



## CONSTITUTION OF GRACE CHURCH

(Revised and accepted by vote – January 20, 2019)

### **PREAMBLE**

We trust in the Lord Jesus Christ as our Savior and accept the Bible as the only infallible rule for faith and practice. We hold by conviction to those Biblical principles for which Christians have stood through the years, namely:

1. The Lordship of Jesus Christ
2. The supreme authority of the Bible
3. Baptism by immersion of each born-again believer
4. A church membership composed of those who have accepted Jesus Christ as their Savior
5. The total independence of the local church

Therefore, we unite as a body of believers in Jesus Christ and establish the following Constitution and Bylaws, whereby our church government, worship and service are to be conducted.

### **ARTICLE 1 - NAME**

The name of this fellowship will be known as GRACE CHURCH.

### **ARTICLE 2 - PURPOSE**

The purpose of this fellowship is the salvation of souls, the edification of Christians through the teaching of God's Word, the worldwide proclamation of God's saving grace expressed in the shed blood and finished work of the Lord Jesus Christ on the cross, the promotion of Godly worship, and cooperation with other Christian activities, functioning in harmony with God's Holy Word, the Bible.

### **ARTICLE 3 - STATEMENT OF FAITH**

THE BIBLE - We believe the Bible, consisting of sixty-six books of the Old and New Testaments, is the Word of God<sup>1</sup>; that it reveals mankind's state by nature and presents the only means of salvation<sup>2</sup>; that it constitutes the only perfect rule and final authority for faith and life, inerrant in the original writings, infallible, and God-breathed<sup>3</sup>; and that it sets forth the principles by

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<sup>1</sup> 2 Timothy 3:16-17; 2 Peter 1:19-21; 1 Thessalonians 2:13

<sup>2</sup> Romans 3:10-12; Acts 4:2

<sup>3</sup> Matthew 5:18; John 16:12-13; 2 Timothy 3:16-17; 2 Peter 1:20-21

which all will be judged<sup>4</sup>.

THE GODHEAD - We believe there is only one living and true God, perfect, infinite and eternal<sup>5</sup>; who is unchangeable in His being, wisdom, power, holiness, justice, goodness, love and truth<sup>6</sup>; who is the Creator, Preserver, and Ruler of the universe<sup>7</sup>; who exists in three persons, namely Father, Son, and Holy Spirit, who are equal in their divine perfection and harmonious in the execution of their distinct offices<sup>8</sup>.

GOD THE FATHER - We believe in God the Father as the first person of the Trinity and that the mission of Christ was to make the Father known<sup>9</sup>. God the Father can only be fully known as He is revealed in the Sonship of Christ Jesus<sup>10</sup>. We are declared His children by faith in Jesus Christ<sup>11</sup>. The redeemed have a personal relationship with God<sup>12</sup>.

GOD THE SON - We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal the nature of God, bring glory to God and redeem sinful mankind<sup>13</sup>. We believe that the Lord Jesus Christ accomplished fully our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice for all mankind; and, that our justification is made sure by His literal, physical resurrection from the dead<sup>14</sup>. We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministries of Representative, Intercessor, and Advocate<sup>15</sup>.

GOD THE HOLY SPIRIT - We believe that the Holy Spirit is the third person of the Trinity. He proceeds from the Father and the Son<sup>16</sup>. His principle ministry since His advent at Pentecost is to reprove or convict the world of sin, of righteousness, and of judgment<sup>17</sup>; to restrain the progress of evil until God's purposes are accomplished<sup>18</sup>; to bear witness to the truth preached<sup>19</sup>; to regenerate those who repent of their sins and exercise faith in Christ at conversion, indwelling and sealing them until the day of full redemption<sup>20</sup>; baptizing all believers into the body of Christ<sup>21</sup>; to instruct, comfort and guide believers<sup>22</sup>; to sanctify them<sup>23</sup>; to empower them for life and service<sup>24</sup>; and to quicken their mortal bodies<sup>25</sup>. We

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<sup>4</sup> Romans 2:1-3

<sup>5</sup> Matthew 5:48; 1 Kings 8:27; Psalm 90:2

<sup>6</sup> Malachi 3:6; 1 Timothy 1:17; Genesis 17:1; Isaiah 6:3; Psalm 19:9; Exodus 34:6; John 3:16

<sup>7</sup> Genesis 1:1; Hebrews 11:3; Nehemiah 9:6; Hebrews 1:2-3; Psalm 103:19; Ephesians 1:11

<sup>8</sup> Matthew 28:19; John 14:16, 17; John 15:26

<sup>9</sup> John 17

<sup>10</sup> Matthew 11:27

<sup>11</sup> Galatians 3:26; John 1:11-13

<sup>12</sup> John 20:17; Hebrews 12:5-11; John 14:1-3

<sup>13</sup> Luke 1:35; John 1:1-2, 14

<sup>14</sup> Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5; 1 Peter 2:24; 1 John 2:2; 1 John 4:14

<sup>15</sup> Acts 1:9-10; Romans 3:34; Hebrews 9:24; Hebrews 7:25; 1 John 2:1-2

<sup>16</sup> John 15:26

<sup>17</sup> John 16:8-11

<sup>18</sup> 2 Thessalonians 2:7

<sup>19</sup> Acts 5:30-32

<sup>20</sup> John 3:3-8; Titus

<sup>21</sup> 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13, 14; Ephesians 4:30; Ephesians 5:18

<sup>22</sup> John 14:16-18, 26; John 16:13

<sup>23</sup> 2 Thessalonians 2:13; 1 Peter 1:1-3

<sup>24</sup> Romans 8:2; Acts 1:8; Ephesians 3:16; 1 Corinthians 2:1-4; 1 Thessalonians 1:5

<sup>25</sup> Romans 8:11

believe the gift of tongues neither did nor does authenticate the presence of the Holy Spirit in the believer's life; nor was it ever an authentication of spiritual maturity.

CREATION OF MAN - We believe that man was created in the image and likeness of God, possessing personality and holiness, and not by a process of evolution; that he was endowed with power of rational and responsible choice; and that the purpose of this creation was to glorify God<sup>26</sup>.

FALL OF MAN - We believe man was subjected to temptation in the Garden of Eden in order to test his obedience to God<sup>27</sup>; he lost his holy estate, was alienated from God, and became depraved physically, mentally, morally and spiritually by voluntarily transgressing and yielding to the enticement of Satan. Consequently, through Adam's act of disobedience, the entire human race came under condemnation by God and is utterly unable to remedy its lost condition<sup>28</sup>.

REDEMPTION OF MANKIND - We believe that God has provided redemption for all mankind through the finished work of Christ Jesus, who voluntarily offered Himself as a perfect sacrifice for sin on the cross, the just suffering for the unjust, bearing sin's curse, and tasting death for everyone<sup>29</sup>. We believe that without the shedding of Christ Jesus' blood there is no forgiveness of sin<sup>30</sup>.

SALVATION - We believe that salvation is the gift of God brought to mankind by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on the cross, for the forgiveness of sin. This regeneration makes those who believe a new creation in Christ Jesus by the work of the Holy Spirit through the Word<sup>31</sup>. Each believer receives salvation individually, as granted by God's grace alone, by faith alone, in Jesus Christ alone.

JUSTIFICATION - We believe that justification is God's acceptance of the believer made righteous through Christ Jesus<sup>32</sup>. Justification originates in God's grace<sup>33</sup>, is made available to mankind through the blood of Christ Jesus on the cross as a fulfillment of the law<sup>34</sup>, is sealed by Christ's resurrection<sup>35</sup>, and is appropriated by faith, not works<sup>36</sup>. Through justification, mankind receives peace with God and freedom from the wrath of God<sup>37</sup>.

SANCTIFICATION - We believe that sanctification is the setting apart of the believer by God. Sanctification is instantaneous with salvation<sup>38</sup>, is progressive as the believer grows in the grace and knowledge of Christ Jesus<sup>39</sup>, and is complete when the believer is in their glorified body in the presence of Christ Jesus<sup>40</sup>.

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<sup>26</sup> Genesis 1:26-27; Colossians 3:10; Acts 17:24-28

<sup>27</sup> Genesis 2:15, 16

<sup>28</sup> Genesis 3:1-6; Romans 5:12, 18; Romans 3:10-12, 23; Romans 1:19-31; Ephesians 4:18; 1 John 1:8-10; Ephesians 2:1-3, 12

<sup>29</sup> Matthew 20:28; Hebrews 9:11, 12; 1 Peter 3:18; Galatians 3:13; Hebrews 2:9; 1 Timothy 2:5, 6

<sup>30</sup> Romans 3:24-26; Hebrews 9:22

<sup>31</sup> 2 Corinthians 5:17; John 3:3-5; John 1:12-13; Ephesians 1:7; Ephesians 2:8-10; 1 Peter 1:18-19, 23; Titus 3:5

<sup>32</sup> Romans 4:5, 8

<sup>33</sup> Romans 3:24; Titus 3

<sup>34</sup> Romans 3:24-26; Romans 5:9

<sup>35</sup> Romans 4:25; 1 Corinthians 15:17

<sup>36</sup> Romans 3:28-30; Romans 4:5; Romans 5:1; Galatians 2:16; Hebrews 11:4, 7

<sup>37</sup> Romans 5:1; Romans 5:9; Romans 8:1

<sup>38</sup> Hebrews 10:9, 10, 14

<sup>39</sup> 2 Corinthians 7:1; 2 Corinthians 3:18; Ephesians 5:27

<sup>40</sup> 1 John 3:2

SECOND COMING OF CHRIST - We believe the consummation of all things includes the future, physical, visible, personal and glorious return of Christ Jesus, the resurrection of the dead and the glorification of those alive in Christ, the judgment of the just and the unjust, and the fulfillment of Christ's kingdom in the new heavens and the new earth. In the consummation, Satan, with his hosts and all those outside Christ, is finally separated from the benevolent presence of God, enduring eternal punishment<sup>41</sup>. The righteous, in glorious bodies, will live and reign with Him forever, serving Him and giving Him unending praise and glory. Then, the eager expectation of creation will be fulfilled, and the whole earth will proclaim the glory of God.<sup>42</sup>

ETERNAL SECURITY OF THE BELIEVER - We believe that all believers are kept by God's power and are secure in Christ forever<sup>43</sup>, are sealed by the Holy Spirit until the day of redemption<sup>44</sup>, are hid in Christ in God<sup>45</sup>, are given knowledge and assurance of eternal life<sup>46</sup>, and are assured of no condemnation or separation from the love of God<sup>47</sup>.

RESURRECTION OF THE JUST AND UNJUST - We believe in the bodily resurrection of all believers to eternal life, and unbelievers to judgment and everlasting punishment<sup>48</sup>. We believe that the souls of believers are, at death, absent from the body and present with the Lord, where they consciously await the first resurrection when the spirit, soul and body are reunited to be glorified forever with the Lord<sup>49</sup>. We believe that the souls of unbelievers remain, after death, in conscious torment in Hell until the second resurrection, when, with the soul and body reunited they will appear at the Great White Throne Judgment, and will be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment in Hell<sup>50</sup>. We believe the present order of things will be dissolved and the new heaven and the new earth will be ushered in as the final state in which the righteous will dwell with God forever<sup>51</sup>.

SATAN - We believe that Satan is a created being, the author of sin and the cause that led to the fall of man; that he is the open and declared enemy of God and man; and that he will be eternally punished in the Lake of Fire following the Great White Throne Judgment of God<sup>52</sup>.

THE CHURCH - We believe that the Church universal is composed of all those united by faith in Christ, who is the church's living head and ruler. The local church is composed of believers in Christ joined together for worship and to observe the ordinances. It is the duty of the church to give glory to God through proclaiming the gospel, seeking transformation by grace and by growing in Christ.

ORDINANCES - We believe that the Lord Jesus Christ has committed two ordinances to the local church, namely Baptism and the Lord's Supper (Communion).

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<sup>41</sup> Revelation 20:7-15

<sup>42</sup> Revelation 21:1-5

<sup>43</sup> John 6:37-40; John 10:27-30; John 5:24; 1 Corinthians 1:4-8; 1 Peter 1:5

<sup>44</sup> Ephesians 4:30

<sup>45</sup> Colossians 3:3

<sup>46</sup> 1 John 5:11-13

<sup>47</sup> Romans 8:1; Romans 8:35-39

<sup>48</sup> Matthew 25:46; John 5:28-29; John 11:25-26; Revelation 20:5-6, 12, 13

<sup>49</sup> Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; Philippians 3:21; 1 Thessalonians 4:16-17; Revelation 20:4-6; Hebrews 12:1-2

<sup>50</sup> Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15

<sup>51</sup> Isaiah 65:17; Isaiah 66:22; 2 Peter 3:10-13; Revelation 21:1

<sup>52</sup> Job 1:6, 7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:10; Matthew 25:41

1. BAPTISM - We believe that baptism is by immersion of the believer in water in the name of the Father, and of the Son, and of the Holy Spirit. This is distinctly a believer's baptism and is a public testimony of the individual's personal identification with the crucified, buried, and risen Lord Jesus Christ. Baptism does not in any way grant the forgiveness of sins or confer grace to the person.

2. THE LORD'S SUPPER (Communion) - We believe that the Lord's Supper was instituted by Christ in remembrance of His death for us. The elements used are symbolic of our Lord's body and blood and do not grant life or convey grace to the participant. The Lord's Table will be open to all believers subsequent to self-examination. Believers are to practice this ordinance until Christ comes again<sup>53</sup>.

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<sup>53</sup> 1 Corinthians 11:23-34



## BYLAWS OF GRACE CHURCH

(Revised and accepted by vote January 20, 2019)

CHURCH GOVERNMENT - The government of this church is vested in its voting membership and is not subject to the control of external church agencies.

### **ARTICLE 1 - MEMBERSHIP**

#### **SECTION 1 - QUALIFICATION OF MEMBERS**

Persons of any age who have accepted Jesus Christ as their Savior are welcome to join Grace Church as long as they've fulfilled the following requirements.

The requirements for church membership are as follows:

1. Giving testimony of Christian conversion to an Elder
2. Post-salvation baptism
3. Agreeing with the Constitution, Bylaws of Grace Church and signing the Membership Pledge
4. Being voted into membership by the Elders
5. Being presented to the Church on a Sunday morning

#### **SECTION 2 - CLASSIFICATION OF MEMBERS**

Only those members who abide by the membership pledge will be considered members in good standing. The list of those who are to be removed from membership is to be determined by the Board of Elders.

#### **SECTION 3 - RESPONSIBILITIES OF MEMBERS**

Members are expected to strive by God's grace to live in a Christ-like manner, according to the Word of God; to financially support the church; to regularly attend services, business meetings and activities; and to live in an attitude of love and respect for one another, under the control of the Holy Spirit, humbly submitting to one another and to the spiritual leadership of the church. *(Please see the Grace Church Membership Pledge for more information regarding the expectations of membership.)*<sup>54</sup>

#### **SECTION 4 - DISMISSAL OF MEMBERS**

CHURCH DISCIPLINE - If any member willfully violates the testimony of this church and its Constitution, Bylaws and Membership Pledge, the church may terminate their membership after the following consecutive steps have been taken:<sup>55</sup>

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<sup>54</sup> Ephesians 5:18-21; Philippians 2:1-4; Hebrews 13:7, 17

<sup>55</sup> Galatians 6:1; 1 Corinthians 5:1-13; Matthew 18:15-17

A. Upon review and direction of the Elder Board, attempt at restoration is to be made by the Pastor and one or two Elders, providing step one of Matthew 18 has been followed.<sup>56</sup>

B. Attempt at restoration is to be made by invitation to the parties involved to appear before the Pastor and the Elder Board.

C. In the event the preceding steps have not succeeded in bringing restoration, notice of dismissal action will be announced at a properly-called meeting of the church. Notice of dismissal action must be presented to the parties involved two weeks prior to this meeting.

## **ARTICLE 2 - STAFF PERSONNEL**

### **SECTION 1 – THE SENIOR PASTOR AND PASTORAL RELATIONS**

1. RESPONSIBILITIES OF THE SENIOR PASTOR - The Pastor will assume all the scriptural responsibilities of his office, preach the gospel, administer the ordinances, lovingly watch over the membership and spiritual interests of the church and endeavor by God's grace to live in full conformity with the standards set forth in 1 Timothy 3:1-7 and Titus 1:6-9. The Pastor will be an advisory member of all boards and committees of the church but is not required to attend every functional meeting.

2. PASTORAL CALL - When a Pastor is to be called, a Pastoral Search Committee will be formed, consisting of two Elders, two Deacons, and three persons from the membership at large. The representatives from the membership at large will be selected by membership vote at any duly-called business meeting. The Pastoral Search Committee will select its chairman from the Elders serving on the committee. They will recommend to the church membership only one candidate at a time. Further, the Pastoral Search Committee will call an open-forum information meeting for the purpose of sharing with the body all information about the man they wish to recommend as a candidate. A membership vote will be required to call any Pastor. With the issuing and acceptance of a call to the pastorate, it is mutually agreed by the membership and the new Pastor that he and his wife (if married) are also members of this fellowship. The Pastor's family (if any) desiring membership will comply with the requirements for membership.

3. PASTORAL TERMINATION - The pastor may resign his position by giving a minimum of thirty (30) days' notice before terminating his service. Accrued vacation time will be paid on the date of termination. The Pastor's service may be terminated at any time if he willfully violates the testimony of Grace Church and its Constitution, Bylaws, Membership Pledge, or fails to fulfill his pastoral responsibilities. Such termination action will come as an action of the Elder Board, or recommendation from the Elder Board based upon their receipt of a petition signed by no less than one-fifth of the active membership. In this case, pastoral relationship will be dissolved by ballot with a three-fourths majority of the active membership present at the business meeting, provided there is at least one-half of the total active membership present at the business meeting. If termination is approved by the membership, salary and all accrued vacation time will be paid to him through the termination date.

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<sup>56</sup> Matthew 18:15

## **SECTION 2 - ADDITIONAL PASTORS**

1. RESPONSIBILITIES OF ADDITIONAL PASTORS - The Additional Pastors will endeavor by God's grace to live in full conformity with the standards set forth in 1 Timothy 3:1-7 and Titus 1:6-9. They will fulfill activities given through the job description or assigned by the Senior Pastor. All Pastors are to serve on the Elder board as voting members. If asked, they may also serve as a Pastoral Representative to the Deacon Board.

2. PASTORAL CALL - When an Additional Pastor is to be called, a Pastoral Search Committee will be formed consisting of two Elders, two Deacons, and three persons from the membership at large. The representatives from the membership at large will be selected by membership vote at any duly-called business meeting. The Pastoral Search Committee will select its chairman from one of the Elders serving on the committee. They will recommend to the church membership only one candidate at a time. Further, the Pastoral Search Committee will call an open-forum information meeting for the purpose of sharing with the body all information about the man they wish to recommend as a candidate. A membership vote will be required to call a Pastor. With the issuing and acceptance of a call to the pastorate, it is mutually agreed by the membership and the new Pastor that he and his wife (if married) are also members of this fellowship. The Pastor's family (if any) desiring membership will comply with the requirements for membership.

3. PASTORAL TERMINATION - Any additional Pastor may resign his position by giving a minimum of thirty (30) days' notice before terminating his service. Accrued vacation time will be paid on the termination date. The Pastor's service may be terminated at any time if he willfully violates the testimony of Grace Church and its Constitution, Bylaws, Membership Pledge, or fails to fulfill his pastoral responsibilities. Such termination action will come as an action of the Elder Board, or recommendation from the Elder Board based upon their receipt of a petition signed by no less than one-fifth of the active membership. In this case, pastoral relationship will be dissolved by ballot by a three-fourths majority of the active membership present at the business meeting provided there is at least one-half of the total active membership present at the business meeting. If termination is approved by the membership, salary and all accrued vacation time will be paid to him through the termination date.

## **SECTION 3 - OTHER STAFF PERSONNEL**

Staff personnel may be added, retained or terminated upon the recommendation of the Pastoral Staff and Elder/Deacon Board. A job description will be presented for each staff member.

## **ARTICLE 3 - OFFICERS**

### **SECTION 1 - GENERAL INFORMATION**

1. OFFICERS - The officers of the church will be Elders, Deacons, Church Clerk, Financial Secretary and Treasurer.

2. QUALIFICATIONS - Each officer must be a member of Grace Church.

3. NOMINATIONS - Recommendations for Elder Board candidates will be made to the body by the Elder/Deacon Boards. Recommendation for Deacon Board candidates will be made to the body for approval by Elder/Deacon Boards. All other nominations for officers will be made by the Deacon Board. Church members may also submit recommended candidates for a church office to the Elders/Deacons. All such recommendations need to be submitted to the church office a minimum of sixty days prior to elections. All new Deacon and Elder Board nominees are required to give their personal testimony at a Sunday morning service before they are voted into office.

#### 4. TERMS OF OFFICE

- A. Elders will be elected for a 3-year term to be staggered with the other Elders' terms. Each Elder will serve a maximum of 3 consecutive terms (9 years). Elders may serve more than the 3 consecutive, 3-year terms, if needed, by request of both the Elder and Deacon boards and by membership vote. (see Article 5, Section 3)
- B. Deacons will be elected for a 3-year term to be staggered with the other Deacon's terms. Each Deacon will serve a maximum of 3 consecutive terms (9 years). Deacons may serve more than the 3 consecutive, 3-year terms, if needed, by request of both the Elder and Deacon boards and by membership vote. (see Article 5, Section 3)
- C. Church Clerk, Financial Secretary and Treasurer will be elected for a term of one year.

#### 5. RE-ELECTION

- A. Elders - An Elder, upon completion of a term of office, will be given the option of serving again or resigning one's position. If said office cannot be filled by a qualified person, that office may be declared vacant by the Elder Board.
- B. Deacons - A Deacon, upon completion of any term of office, will be given the option of serving again or resigning one's position. If said office cannot be filled by a qualified person, that office may be declared vacant by the Deacon Board.
- C. Officers elected for a one-year term may be re-elected, should they desire to continue serving in that position, and should they be recommended by the Deacons.

#### 6. VACANCIES

The Board of Deacons, at the earliest opportunity, will appoint persons to fill all vacated and unexpired terms of church officers, except Deacon/Elder Board. The Deacon/Elder Board will appoint a person to fill all unexpired and vacated terms of office on the Deacon/Elder Board. These appointments are subject to membership approval at the next business meeting.

7. DISCIPLINE OF OFFICERS - If any elected officer willfully violates the testimony of Grace Church or its Constitution, Bylaws and Membership Pledge or fails to fulfill the responsibilities of their office, the Elder/Deacon Board may recommend to the voting membership that said person be removed from their office. That office will be declared temporarily vacant until appointments can be made by the proper board. Those appointments will be subject to membership vote at the next regular business meeting or a special business meeting called for that purpose.

## **SECTION 2 - SPECIFIC RESPONSIBILITIES OF ALL OFFICERS**

1. ELDERS - The Elder Board will consist of at least 4 men, one of which will be the Senior Pastor, serving as Head Elder. The majority of the Elder board will consist of elected lay members. This Elder Board will endeavor by God's grace to live in full conformity with the standards set forth in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:2.

They will oversee the spiritual well-being of Grace Church providing direction and vision for the church. They will skillfully, lovingly, and sacrificially lead the church toward spiritual health, and carefully lead the church through major policy and ministry decisions.

2. DEACONS - The Deacon Board will consist of at least 4 men who will endeavor by God's grace to live in full conformity with the standards set forth in 1 Timothy 3:1-13 and Titus 1:6-9. At the first board meeting following the annual meeting, Deacons will select their own chairman and assistant chairman from among the elected members. The Chairman of the Deacon Board will be the moderator of all business meetings of the church. When the Chairman of the Deacon Board is unable to fulfill the duty, the Assistant Chairman of the Deacon Board will preside. The Deacon Board will oversee the Administration Ministry (finances, buildings, vehicles, legal papers and transactions, insurances, and employees) of the church. They will work with the Pastoral Staff on administration issues regarding church ministries. A representative from the Pastoral Staff will sit on the Deacon Board, if possible, but will not have a vote.

The Deacon Board will be responsible for the distribution of offerings in accordance with the approved budget but are limited to a \$4000.00 one-time disbursement (from the general fund) without membership approval. Designated offerings will also be distributed by the Deacon Board as specified or returned to the one donating the funds if the designation cannot be honored. They will not purchase any real estate, nor sell or place any mortgage or lien upon any real estate of the church, or otherwise dispose of it, unless specifically authorized to do so at a duly-called business meeting of the church.

3. CHURCH CLERK - The Church Clerk will keep a record of the minutes of the proceedings at regular and special business meetings of the Church.

4. FINANCIAL SECRETARY - The Financial Secretary will promptly deposit all funds received in such depository or bank as is designated by the church and promptly furnish the treasurer a record of the funds received and the accounts to be credited. The amounts given by check

is a subject which will be held in absolute confidentiality between the Financial Secretary and individual giving through the account. The Financial Secretary will not honor any request to reveal amounts given. This officer will follow the security procedures and protocols for handling of all monies as set forth by the Deacon Board. The Financial Secretary will provide members and other contributors a record of giving for tax purposes by January 31<sup>st</sup> of the year following the giving year.

5. TREASURER - The Treasurer will keep separate account of all monies deposited by the Financial Secretary and credited to such accounts as are designated by the Financial Secretary. The Treasurer will issue checks in the name of the church against deposited funds as designated or as specified by the budget under the direction of the Deacon Board. This officer will render a detailed monthly report to the Deacon Board and a quarterly report to the church.

#### **ARTICLE 4 - COMMITTEES**

Advisory and service committees may be formed by the Elder or Deacon Boards to serve them in carrying out their responsibilities. Such committees will be given start and finish dates (if applicable) when they are formed.

#### **ARTICLE 5 - MEETINGS**

##### **SECTION 1 - GENERAL**

The regular business meetings of Grace Church will be held in March and October, with the October meeting being designated as the Annual Business Meeting.

The regularly scheduled and special business meetings will be announced from the pulpit and posted 2 weeks prior to the meeting date. Special business meetings may not consider any business except that which was announced in the call of the meeting.

##### **SECTION 2 – QUORUM**

A quorum consists of the lesser of thirty or one-third voting members.

##### **SECTION 3 - VOTING**

Voting membership is defined as all active members who are sixteen years of age or older. Absentee ballots are accepted. A member's absentee vote must be communicated to a Deacon or Elder Board member, in writing (not email or text), prior to the business meeting. The Deacon or Elder will write the member's name on the ballot and vote the ballot for the absent member and submit the ballot to be counted along with the other ballots. Absentee ballots do not count toward a quorum.

1. Regarding the following matters, the deciding vote will be determined by a simple majority vote of those members present, providing a quorum is present.

- A. Adoption of the annual budget
- B. Election of officers (Elders, Deacons, Treasurer, Financial Secretary and Church Clerk) at the Annual Business Meeting - Such vote will be made by ballot giving

opportunity to vote on each individual office

- C. Removal of an officer
- D. Election of three persons from the congregation to serve as at-large members of the pastoral search committee
- E. Approval of one-time disbursements in excess of \$4000 from the general fund

2. Regarding the following matters, the deciding vote will be determined by a three-fourths majority vote, providing at least one-third of the total membership is present at the time of voting:

- A. Adoption of amendments to the Constitution and Bylaws
- B. Purchase or disposal of property
- C. Incurring a loan or other indebtedness

3. Regarding the following matters, the deciding vote will be determined by a three-fourths majority vote, providing at least one-half of the total membership is present at the time of voting:

- A. Call of any Pastor
- B. Termination of a Pastor without resignation
- C. Consolidation with another church or dissolution of the church as an organization

## **ARTICLE 6 - DISPOSITION OF CHURCH PROPERTY**

### **SECTION 1 - ORGANIC DIVISION OF CHURCH**

In case of organic division of the church membership, the church property will belong to the majority who abide by this Constitution and Bylaws.

### **SECTION 2 – DISSOLUTION**

Should a condition arise at any time when, for any reason, the church work does not continue, the church property will be dispersed by agreement of the Elder and Deacon Boards with approval of the voting members.

### **SECTION 3 - CONSOLIDATION**

Should a condition arise where a consolidation with another church should be advisable, the Deacon and Elder Boards will be authorized by Grace Church to negotiate the terms of such consolidation. Such negotiated terms are subject to approval by the voting membership.

## **ARTICLE 7 - AMENDMENTS**

Amendments to the Constitution and Bylaws may be introduced through motion at any regular business meeting but will not be acted upon until the following regular business meeting, at which time an affirmative membership vote will be required for acceptance. (see Article 5, Sec 3, Sub Sec 2)

