecting or encumbering the title or evidencing indebtedness secured by the real property of the church when authorized by the Board of Elders. The execution of documents by the Trustees is sufficient for all purposes when executed by two or more Trustees. There shall be a minimum of five Trustees at all times. Trustees may serve consecutive terms of service and rotation of Trustee terms is not required.
- D. **Treasurer.** The Treasurer is appointed by the Board of Deacons. The Treasurer's responsibility, under the supervision of the Board of Deacons, is to handle the receipts and disbursements of all church funds and to keep or cause to be kept full and accurate accounts of all church financial records. The Treasurer is not required to be a member of the Board of Deacons. The Treasurer shall report to the Board of Deacons and serves at their discretion.
- E. **Nomination, Recommendation, Ratification, Removal, Vacancy**
  1. **Nomination.** Elders (except the Senior Pastor), Deacons and Trustees must be nominated by the Board of Elders at least thirty days before the Annual Meeting.

2. **Recommendations.** Written recommendations for Elders, Deacons and Trustees may be made to the Board of Elders by any Member of the church no later than forty-five days before the Annual Meeting. Thereafter, no recommendations may be made.
3. **Ratification.** Any nominee for Elder, Deacon or Trustee must be ratified by a two-thirds vote of the Membership of the church at an Annual Meeting of the congregation.
4. **Removal.** An Elder, Deacon or Trustee may be removed from office, upon resolution approved by two-thirds of the full Board of Elders, for conduct contrary to the Scriptures, contrary to these Bylaws or church policies, or otherwise at the discretion of the Board of Elders. A leave of absence of a Standing Elder or Deacon may be initiated by the Board of Elders during his term of office and temporarily removes him from the Board and his ability to vote unless reinstated by the Board of Elders during that same term.
5. **Vacancies.** Should a position of Standing Elder, Deacon or Trustee become vacant before the expiration of its term, the Board of Elders may appoint by two thirds vote, without ratification by the Members, a successor to serve the remainder of the term. For a vacant Standing Elder or Deacon position, the successor must be a Member in good standing and have previously served in that office, but not have served for at least one year prior to the vacancy. For a vacant Trustee position, the successor must be a Member in good standing.

## ARTICLE VII. STAFF

### A. Senior Pastor.

1. **Duties.** The church will have one Senior Pastor who preaches the Scripture in the services of the church and who oversees the spiritual life and practices of the church and directs that administration the ordinances in conjunction with the Board of Elders. The Senior Pastor reports to and is overseen by the Board of Elders. The Senior Pastor must meet the qualifications of an Elder at all times during his tenure as Senior Pastor and serves as a Standing Elder on the Board of Elders during his tenure as Senior Pastor. He shall also be, by virtue of his position, a member of all boards and committees of the church. The Senior Pastor manages the Pastoral and Non-pastoral Staff of the church, except the Treasurer. The Senior Pastor recommends persons to be placed in positions on the Pastoral Staff to the Board of Elders for their confirmation and hiring. The Senior Pastor is responsible for hiring and terminating Non-Pastoral Staff.
2. **Nomination, Ratification and Removal.** The Board of Elders nominates the Senior Pastor upon approval of a resolution by three-quarters of the Board of Elders. The Senior Pastor nominee must then be ratified by two-thirds of the membership a duly convened membership meeting to serve for an indefinite period of time until resignation, retirement, death, incapacity, or removal. The Board of Elders may remove the Senior Pastor at any time (1) by removing him as an Elder, using the procedures set forth herein; or (2) by a resolution approved by three-quarters of the Board of Elders, and which is thereafter ratified by a majority vote of the Members at

a membership meeting held for that purpose. The Board of Elders may also initiate a leave of absence of the Senior Pastor without removing him by a two-thirds vote of the other Standing Elders. During such leave of absence, the Senior Pastor will not exercise any of his duties as Senior Pastor nor vote as a member of the Board of Elders. The Board of Elders will thereafter have up to six (6) months to take such other action, such as an extension, reinstatement or removal, otherwise the leave of absence will expire.

**B. Pastoral Staff.** In addition to the Senior Pastor, the Pastoral Staff may consist of Executive Pastor(s), Associate Pastor(s), and/or other pastoral positions, if any, as determined by the Board of Elders and who serve at the Board's discretion. Their duties and responsibilities, however, are assigned by and they report to the Senior Pastor. The Senior Pastor, unless necessity dictates otherwise, recommends to the Board of Elders persons for the Pastoral Staff positions who are hired and/or confirmed as well as terminated by the Board of Elders

The Board of Elders may initiate a leave of absence of any pastoral staff person without removing such pastor by a two-thirds vote of the full Board of Elders. During such leave of absence such person cannot exercise any duties as pastoral staff. The Board of Elders will thereafter have up to six (6) months to take such other action, such as an extension of the leave, reinstatement or removal of the pastoral staff person or the leave of absence expires.

**C. Non-Pastoral Staff.** Non-Pastoral Staff positions consist of all church employees and staff who are not part of the Pastoral Staff. The duties and responsibilities of Non-Pastoral Staff are assigned by the Senior Pastor, and Non-Pastoral Staff report, directly or indirectly through other Pastoral Staff to the Senior Pastor. Non-Pastoral Staff are appointed, hired, and fired by the Senior Pastor, and serve at the Senior Pastor's discretion.

## ARTICLE VIII. ANCILLARY DOCUMENTS

**A. Membership Covenant.** The church will maintain a Membership Covenant, approved by the Board of Elders, written assent to which is required to become a Member of the church. The Board of Elders may amend the Membership Covenant by a two-thirds vote of the full Board of Elders. The Membership Covenant is incorporated herein by reference with the same force and effect as though fully set forth herein.

**B. Church Practices.** From time to time the church may promulgate statements on Church Practices on issues regarding the application of the Statement of Doctrine to changing cultural attitudes, current events, or theological issues. Church Practices may be prepared under the direction of the Senior Pastor and recommended to the Board of Elders but must be adopted by a two-thirds vote of the full Board of Elders prior to becoming a Church Practice. The Board of Elders may, at its discretion, and upon a two-thirds vote of the full Board of Elders, remove, amend, or otherwise dispose of Church Practices.

**C. Church Policies.** From time to time the church may promulgate written Policies, or amend such Policies, regarding church procedure, such as, without limitation: church resources, facility and grounds usage and management; church sponsorship and name usage; conduct of Elders, Deacons, Members, Staff, employees and volunteers; care, correction, and discipline of Elders, Deacons, Members, Staff, employees and volunteers; ceremonies and

events on church property or sponsored by the church; recognition and support of missionaries and missionary organizations. It is anticipated that, in the normal course of ministry, Church Policies will be promulgated by the Staff, overseen by the Senior Pastor and approved by the Board of Elders who have final authority over all Church Policies. Church Policies are incorporated herein by reference with the same force and effect as though fully set forth herein.

#### **ARTICLE IX. MEETINGS BY TELEPHONE OR OTHER REMOTE ELECTRONIC COMMUNICATION**

Meetings of the Board of Elders or Board of Deacons may be held by means of a remote electronic communications system, including videoconferencing technology or the internet, so long as (1) each person entitled to participate in the meeting consents to the meeting being held by means of that system and (2) the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other.

#### **ARTICLE X. AMENDMENTS**

This Constitution and Bylaws, not including the Statement of Doctrine and the provisions herein regarding its amendment, may be amended upon approval of a resolution of the Board of Elders by three quarters vote of the full Board of Elders and, thereafter, ratification by a vote of two-thirds of the Members. Any amendment must be announced to the Members of the church at a Meeting of the Members held for that purpose. The Constitution and Bylaws are available for review by any Member of the church upon request. The Statement of Doctrine and any provision herein regarding its amendment may only be amended by the Board of Elders and then only upon a unanimous vote of the full Board of Elders.