

FELLOWSHIP COMMUNITY CHURCH

Bylaws

These Bylaws are to fulfill the requirements of the Articles of Incorporation and direct the ministry of Fellowship Community Church.

List of Revisions

Revision Date	Approval Date by Congregation
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Table of Contents

1	<i>Statement of Faith</i>	1
2	<i>Membership</i>	2
2.1	Requirements for Membership in FCC	2
2.1.1	Acceptance of Christ	2
2.1.2	Christ’s Impact on Lives	2
2.1.3	The Statement of Faith	3
2.1.4	Unity and Harmony	3
2.1.5	Membership Obligations	3
2.1.6	Age Requirement	3
2.2	Membership Regulations and Procedures	3
2.2.1	Non-Discrimination	3
2.2.2	Application	3
2.2.3	Membership Class	3
2.2.4	Interview	4
2.2.5	Admittance Procedures	4
2.2.6	Non-Compliant Application	4
2.3	Membership Roll	4
2.3.1	Maintenance	4
2.3.2	Currency and Accuracy	4
2.3.3	Removal for Absences	5
2.3.4	Voluntary Removal	5
2.3.5	Removal upon Death	5
2.3.6	Removal for Disciplinary Reasons	5
2.4	Discipline	5
2.4.1	Biblical Standards	5
2.4.2	Christian Lives	5
2.4.3	Violations of Standards	6
2.4.4	Suspension of Rights and Privileges	6
2.4.5	Removal of Suspensions	6
2.4.6	Rights and Claims	6
2.5	Membership Requirement for Position of Responsibility	7
3	<i>Denomination and Local Autonomy</i>	7
3.1	Denomination	7
3.2	Local Autonomy	7
4	<i>Business Meetings</i>	7
4.1	Scheduling	7
4.1.1	The Annual Business Meeting	7
4.1.2	Special Business Meetings	8
4.2	Business Meeting Protocol	8
4.2.1	Voting Eligibility	8

4.2.2	Parliamentary Procedures	8
4.2.3	Quorum	8
4.2.4	Annual Reports and Budget	8
4.2.5	Presiding Officer	8
4.3	Matters Decided by Membership Vote	8
5	Senior Pastor	9
5.1	The Selection of a Senior Pastor	9
5.1.1	Teacher and Preacher	9
5.1.2	The Pastoral Search Committee	9
5.1.3	Election to the Pastoral Search Committee	9
5.1.4	List of Applicants for Senior Pastor	9
5.1.5	Membership in the Ministerial Association	10
5.1.6	Recommendation to the Board of Elders	10
5.1.7	Presentation to the Congregation	10
5.1.8	The Vote	10
5.1.9	The Senior Pastor-Elect	10
5.1.10	Acceptance	10
5.2	The Office of Senior Pastor	11
5.2.1	Term of Service	11
5.2.2	Member of the Board of Elders	11
5.2.3	Ex-Officio Membership	11
5.2.4	Delegation of Duties	11
5.3	Discipline and Removal of the Senior Pastor	11
5.3.1	Accusations and Investigation	11
5.3.2	Failure to Perform	11
5.3.3	Removal	12
5.4	Resignation	12
6	Other Ministry and Administrative Staff	12
6.1	Personnel Policy	12
6.2	Temporary Replacement	13
6.3	Establishment of Ministry Staff Positions and the Hiring of Ministry Staff	13
6.3.1	Number and Nature	13
6.3.2	Recommendation for New Positions	13
6.3.3	Approving New Positions	13
6.3.4	Filling Positions	13
6.4	Termination of Ministry Staff	13
6.5	Administrative Staff	14
7	Officers	14
7.1	Corporate Officers	14
7.1.1	Chairman and President	14
7.1.2	Vice Chairman and Vice President	14
7.2	Other Officers	14
7.2.1	Treasurer	14
7.2.2	Secretary	14

8	<i>Boards And Committees</i>	14
8.1	Board of Elders	14
8.1.1	Duties of the Board of Elders	14
8.1.2	Members of the Board of Elders	15
8.1.3	Term of Service	17
8.1.4	Evaluation and Accountability	18
8.1.5	General Operating Rules	18
8.1.6	Quorum	18
8.2	Nominating Committee	18
8.2.1	Purpose	18
8.2.2	Composition	19
8.3	Other Committees and Boards	19
8.4	General Operating Rules For Boards and Committees	19
8.4.1	Notice of Meetings	19
8.4.2	Decision Making Process	19
8.4.3	Quorum	19
9	<i>Organizations</i>	19
9.1	Approval	19
9.2	Fund Raising	19
10	<i>Amendments</i>	20
10.1	Proposed Amendments	20
10.2	Ballot	20
<i>Table 1: Vote Requirements</i>		21

1 Statement of Faith

1.1 We, the members of Fellowship Community Church (FCC), believe:

1.1.1 God – We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

1.1.2 The Bible – We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

1.1.3 The Human Condition – We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God’s saving work in Jesus Christ can we be rescued, reconciled and renewed.

1.1.4 Jesus Christ– We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel’s promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

1.1.5 The Work of Christ – We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

1.1.6 The Holy Spirit – We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

- 1.1.7 The Church – We believe that the true church comprises all who have been justified by God’s grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord’s Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.
- 1.1.8 Christian Living – We believe that God’s justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God’s Word, the Spirit’s power, and fervent prayer in Christ’s name, we are to combat the spiritual forces of evil. In obedience to Christ’s commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.
- 1.1.9 Christ’s Return – We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.
- 1.1.10 Response and Eternal Destiny – We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

2 Membership

2.1 Requirements for Membership in FCC

- 2.1.1 Acceptance of Christ – FCC will receive as members only those who profess to have accepted Jesus Christ as their Lord and Savior, and that their salvation is based upon faith in Christ alone (Ephesians 2:8-9).
- 2.1.2 Christ’s Impact on Lives – Candidates must explain how Jesus Christ has changed their lives (James 2:17-18).

- 2.1.3 The Statement of Faith – Candidates must express their agreement with all points of FCC's Statement of Faith, and agree to live a life that demonstrates such agreement.
- 2.1.4 Unity and Harmony – Candidates must express their commitment to live in unity and harmony with other members and attendees with respect to FCC's Statement of Faith.
- 2.1.5 Membership Obligations – Candidates must express their willingness to:
- a. Ministries – actively participate in the ministries of FCC;
 - b. Spiritual Gifts – identify and apply their spiritual gifts to the ministries and needs of FCC;
 - c. Financial Support – provide financial support to FCC in accordance with Biblical principles of giving; and
 - d. Prayer – pray for the ministries of FCC.
- 2.1.6 Age Requirement – Candidates must be eighteen (18) years or older. NOTE: Any person under the age of 18 is encouraged to attend any and all business meetings of FCC but is not allowed to make motions or vote. When anyone reaches the age of 18 and believes they meet the requirements set forth in this section they may then apply to be members by following the procedures in section 2.2.

2.2 Membership Regulations and Procedures

- 2.2.1 Non-Discrimination – FCC will accept individuals who meet the requirements for membership in FCC as stated in section 2.1 as children of God, equal in God's grace and mercy. No person will be excluded from membership because of that person's sex (Genesis 1:27), race, national or ethnic origin, or color. (Revelation 7:9)
- 2.2.2 Application – Any person who desires membership in FCC and believes he or she satisfies the requirements for membership as stated in section 2.1 will complete an application for membership for submission to the Board of Elders.
- 2.2.3 Membership Class – Candidates must complete the membership class as specified by the Board of Elders or other membership orientation process as the Board of Elders will establish from time to time.

- 2.2.4 Interview – The candidate(s) for membership must affirm their commitment to all requirements in section 2.1 at an interview with one Elder and at least one of the following: Elder, Associate Elder, Ministry Elder, Deacon, or Staff member. The Elders may ask other members of FCC to join them in the interview, at their discretion.
- 2.2.5 Admittance Procedures – When the Board of Elders is confident a candidate satisfies the requirements for membership as stated in section 2.1, the Board of Elders will post that candidate's name publicly for two weeks. Such public posting will be by inclusion in a written communication to FCC's members distributed during FCC's normal weekly services or any other means that the Board of Elders deems appropriate from time to time. Any member of FCC objecting to the admittance of that candidate to membership in FCC must submit to the Board of Elders a written statement of just cause, in accordance with the Word of God, the Articles of Incorporation and these Bylaws of FCC, why that candidate should not be accepted. Taking any such objections into consideration, the Board of Elders will then determine whether there is just reason to re-evaluate the Board of Elders decision to accept the candidate into membership. If after such reevaluation the Board of Elders determines that the matter should be investigated further, The Board of Elders will call the objecting party to meet with the candidate and the Board of Elders to further examine the matter. After such meeting and any other investigation that the Board of Elders will determine appropriate, the Board of Elders will determine to approve or reject that candidate for membership in FCC. The candidate will be promptly notified of the Board's decision.
- 2.2.6 Non-Compliant Applicants – If the Board of Elders, being led by God through prayer, determines that the candidate does not currently meet the requirements for membership in FCC as stated in section 2.1, then that individual's application for membership will be rejected and the candidate will be promptly notified of the Board's decision.
- 2.3 Membership Roll
- 2.3.1 Maintenance – The Board of Elders will oversee the maintenance of the membership roll of FCC.
- 2.3.2 Currency and Accuracy – The membership roll will be reviewed by the Board of Elders, and its designated representatives (as recorded in the Elder Manual) at least once each year to determine the currency and accuracy of the membership roll.

- 2.3.3 Removal for Absences – If any member is absent from the ministries of FCC for a period of six months without communicating to FCC an acceptable reason for such absence, the staff will report to the Board of Elders all such absences so that the Board of Elders can ensure that reasonable efforts are made to contact such member(s), and unless the member has a reason acceptable to the Board of Elders for the absence, the Board of Elders may, at their option, direct that the name of the member be removed from the membership roll and that the member and membership will be notified of this action.
 - 2.3.4 Voluntary Removal – A member may remove his or her name from the membership roll by submission of a letter of resignation to FCC.
 - 2.3.5 Removal upon Death – Upon the death of a member, that member’s name will be removed from the membership roll by the staff.
 - 2.3.6 Removal for Disciplinary Reasons – The name of a member may be removed from the membership roll by the Board of Elders as a result of Church Discipline pursuant to section 2.4. The staff will then be notified of the Board of Elders decision and the membership roll updated.
- 2.4 Discipline
- 2.4.1 Biblical Standards – All members of FCC are expected to conduct their lives in accordance with the following standards:
 - 2.4.1.1 Moral Purity – The principles of 1 Corinthians 6:18-20 and 1 Thessalonians 4:1-7 will be applied with regard to moral purity,
 - 2.4.1.2 Personal Honesty – The principles of Ephesians 4:25 will be applied with regard to personal honesty, and
 - 2.4.1.3 Biblical Fidelity – The principles of Jude 20-21 and 2 Timothy 3:14-17 will be applied with regard to biblical fidelity.
 - 2.4.2 Christian Lives – FCC members’ lives are to be consistent examples of authentic Christianity as they walk in the light (1 John 1:6-7), emulating the character of Christ by the power of the Holy Spirit (Galatians 5:22-23; Ephesians 5:15-21; 1 Peter 1:5-8).

- 2.4.3 Violations of Standards – If any member or non-member attendee of FCC is found to be willfully living outside the biblical standard stated in section 2.1 and this section, or teaching contrary to the Word of God and the Statement of Faith of this church, that member or non-member attendee will be counseled in a loving manner by a pastor of FCC or a member of the Board of Elders for the purpose of leading the erring individual to repentance and, ultimately, to full restoration. The example set forth in Matthew 18:15-17 will be followed in a continuing effort to achieve repentance and full restoration. If efforts to bring repentance and restoration fail, then the Board of Elders will discipline by following the guidance in this section with particular emphasis on the following passages of Scripture: 1 Corinthians 5; 2 Corinthians 2:5-11; Galatians 6:1-2.
- 2.4.4 Suspension of Rights and Privileges – Under the authority and guidance of Scripture, and within the guidelines of this section, the Board of Elders may discipline members by suspending any or all of their membership rights and privileges for the purpose of restoration and may require other reasonable actions intended in love to bring full restoration. Likewise, the Board of Elders may make reasonable requests of non-member attendees where such requests are to be motivated by love and intended to bring full restoration. If restoration does not otherwise appear to be achievable in the opinion of the Board of Elders, the Board of Elders may require, for the good of FCC and for the ultimate full restoration of the member or non-member attendee to the Body of Christ (1 Corinthians 5), that the member or non-member attendees cease or limit fellowship with and attendance at FCC events.
- 2.4.5 Removal of Suspensions – In accordance with Galatians 6:1-10, if the Board of Elders, in its sole discretion, determines that a member or non-member attendee undergoing discipline has been restored, the Board may remove any suspension or other requirements and requests which were imposed under this section 2.4.4.
- 2.4.6 Rights and Claims – No member of FCC who has had their membership rights suspended or canceled, or who has withdrawn from membership in FCC, will have any right or claim upon any FCC property, real or personal.

- 2.5 Membership Requirement for Position of Responsibility – Membership in FCC will be required of all ministry staff, elected or appointed corporate officers, committee chairpersons, and designated positions of leadership. The guiding principal will be that persons in a position of authority and leadership should be members of FCC. Exceptions to becoming members may be granted by a vote of the Board of Elders (see table 1 for vote requirements). New staff members and their spouses will automatically become members on the staff members start date and must only comply with section 2.2.2.

3 Denomination and Local Autonomy

- 3.1 Denomination – Realizing the necessity and advantage of united effort, and being in general accord with the aim and scope of the Evangelical Free Church of America, FCC endeavors to cooperate with the Evangelical Free Church at large and its various functions that prove to be in accord with the purpose of FCC, as stated in Article V of the Restated Articles of Incorporation (with Amendments) of Fellowship Community Church, by sending delegates to conferences, supporting home and foreign missions and uniting in mutual effort for the furtherance of the gospel as the Board of Elders may from time to time decide.
- 3.2 Local Autonomy – FCC is, and will remain, independent and free and will be in subjection to no other ecclesiastical body, except by its own consent.

4 Business Meetings

4.1 Scheduling

- 4.1.1 The Annual Business Meeting – The Annual Business Meeting will be held during the month of February on a date set by the Board of Elders. This business meeting will be held no earlier than the first Sunday and no later than the last Sunday of February. This meeting will be announced, and its purpose stated, on two consecutive weeks at all regular worship services and/or by written notice to the membership of FCC. The announcement(s) will be made no more than one month, nor no less than two weeks, prior to the meeting. At the Annual Business Meeting, members of the Board of Elders will be elected in accordance with section 8.1.2.5, appropriate committee and staff reports will be presented, and other business will be conducted in accordance with the Bylaws of FCC. The minutes will be recorded at the annual business meeting and posted for the congregation.

- 4.1.2 Special Business Meetings – Special Business Meetings may be called at any time by the Board of Elders, or by a written request of a minimum of twenty-five percent of FCC members, the request to be presented to the Chairman of the Board of Elders. The Board of Elders will call a Special Business Meeting within thirty (30) days of receipt of such written request. This meeting will be announced, and its purpose stated, on two consecutive weeks at all regular worship services and/or by written notice to the membership of FCC. The announcement(s) will be made no less than two weeks prior to the meeting. The minutes will be recorded at the special business meeting and posted for the congregation.
- 4.2. Business Meeting Protocol
- 4.2.1 Voting Eligibility – Only members of FCC will be eligible to vote.
- 4.2.2 Parliamentary Procedures – Any parliamentary procedure not set forth herein, including new business matters, will be governed by the current edition of *Robert's Rules of Order Newly Revised*.
- 4.2.3 Quorum – The voting members attending any Business Meeting that has been properly announced will constitute a quorum to conduct business.
- 4.2.4 Annual Reports and Budget – The Senior Pastor, Board of Elders, and committee chairpersons, along with others specified by the Board of Elders, will submit to the congregation a written annual report of their respective offices. In addition, the Board of Elders will submit a budget recommendation for member discussion and approval. All such reports and recommendations will be included in the minutes of the Annual Business Meeting.
- 4.2.5 Presiding Officer – The Chairman of the Board of Elders will serve as the presiding officer at all FCC business meetings. In the event the Chairman of the Board of Elders is unable to preside over the business meeting the Vice-chair will serve as the presiding officer.
- 4.3 Matters Decided by Membership Vote – Matters pertaining to debt, budget, sale/purchase of property, and authorization to spend above the approved budget will be decided by membership vote at a business meeting (see table 1 for vote requirements). An approved budget will carry-over on a monthly pro-rata basis until a new budget is approved at a subsequent Business Meeting.

5 Senior Pastor

In order to fulfill its stated purpose, the membership will select a man to be its Senior Pastor (1 Corinthians 14:33-35; 1 Timothy 2:11-13).

5.1 The Selection of a Senior Pastor

- 5.1.1 Teacher and Preacher – The Senior Pastor’s primary responsibility will be the teaching and preaching of God’s Word. Secondary responsibilities will be established by the Board of Elders, and recorded in the Elders Manual.
- 5.1.2 The Pastoral Search Committee – The Nominating Committee, as defined in section 8.2, will recommend a slate of FCC members (who meet the qualifications established by the Board of Elders) to the Board of Elders for consideration as candidates for a Pastoral Search Committee. After reviewing their qualifications, the Board of Elders will present a tentative list of names of those qualified as candidates to the membership of FCC in a written communication. This communication will be distributed during FCC’s normal weekly services, or by any other means deemed appropriate by the Board of Elders. Any member of FCC objecting to a candidate’s inclusion on the list must give to a member of the Board of Elders a written statement as to why such candidate should not be presented for election. The Board of Elders, being lead by God through prayer, will determine whether the objection warrants the removal of that candidate’s name from the list, and if so, that candidate’s name will be removed. Once there are no further objections, the Board of Elders will present the final list of names to the membership at a Business Meeting.
- 5.1.3 Election to the Pastoral Search Committee – The membership will elect six candidates from the list described in this section to serve on the Pastoral Search Committee. The Board of Elders will appoint one of its members to also serve on the Pastoral Search Committee. The Pastoral Search Committee will then elect one of its members, other than the Elder, to be the chairperson of the committee.
- 5.1.4 List of Applicants for Senior Pastor – The Pastoral Search Committee will determine a process for obtaining applications and nominations for Senior Pastor of FCC and will screen all applications and nominations for the position of Senior Pastor obtained through that process and develop a list of qualified applicants following the guidelines established by the Board of Elders.

- 5.1.5 Membership in the Ministerial Association – Qualified applicants for Senior Pastor must be a member of, or willing and qualified to become a member of, the Ministerial Association of the Evangelical Free Church of America. Any qualified applicant not currently a member of the Ministerial Association must agree to become a member as soon as possible in the event he is selected and accepts the position of Senior Pastor.
- 5.1.6 Recommendation to the Board of Elders – The Pastoral Search Committee will select a final candidate from the qualified applicants and present its recommendation to the Board of Elders. If the Board of Elders does not concur with the Pastoral Search Committee’s recommendation, the Board of Elders will instruct the Pastoral Search Committee to reconsider its recommendation, and, after due deliberation, to recommend another candidate.
- 5.1.7 Presentation to the Congregation – When the Pastoral Search Committee recommends a single candidate acceptable to the Board of Elders, the candidate will be presented to the membership. The membership will then be assembled for a Business Meeting, as stated in section 4.1, where the Board of Elders and the Pastoral Search Committee will state the reasons they feel the recommended candidate is suitable for the position. The membership will then vote on the question of offering the position to the recommended candidate.
- 5.1.8 The Vote – If the candidate does not receive an affirmative vote (see table 1 for vote requirements) , the Board of Elders will instruct the Pastoral Search Committee to reconsider its recommendation, and, after due deliberation, to recommend another candidate. If the candidate receives an affirmative vote (see table 1 for vote requirements) the candidate will become the Senior Pastor-elect.
- 5.1.9 The Senior Pastor-Elect – When a candidate becomes the Senior Pastor-elect, the Board of Elders will then notify the candidate that he has been elected and the position of Senior Pastor will be offered to him.
- 5.1.10 Acceptance – Should the Senior Pastor-elect not accept the offer of the position of Senior Pastor, the Board of Elders will so inform the membership and instruct the Pastoral Search Committee to provide another candidate. If the Senior Pastor-elect accepts, the Board of Elders will make arrangements for his relocation and installation as the Senior Pastor of FCC at a mutually-agreed-upon date.

5.2 The Office of Senior Pastor

- 5.2.1 Term of Service – The Senior Pastor will serve an unlimited term of service unless other arrangements are made at the time the position is accepted, or unless he resigns or is removed from office by the membership.
- 5.2.2 Member of the Board of Elders – The Senior Pastor will be a member of the Board of Elders, but he will not be eligible for any elected or appointed office on the Board.
- 5.2.3 Ex-Officio Membership – The Senior Pastor will be an ex-officio member of all other boards, committees, and organizations of FCC, excluding the Pastoral Search Committee. In this capacity, he may participate in any such function or activity, but he is not required to do so, nor will he be entitled to a vote in any such function or activity.
- 5.2.4 Delegation of Duties – If the position of Senior Pastor is vacant, or if the Senior Pastor is absent or incapacitated, the Board of Elders will ensure that the duties of the Senior Pastor are fulfilled by delegating such duties as it sees fit.

5.3 Discipline and Removal of the Senior Pastor

- 5.3.1 Accusations and Investigation – To be considered by the Board of Elders, an accusation brought against the Senior Pastor must be supported by the testimony of at least two witnesses (1 Timothy 5:19-21). Upon the presentation of such an accusation, the Board of Elders (excluding the Senior Pastor), other Ministry Staff, and the Administrative Staff, will commence an investigation and seek resolution. If the accusation is not resolved by the Board of Elders, either the Board of Elders or the Senior Pastor may request a Special Business Meeting for the express purpose of resolving the accusation.
- 5.3.2 Failure to Perform – If the Senior Pastor fails in his responsibilities or departs from the teachings of the Word of God in his conduct, lifestyle or in doctrine as contained in the Scriptures and/or FCC's Statement of Faith, the Board of Elders will admonish him following the example set forth in Matthew 18:15-18. Should this admonishment not cause correction or return to the teachings of the Word of God, the Senior Pastor may be removed from the office of Senior Pastor by action of the membership of FCC at a Business Meeting.

5.3.3 Removal – The Senior Pastor may be removed from the position of Senior Pastor by the membership of FCC subject to the following conditions.

5.3.3.1 Business Meeting – The Senior Pastor may only be removed by the membership at a properly called Business Meeting.

5.3.3.2 Statement of Reason for Removal – The Board of Elders, or the petitioning member(s), will state the reason(s) for their recommendation for removal.

5.3.3.3 Senior Pastor’s Right to State His Position – After hearing the Board of Elders’ or the petitioning member’s or members’ reasons for their recommendation for removal, the Senior Pastor will be accorded the right to state his position before the membership.

5.3.3.4 The Vote – After hearing the reasons for the recommendation for removal, and, if he should so choose, after hearing the Senior Pastor state his position, the membership will vote (see table 1 for vote requirements) on the recommendation for removal. Neither the Senior Pastor nor his family will be present during the voting.

5.3.3.5 Removal – An affirmative vote (see table 1 for vote requirements) will be effective to remove the Senior Pastor from his office.

5.4 Resignation – If the Senior Pastor should resign, he must faithfully continue his service for three months after giving written notice of his intent to resign. This notice period may be reduced by mutual consent between the Senior Pastor and the Board of Elders. Normal compensation will be continued during the notice period, unless waived by mutual consent between the Senior Pastor and the Board of Elders.

6 Other Ministry and Administrative Staff

6.1 Employee Manual– The Board of Elders will ensure that FCC develops and maintains a written FCC Employee Manual.

- 6.2 Temporary Replacement – If it is foreseen that the Senior Pastor will be away for an extended period of time (e.g., on sabbatical), the Board of Elders may appoint a temporary replacement. The temporary replacement will fulfill the duties of the Senior Pastor until the Senior Pastor’s return or until replacement of that temporary replacement with a subsequent temporary replacement by the Board of Elders; however, all significant decisions, as determined by the Board of Elders, made by any such temporary replacement must be approved by the Board of Elders.
- 6.3 Establishment of Ministry Staff Positions and the Hiring of Ministry Staff –
- 6.3.1 Number and Nature – The Senior Pastor will determine the number and nature of the paid Ministry Staff positions deemed necessary to facilitate the ministries of FCC.
- 6.3.2 Recommendation for New Positions – If the Senior Pastor determines that there is a need to establish a new Ministry Staff position, the Senior Pastor will present to the Board of Elders a detailed position description, the qualifications to be required of a person filling the position, and the compensation to be paid to the person filling the position.
- 6.3.3 Approving New Positions – If, after review, and modification, if appropriate, the Board of Elders concurs with the Senior Pastor’s determination of the need to establish a new Ministry Staff position, the Board of Elders will present to the membership at a Business Meeting a recommendation to establish the new Ministry Staff position, specifying the position description, the qualifications to be required of a person filling the position, and the impact on the budget of the new position. After review, and modification, if appropriate, the membership may then approve by vote (see table 1 for vote requirements) the establishment of the new Ministry Staff position.
- 6.3.4 Filling Positions – If the Senior Pastor deems it appropriate to fill a Ministry Staff position, the Senior Pastor will select a candidate who meets the qualifications approved by the membership and present the candidate to the Board of Elders for approval.
- 6.4 Termination of Ministry Staff – The Senior Pastor will be responsible for the termination of Ministry Staff, as warranted. All hiring and firing will be done in accordance with FCC’s written Employee Manual. The Board of Elders will have the authority to overrule the termination of any Ministry Staff if such action is authorized by an affirmative vote (see table 1 for vote requirements), excluding the Senior Pastor.

- 6.5 Administrative Staff – The Senior Pastor will determine the number, type and qualifications required of all administrative staff positions deemed necessary to facilitate the ministries of FCC. The Senior Pastor will have authority, within budget constraints, to hire and fire the necessary administrative staff personnel.

7 Officers

- 7.1 Corporate Officers – The Board of Elders will elect from among its members at its first meeting after the Annual Business Meeting the following corporate officers of FCC (see table 1 for vote requirements):
- 7.1.1 Chairman and President – A Chairman, who will be the President of the Corporation, an ex-officio member of all boards and committees, and presiding officer at all business meetings; and
 - 7.1.2 Vice Chairman and Vice President – A Vice Chairman, who will be Vice President of the Corporation, and who will perform the duties and fulfill the responsibilities of the Chairman in the absence or incapacity of the Chairman.
- 7.2 Other Officers – The Board of Elders will appoint from among the membership of FCC at its first meeting after the Annual Business Meeting one or more persons to serve in the following positions (see table 1 for vote requirements):
- 7.2.1 Treasurer – A Treasurer of the Corporation; and
 - 7.2.2 Secretary – A Secretary of the Corporation.

8 Boards and Committees

- 8.1 Board of Elders – Pursuant to the Articles of Incorporation and in accordance with the Word of God, FCC will establish a Board of Elders.
- 8.1.1 Duties of the Board of Elders – The Board of Elders will manage and administer the affairs of FCC under the authority of the members in accordance with its Articles of Incorporation. The responsibilities of the Board of Elders include:
 - 8.1.1.1 Feed and Shepherd – To feed and shepherd the flock of God (John 21:15-17; Acts 20:17-31), i.e., impart truth, refute error, and administer discipline.

- 8.1.1.2 **Oversee and Direct** – To oversee and direct the ministries of FCC (Acts 20:28, 1 Peter 5:2-3), i.e., assess the needs of the congregation, plan for, evaluate, and appoint those needed to assist in various areas of responsibility.
 - 8.1.1.3 **Care and Discipline** – Care for the spiritual condition, purity of doctrine and the life of the church. Examine new members, visit the sick, assist the Senior Pastor in counseling, fill in for the Senior Pastor, and may help in administration of the Lord’s Supper. The Elders will also administer discipline as required by the Word of God.
 - 8.1.1.4 **Authority to Appoint** – The authority to appoint such boards, committees and personnel deemed by them to be needed to carry out efficiently the ministries of FCC.
 - 8.1.1.5 **Led by God** – In all matters, the Board of Elders will seek to follow God’s leadership through faithful and fervent prayer and the study of God’s Word
- 8.1.2 **Members of the Board of Elders**
- 8.1.2.1 **Composition** – The Board of Elders will consist of the Senior Pastor and lay members of FCC who will be elected by the membership. Prior to each Annual Business Meeting, and after prayer for Divine guidance, the Board of Elders will determine the number of lay Elders to serve as members of the Board of Elders. The number of lay elders will be five until the congregation reaches 200 persons and then one elder can be added for each whole increment of 50 additional congregants to a maximum of 12 Elders. The membership will then elect a number of lay Elders required to fill the Board of Elders to that number. The Board of Elders may also appoint not more than two Associate Elders to serve one-year terms and may reappoint them for one successive term (see table 1 for vote requirements). Appointed Associate Elders will be non-voting members of the Board of Elders.
 - 8.1.2.2 **Qualifications** – The Elders will be male members of FCC who demonstrate commitment to the body of FCC and manifest the qualifications stipulated by 1 Timothy 3:1-7 and Titus 1:5-9.

- 8.1.2.3 Selection – On or about October of each year, and at other times when additional members are required to fill the Board of Elders, the Board of Elders will ask the membership to propose men for membership on the board who, in their opinion, meet the qualifications of an Elder. In December of each year the Board of Elders will contact the Elder nominees to verify their willingness to serve. In January of each year the Board of Elders will establish an elder review committee composed of two Elders and three lay members of FCC to prayerfully evaluate and screen the proposed Elders to verify that they meet the qualifications of an Elder. The elder review committee will then present to the Board of Elders the names of those men they find to be qualified. If the Board of Elders, being led by God through prayer, determines that a candidate does not currently meet the requirements for Elder in FCC as stated in section 8.1.2.2, then that individual’s name will not be put forth for consideration for the position of Elder. The Board of Elders will privately share the results of a nominee’s evaluation with him. The Board of Elders will evaluate those candidates who remain and recommend to the membership those needed to fill the open position(s).
- 8.1.2.4 Review – The candidate’s names will also be included in a written communication to FCC’s members distributed during FCC’s normal weekly services or other means that the Board of Elders deems appropriate. Any member of FCC objecting to the admittance of a candidate to the Board of Elders must give to the candidate and a member of the Board of Elders in writing a just statement of cause, in accordance with the Word of God, the Articles of Incorporation and these Bylaws of FCC, why that candidate should not be accepted. Taking any such objections into consideration, the Board of Elders will then determine whether to recommend or reject that candidate for membership on the Board of Elders.
- 8.1.2.5 Election – The Board of Elders will submit the names of the qualified nominees to the membership for election at a Business Meeting (see table 1 for vote requirements).

8.1.2.6 Incapacitation of the Board of Elders – In the event the Board of Elders becomes incapacitated or otherwise unable to fulfill its duties below five members, the Senior Pastor will appoint an interim Board of Elders who will function until such time as a Board of Elders may be nominated and elected according to sections 4 and 8.

8.1.3 Term of Service

8.1.3.1 Term – Each elected Elder will serve a term of three years. There will be no limit to the total number of terms an Elder may serve if he does not disqualify himself, however no person will serve more than two consecutive three year terms. The terms of the Elders will be staggered to assure that no more than one-third of the terms expire in the same year.

8.1.3.2 Uncompleted Terms – In the event that an Elder does not complete his elected term, whether due to resignation, removal (pursuant to section 8.1.3.3), or death, the Board of Elders can appoint a replacement Elder. The replacement Elder must meet the qualifications in section 8.1.2.2 and go through the review process specified in 8.1.2.3 and 8.1.2.4. The replacement elder will not be allowed to vote until after being elected by the congregation as stated in section 8.1.2.5 (see table 1 for vote requirements). In the event that no Elders remain, the Senior Pastor will chair a business meeting for the purpose of electing Elders.

8.1.3.3 Resignation and Removal – Any Elder found not to meet, or who no longer meets, the qualifications of the office, fails to fulfill the duties of the office, fails to attend three consecutive Board of Elder meetings without good reason, as determined by the Board of Elders, or does not regularly attend the services of FCC, will, after notice and attempt to restore the member, be asked by the Board of Elders to resign from the Board of Elders. If the Elder does not resign, and continues in his errant conduct, that Elder may be removed from the Board of Elders (see table 1 for vote requirements).

8.1.4 Evaluation and Accountability – The Board of Elders will evaluate itself and its members and act in accordance with Matthew 18:15-17; 2 Thessalonians 3:6-15; 1 Timothy 5:19-21. The Elders are directly accountable to the Lord of the Church, Jesus Christ, for all their actions and decisions (Hebrews 13:17), but they are also accountable to each other and to the congregation. Therefore, the membership may call a special business meeting (in accordance with section 4.1.2) to discuss and affirm or overrule the actions and / or condone or censure the conduct of the Board of Elders.

8.1.5 General Operating Rules –

8.1.5.1 Regular Board Meetings – The Board of Elders will meet at least once each month. The Chairman of the Board of Elders will schedule regular board meetings. The schedule will cover a period of no less than three months and will be distributed to the members of the Board of Elders within ten days of the first meeting date of the schedule period. All board meetings will be recorded in the meeting minutes and posted for the membership.

8.1.5.2 Special Board Meetings – Special meetings of the Board of Elders may be called by the Chairman of the Board of Elders, the Senior Pastor or by vote of the Board of Elders (see table 1 for vote requirements). It will be the duty of the Chairman of the Board of Elders to notify the rest of the Board members of such special meetings. All special board meetings will be recorded in the meeting minutes and posted for the membership.

8.1.6 Quorum – A quorum for a meeting of the Board of Elders will consist of two thirds of the voting members of the Board.

8.2 Nominating Committee

8.2.1 Purpose – A Nominating Committee will be established at such time, in such frequency, and for such duration as determined by the Board of Elders for the purpose of selecting and presenting to the Board of Elders a slate of candidates for various offices, boards and committees as required by these Bylaws, with the exception of the Board of Elders.

- 8.2.2 Composition – The Nominating Committee will consist of an Elder, seven lay members of FCC, as voting members and the Senior Pastor as a non-voting member. FCC members to serve on the Nominating Committee will be recommended by the Board of Elders and approved by the membership at a Business Meeting.
- 8.3 Other Committees and Boards – Additional committees and boards may be appointed and maintained by the Board of Elders as needed to facilitate the ministries of FCC. Such additional committees and boards will be governed by and serve at the pleasure of the Board of Elders.
- 8.4 General Operating Rules for Boards and Committees –
- 8.4.1 Notice of Meetings – Meetings will be convened only after notifying, or making a reasonable effort to notify, each member.
- 8.4.2 Decision Making Process – All boards and committees will use the Holy Scripture as the basis for all deliberations, decision making and activities. All boards and committees will prayerfully seek the guidance of the Holy Spirit in all matters. All boards and committees will earnestly seek to reach a unity in decisions without coercion in all matters. If it is not possible to reach a unity in decision, a matter may be passed if it receives an affirmative vote (see table 1 for vote requirements).
- 8.4.3 Quorum – A quorum for a meeting will consist of a majority (unless other specific provisions are included in these Bylaws) of the members of that board or committee.

9 Organizations

- 9.1 Approval – Before any organization not established by these Bylaws or by the Board of Elders pursuant to section 8.4 may be formed within FCC, a written outline of its purpose, organizational structure and plan of operation will be presented to and must be approved by the Board of Elders (see table 1 for vote requirements). The Board of Elders will designate the entity to which the organization will report and include this in the Elder Manual.
- 9.2 Fund Raising – Methods of raising funds by any group or organization within FCC will be subject to the prior written approval of the Board of Elders (see table 1 for vote requirements). This will be recorded in the Elder Manual.

10 Amendments

10.1 Proposed Amendments – Amendments can be proposed by the membership or the Board of Elders. Amendments to these Bylaws may be made at any Business Meeting of FCC by an affirmative vote (see table 1 for vote requirements), provided the proposed amendments were presented in written form and discussed at a previous Business Meeting held at least three months prior to the presentation of the amendment for a vote.

10.2 Ballot – Voting for such Proposed Amendments will be by ballot.

**Table 1
Vote Requirements (Membership, Board, and Committees)**

Type of Vote (section)	Voting Body	Quorum	Required Number of Membership Vote to Pass
Non-member Leaders (Elders) (2.5)	Board of Elders	Members Present	$\frac{3}{4}$
Debt (4.3)	Congregation	Members Present	$\frac{9}{10}$
Budget (4.3)	Congregation	Members Present	$\frac{3}{4}$
Sale/Purchase of Property (4.3)	Congregation	Members Present	$\frac{3}{4}$
Authorization to Spend (4.3)	Congregation	Members Present	$\frac{3}{4}$
Senior Pastor (5.1.8)	Congregation	Members Present	$\frac{3}{4}$
Removal of Senior Pastor (5.3.3.4, 5.3.3.5)	Congregation	Members Present	$\frac{2}{3}$
New Ministry Positions (6.3.3)	Congregation	Members Present	$\frac{3}{4}$
Termination of Ministry Staff (6.4)	Board of Elders	$\frac{2}{3}$	Unanimous
Board of Elders Corporate Officers (7.1)	Board of Elders	$\frac{2}{3}$	$\frac{3}{4}$
Appointing Alternate Elders (8.1.2.1)	Board of Elders	$\frac{2}{3}$	$\frac{3}{4}$
Election to Board of Elders (8.1.2.5, 8.1.3.2)	Congregation	Members Present	$\frac{3}{4}$
Removal of an Elder (8.1.3.3)	Board of Elders	All Remaining Elders	$\frac{3}{4}$
Calling a Special Elder Board Meetings (8.1.5.2)	Board of Elders	$\frac{2}{3}$	$\frac{3}{4}$
General Operating Rules for Boards and Committees (8.4.2)	All Boards and/or Committees	Majority	$\frac{3}{4}$
Organization Approval (9.1)	Board of Elders	$\frac{2}{3}$	$\frac{3}{4}$
Fundraising Approval (9.2)	Board of Elders	$\frac{2}{3}$	$\frac{3}{4}$
Amendments (10.1) Ballot	Congregation	Members Present	$\frac{3}{4}$