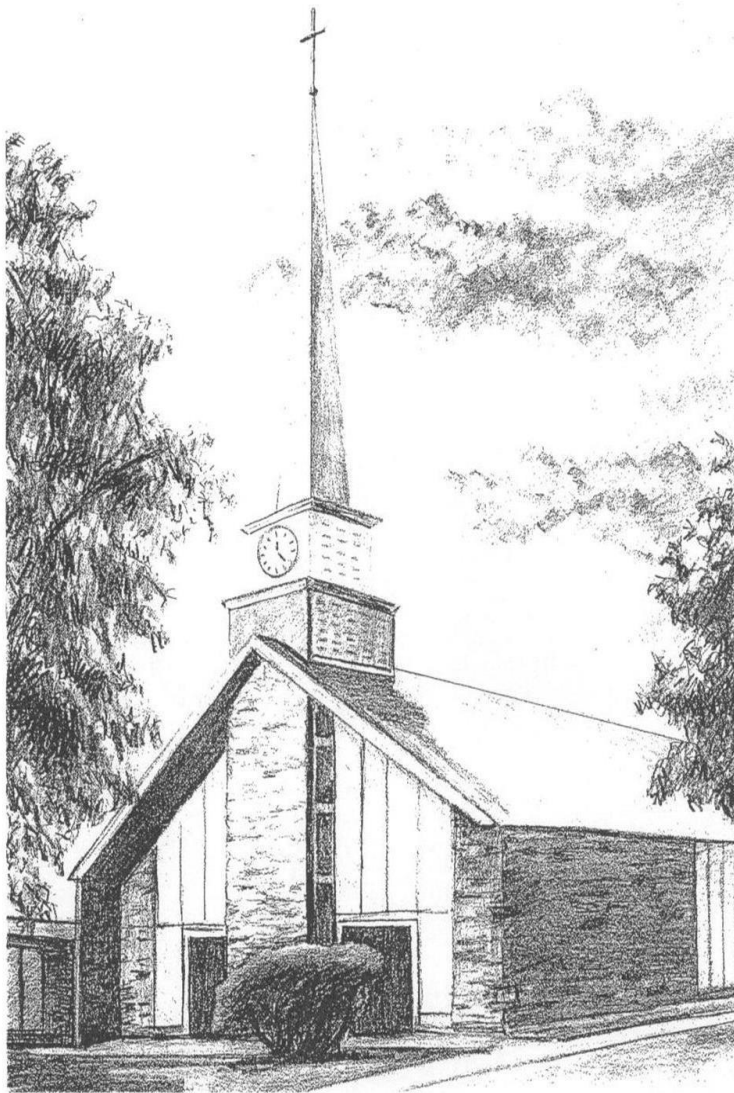


**East Glenville Community Church**  
**Constitution and By-Laws**  
**Revised 2022**



**CONSTITUTION**  
**of the**  
**East Glenville Community Church**  
2022 Revision

**I. Name**

- A. The legal name of this church shall be East Glenville Church.
  
- B. It was founded in 1945 and incorporated under the laws of New York State as of March 25, 1949.
  
- C. Our descriptive name shall be East Glenville Community Church.

**II. Purpose**

A. The vision of this church is to love God, love people (Matthew 22: 38-40) and help them to know and follow Jesus (Matthew 28:18-20).

B. This vision will be realized through a mission of worshipping, equipping, caring and serving together to bring the gospel to our community, and lived out by the following methods, as we:

- 1) Worship--meeting together to regularly praise God, pray together and encourage one another in faith
- 2) Teach--equip one another to do the work of ministry and effectively communicate the gospel in word and deed
- 3) Care--meet together regularly in smaller groups to more intimately encourage one another in the scriptures, pray together, comfort one another in trials and temptations, and hold one another accountable
- 4) Serve--understand our giftedness and work together as a community to fulfill our mission
- 5) Reach Out--intentionally seek opportunities to impact our family, friends, neighbors, and co-workers with God's grace and the good news of the gospel

C. Furthermore, we are obligated and privileged before God to administer the Christian ordinances of Baptism and the Lord's Supper regularly and when it is appropriate in obedience to the commands of Christ (Matt. 28:19; I Cor. 11:23-26). With regards to Baptism, we allow for diversity of understanding and practice, but we reject the doctrine of Baptismal Regeneration.

**III. Statements of Faith**

A. The creed of this church shall be the Apostles' Creed and our Statement of Faith as stated below.

**1. Apostles' Creed** – I believe in God the Father Almighty, maker of heaven and earth, and in Jesus Christ his only Son our Lord, who was conceived by the Holy Ghost, born of the Virgin Mary,

suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and sitteth on the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. I believe in the Holy Ghost, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

## **2. EGCC Statement of Faith**

**a.** We believe the Bible, consisting of the Old and New Testament, to be the only inspired, inerrant, infallible, authoritative Word of God written. (II Tim. 3:16, 17; II Peter 1:21)

**b.** We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Deut. 6:4; Matt. 28:19; Jn. 14:9-17, 20; II Cor. 13:14)

**c.** We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Jn. 1:1, 14; Matt. 1:20-23; II Cor. 5:21; Acts 2:22-23; Rom. 5:9-11; I Thess. 4:13-18)

**d.** We believe that for salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential. (Jn. 1:12, 13; Jn. 3:3-8)

**e.** We believe in the present ministry of the Holy Spirit by whose indwelling power and fullness the Christian is enabled to live a godly life in this present evil world. (Gal. 5:16-26; I Cor. 2:6-16)

**f.** We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (I Cor. 15:12-26; Jn. 5:28, 29; Acts 24:15)

**g.** We believe in the spiritual unity of all believers in Christ. (Eph. 2:14-22; 4:4)

**h.** We believe that marriage is a covenant between a man and a woman and God. (Gen. 2:18-24, Mal. 2:14, Matt. 19:4-6, Mk. 10:6-9, Eph. 5:22-33)

**B.** This church also recognizes the importance of the Westminster Confession of Faith, the Cambridge Platform and the Savoy Declaration as historic Congregational documents. They are useful for reference, but members are not required to be in total agreement with them.

## **C. Church Covenant**

Our church members ascribe to the following covenant and will on stated occasions pledge themselves to uphold it. **“We covenant with the Lord and one another; and do bind ourselves in the presence of God, to walk together in all His ways, according as He is pleased to reveal Himself unto us in His blessed Word of Truth.**

#### **IV. Polity**

Jesus Christ is the Head and Builder of the universal Christian Church and of this local church. He delegates the governing of its affairs to the members who compose it. Though the members may delegate authority to officers, leadership teams and ministry personnel through its By-laws, the ultimate authority under Christ rests with the congregation. In all corporate matters the membership, as stated in the By-laws, shall act with a collective and clear conscience, having sought the will of God and determined to their satisfaction His ways from the teachings of Scripture. The membership is bound by no other ecclesiastical body. The church is subject to the pertinent portions of the 'Religious Corporations Law of New York State' with particular reference to Article 8, "Congregational and Independent Churches." The membership may from time to time voluntarily affiliate or associate with other evangelical bodies for the sake of mutual accountability, expediency, encouragement and support.

#### **V. Dissolution**

Dissolution of this church shall never result in any part of the net earnings or assets benefitting any donor or member of this church. All assets remaining after payment or provision for outstanding liabilities will be distributed by vote of the membership to one or more evangelical organizations with demonstrated commitment to the Lordship of Jesus Christ, as well as acceptance of the Bible as the inspired Word of God, authoritative in all matters of faith and practice.

#### **VI. Amendments**

Any member(s) may propose an amendment to the Constitution at a duly called meeting of the church when a quorum is present. The Constitution or part(s) of it may be amended by the following procedure. The proposed amendment must be written and announced to the membership of the church. At the next duly called business meeting a majority of those qualified and present may vote for the amendment to be posted and distributed for final action at a subsequent business meeting. The subsequent business meeting shall include in its call to meeting the entire text of the amendment. It shall be posted as well as distributed to the membership. If two thirds of those qualified and present then vote in favor of the amendment the Constitution shall be amended.

**BY-LAWS**  
**of the**  
**East Glenville Community Church**  
2022 Revision

**I. Membership at EGCC**

**A. Requirements for Membership**

1. Prospective members will be age eighteen and older.
2. Prospective members will be familiar with and accept the doctrines as stated in the Apostles' Creed and the EGCC Statement of Faith. Also, they will assent to the Church Covenant.
3. Prospective members will give evidence of understanding, belief and trust in Jesus as Savior; will be committed to the Lordship of Jesus; and will be submissive to the authority of God's Word, the Bible.
4. Prospective members will agree to submit to the authority of this church as it relates to discipline for the sake of personal growth, correction of error and unity in the church.

**B. Classification of Membership**

1. **Active members** participate regularly in the services, ministries, and business meetings of this church. Those deemed "home bound" by the Elder Board for reasons of age or illness may retain their active status.

### **C. Procedure for Membership**

1. Prospective members may inquire of a pastor, church leader or the church office regarding the procedure for membership. Regular opportunities to join the church will be publicized and provided.
2. It is advisable, though not required, that a prospective member worship regularly with the church for a period of approximately six months before initiating the procedure for membership.
3. Membership classes or some comparable means will be utilized to acquaint prospective members with the following: Statements of Faith, polity, history, organization, opportunities for personal involvement in ministry, and stewardship practices.
4. Every prospective member must give an account to the Elder Board of his or her personal commitment to Jesus' Lordship and personal submission to the authority of God's Word, the Bible.
5. Membership will be recommended by the Elder Board and granted by a vote of the members at a duly called meeting of the church.
6. There will be a public acceptance and welcome of new members at the earliest opportunity during a regular morning worship service.

### **D. Privileges and Obligations**

It is the privilege as well as the obligation of members to:

1. Attend worship service regularly (Heb. 10:25).
2. Support with their tithes and offerings the work of God through this local church.
3. Contribute their gifts, time, and abilities to the ministry of the church as circumstances permit.
4. Attend business meetings of the church to vote on matters as their conscience before the Lord permits.
5. Be eligible to serve in leadership roles. Only members may serve as board members and officers.

### **E. Discipline**

1. All discipline is nurturing in nature. The motivational hope and goal of all discipline is love and the restoration of a brother or sister in the Lord to full privilege and good standing in the church. (Gal. 6:1, 2)

2. It is the responsibility of all members to help each other overcome sin in their lives.  
It is the responsibility of the Elder Board to apply church discipline in instances where the sin of a member is chronic, grievous or of a public nature that may bring scandal to the good name of the church. The Elder Board may impose various censures on an errant member including private or public admonition, removal from ministry participation, loss of status as a member in good standing, or recommendation to the congregation for removal from an elected position and/or from membership.
3. The Biblical procedure for any discipline by the membership or the Elder Board shall follow the Biblical guidelines of Matthew 18:15-20 and Luke 17:1-4. Accordingly, all members are expected to attempt to resolve conflicts with other members.
4. Voluntary removal from membership by the errant member shall not deter or prevent the necessary disciplinary measures.
5. All members of the church are responsible to lead lives pleasing to God.

#### **F. Termination of Membership**

1. The members may terminate or revoke the membership of a member by a majority vote at a duly called meeting based upon the recommendation of the Elder Board for such action, or a member may, in writing, renounce membership.
2. The reasons for termination may include:
  - a. Non-attendance at worship for a period of one year.
  - b. Unresolved differences requiring discipline between the church and member.
 (See By-law I. E. 3.)
3. An attempt shall be made in person and in writing to contact any member being considered for termination because of non-attendance at worship. The member shall be given a reasonable time to respond in person or in writing. In matters of discipline, a letter shall be sent to document the reason.

## **II. Organization**

Complete descriptions of all current positions are found in the Description of Position documents approved by the Elder Board. The Description of Position shall be maintained by the Senior Pastor. A current copy of the appropriate position description, as well as written annual reviews, shall be included in the personnel file of each employee and staff person.

### **A. Pastoral Staff**

The church shall have an office of Pastor consisting of the Senior Pastor and Associate Pastors whose positions are established by the church leadership with the concurrence of the membership as described in By-law II. C. Each pastor will help the church to seek and follow God's will and build His Kingdom. All pastoral candidates shall meet the Biblical qualifications of an elder, as well as the requirements for church membership. Upon confirmation to a pastoral position, a non-member

candidate shall become a member of this church. All pastors shall be accountable for the conduct of their ministry to God, to the Elder Board, and ultimately to the church membership under Christ.

### **1. Senior Pastor**

The Senior Pastor shall serve as the spiritual leader of this church. Together with the Elder Board, he shall oversee the Pastoral Staff, Ministry Staff and all employees as well as the development, organization, and administration of the ministries of this church. The objective is to provide opportunities for God's people to grow in their spiritual life and to equip them for the work of ministry. The Senior Pastor shall preach, teach, counsel, pray for, and console members of the congregation with this objective in mind. The Senior Pastor shall possess an earned Master of Divinity degree from an accredited theological seminary and shall be ordained by an acceptable church or ecclesiastical group. He shall serve as the chief guardian of the Word and as administrator of the ordinances of Baptism and the Lord's Supper, as well as the primary official at weddings and funerals. As an elder of the church, the Senior Pastor shall always serve on the Elder Board, but not as chairperson. However, the two shall consult on issues to be brought before the Elder Board. The Senior Pastor is also an ex-officio member of all other Board and ministry teams.

### **2. Associate Pastors**

When the church membership deems it advantageous or necessary, it may vote to acknowledge God's call of additional pastors to serve in specific aspects of the ministry as the leadership deems helpful.

#### **a. Assistant Pastor**

The Assistant Pastor shall assist the Senior Pastor by overseeing and participating in the visitation ministry, as well as fulfilling other pastoral duties as requested. The Assistant Pastor shall possess an earned Master of Divinity degree from an accredited theological seminary, or shall be ordained, or be eligible to be ordained, by an acceptable church or ecclesiastical group. This pastor shall serve as an ex-officio member of the Elder Board and the Diaconate Board.

#### **b. Interim Pastor**

When a vacancy occurs in any pastoral position, the Elder Board may select an Interim Pastor with the advice of church leaders. An Interim Senior Pastor shall be qualified by ordination of this church or possess the requisite credentials from an acceptable church or ecclesiastical group. Any Interim Pastor shall assume duties agreed upon with the Elder Board. With advice from the Elder Board and other church leaders, an Interim Pastor may serve until a new person is called by the congregation to fill the position.



## **B. Ministry Staff**

The Ministry Staff shall be members of this church and in agreement with our creed and objectives. They shall be accountable to the Senior Pastor, the Elder Board, and ultimately to the church membership under Christ.

### **1. Director of Worship Ministries**

The Director of Worship Ministries shall lead the congregation in offering praise and worship pleasing to the Lord by planning all worship experiences and activities. To this end, this staff member shall oversee all choirs, worship and prayer leaders, accompanists, and Worship Ministry Teams. The Director of Worship Ministries shall report to the Senior Pastor.

### **2. Director of Children's Ministries**

The Director of Children's Ministries shall provide and coordinate age-appropriate programs for the spiritual awakening and growth of children in the age-range from nursery through fifth grade. This staff member shall organize the Preschool Advisory Committee which shall meet regularly with the Preschool Director and a senior preschool teacher and shall provide liaison between East Glenville Preschool and the Ministry Staff and Board. The Director of Children's Ministries shall report to the Senior Pastor and serve as an ex-officio member of the Christian Education Board.

### **3. Director of Youth Ministries**

The Director of Youth Ministries shall share the love of Jesus Christ with the youth of this church and community by providing activities and ministries to encourage youth to develop their own personal relationship with Christ and enable them to share their faith with their peers. Responsibilities shall include planning and leading youth group activities and programs, organizing and training youth leaders, and ensuring that youth are integrated into the life of the church. The Director of Youth Ministries shall extend this focus by recruiting and equipping leaders to encourage college age, young adults to become mature disciples of Christ. The Director of Youth Ministries shall report to the Senior Pastor and shall serve as an ex-officio member of the Christian Education Board.

## **C. Processes for Changing Pastoral and Ministry Staff Positions**

### **1. Additions**

An additional pastoral or ministry staff position may be created by the following process: Upon the recommendation of the Senior Pastor and Elder Board, plus the presentation to the congregation of an approved Description of Position document and an appropriate By-laws change to include the position, the church members may affirm, by majority vote at a duly called meeting, the establishment of the new staff position. Any of these positions, except Senior Pastor, may be modified or eliminated by a similar process.

## **2. Vacancies**

The filling of each staff position is confirmed by an affirmative vote of 75% or more of the members present at a duly called meeting, representing God's call on each candidate to the staff position. Ministry staff candidates are proposed by the Senior Pastor with concurrence of the Elder Board. For the filling of associate pastoral positions, the Senior Pastor and Elder Board, by their agreement, may either act as a search team or designate a search team, which shall propose a candidate to the congregation.

Upon the occurrence of a vacancy or announcement of a pending vacancy in the Senior Pastor position, the Elder Board shall nominate a Pastoral Search Team and call a congregational meeting to affirm by majority vote the proposed team. The Pastoral Search Team shall consist of two sitting elders and five other representatives from both the leadership and the congregation. The search team shall organize itself, conduct a suitable search, and propose a candidate to the Elder Board. Associate pastors who meet the requirements for Senior Pastor may be considered. The Elder Board will present an approved candidate for Senior Pastor to the church members for an affirming vote. The duly elected search team is disbanded when the congregation chooses a new Senior Pastor by an affirming vote or when the congregation votes, by a majority, to end the search.

## **3. Terminations**

Any pastoral or ministry staff person may resign upon discerning that God's call to their position has been fulfilled. A ministry staff person may be dismissed upon the recommendation of the Elder Board at a duly called meeting of the church members, who, by a majority vote of those present, determine God's call to the position has been revoked. Any pastor may be dismissed following gross and/or continuing inconsistencies between the pastor's behavior and the position qualifications and responsibilities, or when the pastor's actions, attitudes, and conversation destroy, rather than build up, the unity of the church. In these situations, the Elder Board will make a reasonable effort to reprove and restore the pastor. Failing this, the Elder Board shall present a recommendation for dismissal to the church members at a duly called meeting. The recommendation is approved by an affirmative vote of a majority of members present. Unless otherwise agreed to by both parties, notice of resignation by a pastor or dismissal by the church will be given in writing with at least 30 days notice.

Within the first six months of his service, if a new Senior Pastor encounters fundamental disagreements with any person serving in a position that reports to the Senior Pastor and finds that the differences are not resolvable through private meetings, the Senior Pastor may bring the issue to the Elder Board. With the Elder Board's concurrence, the person who disagrees with the Senior Pastor may be dismissed from his or her position, effective following a specified grace period, without revealing the nature of the disagreement to the congregation or conducting a membership vote.

## **D. Officers**

All officers shall be members in good standing of the church. They shall be elected to three-year terms by the membership. They shall serve a maximum of two consecutive three-year terms. After a year they may be returned to the office by the membership.

### **1. Moderator**

The Moderator of the church presides at the business meetings of the church. The intent of this high office is to assure that Jesus is revered as the Head of the church, unity is promoted, and meetings are conducted in an orderly, efficient manner.

### **2. Clerk**

The Clerk records minutes of the church business meetings. In cooperation with the Senior Pastor and the church office, the Clerk maintains the church membership records and issues "calls to meetings."

### **3. Financial Manager**

The Financial Manager supervises the church's financial affairs. This individual shall organize, as needed, treasurers and financial secretaries into a Stewardship Ministry Team. The Financial Manager shall issue a monthly report of the financial status of the church to the Elder Board. In addition, the Financial Manager shall assure that an audit is made of the church's financial records at least every two years and submitted to the congregation. The Financial Manager shall consult with the Elder Board, staffs, Board, and appropriate team leaders and then prepare and present a proposed budget to the membership at least two weeks prior to the Annual Business Meeting.

### **4. Financial Secretary**

The Financial Secretary shall record the income of the church in a database and reconcile our records with those of the bank. The Financial Secretary is responsible to order, store, and distribute the giving envelopes. The Financial Secretary shall at all times protect the confidentiality of all donors and issue statements of giving for tax purposes annually.

## **E. Boards**

Definitions and requirements:

A Board consists of those servant leaders elected by the congregation to cast vision, maintain Biblical standards, exercise fiscal responsibilities, and supervise ministries considered essential to the life of this church.

- Each Board member must be a member in good standing of this church.
- Each Board member may serve a maximum of two consecutive three-year terms, and then leave that Board for at least one year. This requirement may be waived by the Elder Board based on unique circumstances.
- The intent is to maintain a rotation of each Board's membership.
- Each Board shall consist of as many servant leaders as the Personnel Ministry Team recommends and the congregation approves.

-The Elder Board will consider each Board's recommendations and approve chairpersons on a yearly basis; discussion and prayer should begin at Board level prior to the annual meeting.

- All Board members shall publicly affirm their understanding and commitment to (1) the Apostles' Creed and the EGCC Statement of Faith, (2) uphold the provisions of the Constitution and these By-laws, (3) their respective duties and (4) the importance of the purity, unity and peace of the church.

#### **4. Elders/Elder Board**

The Elder Board shall manage the activities of the church pursuant to Biblical principles, the Constitution and By-laws, approved objectives, stated purposes, budgetary and financial limitations, and approved policies, procedures and programs. Specifically, the Elder Board shall care and pray for, admonish, discipline, and shepherd the congregation, providing spiritual oversight, and promoting spiritual maturity and spiritual disciplines. They shall regularly review the membership roll and make appropriate recommendations for change so that the membership roll is kept current.

Elders are expected to be men who meet the Biblical requirements (I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-4) and are called out and set apart for this honored office of spiritual authority. Elders, once elected to that office, shall continue to serve in that capacity as long as they are members in good standing. Together they shall be called Elders at Large and they may meet together at the discretion of the Elder Board. Sitting Elders shall be members of the Elder Board as defined in By-law II. E. Each Sitting Elder shall serve as an ex-officio member of a Board or ministry team as an overseer from the Elder Board but need not attend all meetings of that Board or ministry team. The Elder Board may fulfill its charge by delegation to other Board, personnel or ministry teams. In such cases it should not be construed that they have abdicated the authority which the church has invested in them. They may also hire office and maintenance employees and musicians as needed and as funds are made available by the congregation. Such positions and personnel may be discontinued and/or terminated on one month's notice.

#### **5. Diaconate Board**

The Diaconate Board promotes the physical well-being of the congregation, supports its worship, and ministers to those outside the congregation whom the Lord may direct to us for help. The diaconate shall give its foremost attention to assisting those of our congregation who are widows, fatherless, poor, needy, sick, friendless or distressed.

The diaconate shall arrange for the preparation, serving, and attendant duties of the Lord's Supper.

## **6. Trustee Board**

The Trustee Board is responsible for the care of the church properties, maintaining them as good stewards of God's resources, and the managing of corporate, fiscal commitments made by the congregation. The trustees shall not exercise contractual authority beyond limits of the budget without approval of the Elder Board and congregation. Trustees shall be responsible to be aware of the laws that apply to our church and advise the church accordingly.

## **7. Mission Board**

The Mission Board shall give direction in the specific area of missions. They may sponsor programs and special speakers. Also, they may organize short term mission trips as well as encourage individuals to consider whether God may call them to serve in a mission-related career.

They shall facilitate communication with the missionaries and mission organizations supported by our church and inform the congregation of the current circumstances of our missionaries. They shall act in accordance with the current mission policy approved by the congregation. Finally, they shall propose additional missionaries to be supported in accordance with the mission policy, or suggest discontinuance of support.

## **8. Christian Education Board**

The Christian Education Board shall organize a weekly school of Bible education and spiritual character development. They shall encourage, advise, and promote opportunities to learn God's Word, and provide for nursery care during Bible school sessions and worship times so that parents may afford themselves the opportunities to hear and respond to God's Word. They shall review and approve curriculum and other resources for use in our Christian education program. They shall recruit teachers as needed who are qualified and committed to teach in accordance with our Statement of Faith. The Christian Education Board will provide and promote periodic training sessions for the improvement of our teachers' skills. The Director of Children's Ministries and the Director of Youth Ministries shall be ex-officio members of the Christian Education Board.

## **F. The Servant Leadership Council**

The Servant Leadership Council shall consist of the members of the Elder Board, pastors, and chairperson of each of the other Boards. Chairpersons (or designated representatives) of Ministry Teams and Ministry Staff may also attend and participate as needed. This council shall meet three times per year and shall be moderated by the chairman of the Elder Board with an agenda formed by the Senior Pastor in collaboration with the Elder Board. Goals of this council are to provide communication, unity, and accountability among the leadership of the church.

## **G. Ministry Teams**

The number of persons serving on any ministry team shall vary according to the need and/or interest. Every ministry team shall be accountable to either a staff member or a Board. Ministry teams may be created as needed by staff members or a Board or by members of the church as they believe God is directing them. Ministry teams created by church members must have the endorsement of the Elder Board and be assigned to a staff member or Board. The lifetime of

a ministry team may vary according to its task, area of ministry or availability of appropriate personal.

### **1. Stewardship Ministry Team**

The Stewardship Ministry Team consists of church members in good standing. It shall include the Financial Manager and Financial Secretary as officers elected by the membership and any additional treasurers, financial secretaries, and counters deemed necessary by the Financial Manager. The Financial Manager shall be the leader of this team. The Stewardship Ministry Team shall report and be accountable to the Elder Board.

### **2. Personnel Ministry Team**

The Personnel Ministry Team shall consist of four church members elected for three-year terms with one or two of its members rotating off annually without being eligible for re-election for at least one year. The team shall annually select its own chairperson. The function of this team is to recruit suitably gifted and qualified candidates for service in and through the church organization. This shall include preparing a slate of officers and Board members to be presented first to the Elder Board for approval and then to the membership for election at the Annual Business Meeting. This slate of candidates will be presented to the membership at least two weeks before the meeting. Any vacancies of offices or Board positions during the year will be considered and recommendations made by this ministry team to the Elder Board. The Elder Board will then approve individuals to fill vacancies until the next Annual Business Meeting. Vacancies in the Personnel Ministry Team will be filled by appointment by the Elder Board. This team shall be responsible to facilitate, support and encourage members of the church to become aware of their spiritual gifts and encourage them to use them to participate in related ministries.

### **3. Support Teams**

Informal teams, organized and overseen by established Board and ministry teams, will be formed annually and mobilized as necessary to assist with programs, projects or other initiatives. These teams will be flexible and make every effort to provide entry-level service opportunities.

## **III. Meetings**

### **A. Spiritual**

1. This church shall meet at specified hours each Lord's Day for worship which includes the preaching of the Word. Times of services shall be set by the Elder Board and announced to the congregation at least four consecutive Sundays before any changes are made. This church shall generally meet for the observance of the Lord's Supper upon the first Lord's Day of the month and at such other times as the Elder Board may decide.
2. This church shall provide regular meetings for the teaching of the Bible, prayer and study.
3. Meetings to facilitate baptisms, dedications and acceptance of members will be held and fellowship may be held as determined by the Elder Board.

## **B. Business**

### **1. Church Year**

The fiscal year of the church corporation shall begin on the first day of January and the date of the Annual Business Meeting of the church will be as soon as possible after January 1<sup>st</sup>. Elected officers, committee members and Board members shall assume office on the day of their election.

### **2. Annual Business Meeting**

The Annual Business Meeting and election of officers shall be held at this church's principal location. The Annual Business Meeting shall be held for the purpose of electing officers, voting on the budget, receiving the annual reports of individual officers, Board, and ministry teams of this church and its auxiliary organizations and transacting other appropriate business. Notice of the Annual Business Meeting, stating the place and time, shall be posted by the Clerk in a conspicuous place near all the principal entrances to the church two full Sundays prior to the meeting. These notices shall not be removed until after the meeting. Notice of the Annual Business Meeting shall also be given from the pulpit on two Sundays in advance of the date of the meeting.

### **3. Special Business Meetings**

Special business meetings may be called by the Elder Board or by written request to the Elder Board by a quorum of the active members of the church. Notice of such meeting and the object for which it is called shall be given from the pulpit two Sundays in advance of the date of the meeting. Said notice shall be posted by the Clerk in a conspicuous place near all the principal entrances of the church and not removed until after the meeting. At the discretion of the Elder Board a mailing describing the object and agenda for special business meetings may be mailed to the active membership of the church.

## **4. Rules of Order**

### **a. Procedures**

Parliamentary procedures as outlined in Robert's Rules of Order (latest revision) shall govern the business proceedings of this church in all cases.

### **b. Qualifications of Voters**

All members in good standing are entitled to vote.

### **c. Quorum**

Twenty percent (20%) of the church members in good standing shall constitute a quorum at all congregational business meetings.

### **d. Voting**

Unless otherwise stated in the By-laws, a simple majority vote is required to decide an issue at any duly called meeting at which a quorum is present.

#### **IV. Affiliations**

For the sake of mutual accountability, expediency, encouragement and edification, this church may voluntarily affiliate with other evangelical bodies. This church is answerable to no ecclesiastical or temporal body except when secular law binds it. The intent of association should be for the above stated reasons and serve to further identify our distinctives as a church. Joining such other ecclesiastical bodies likewise shall require the consent of the membership upon the review and recommendation of the Elder Board. Any time the church deems the affiliate to have acted or spoken in content or manner contrary to our stated identity, the membership may vote to terminate its affiliation.

##### **A. Conservative Congregational Christian Conference**

Our church voluntarily joined the Conservative Congregational Christian Conference (CCCC) in 1965.

##### **B. National Association of Evangelicals**

Our church voluntarily joined the National Association of Evangelicals (NAE) in 1954.

#### **V. Amendments**

The By-laws may be amended by the following procedure. (1) Any member(s) may propose an amendment to the By-laws at a duly called meeting of the church when a quorum is present. (2) The proposed amendment must then be written and made available by the Clerk to the membership of the church for review at least two full Sundays prior to another duly called meeting at which it will be voted upon. (3) A simple majority vote of those present and voting is required.

The elders will appoint a bylaws review team at least every two years to review bylaws and propose updates. This team will at least consist of one elder and two members at large who are familiar with the organization of the church. Upon approval by the Elder Board, the proposed amendments will be published 30 days prior to a duly called meeting at which the proposal(s) will be voted on.