

Lakes Christian Fellowship

An Independent, Bible Believing & Preaching Church

Bylaws



Christ Crucified, Risen and Coming Again

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ARTICLE I

NAME

The name of this assembly of believers shall be *Lakes Christian Fellowship*.

PURPOSE

The purpose of Lakes Christian Fellowship is:

- 1) To promote the edification of the saints through the preaching and teaching of God's Word, the Bible; Ephesians 4:12
- 2) To proclaim the salvation of sinners expressed at Calvary both locally and to the uttermost parts of the world; Matthew 28:16-20
- 3) The promotion of Godly worship and the defense of the truth until Christ returns; II Timothy 2:15

ARTICLE II

ARTICLES OF FAITH

- 1) We believe in the plenary, verbal inspiration of the Scriptures in the original, that they are absolutely trustworthy and have supreme authority in all matters of faith and practice. (II Timothy 3:16,17; II Peter 1:20,21)
- 2) We believe in the Trinity of the Godhead; One God eternally existing in three Persons: Father, Son, and Holy Spirit. (Matthew 28:19; II Corinthians 13:14)
- 3) We believe that Jesus Christ was God made in the Flesh, His birth of the virgin Mary, His vicarious atonement for the sins of mankind by the shedding of His blood on the cross, the resurrection of His body from the tomb and His power to save men from sin. (Romans 5:8,9; I Corinthians 15:1 ff)
- 4) We believe that the Holy Spirit is a Person who convicts the world of sin and who regenerates, seals, baptizes, indwells, and empowers every believer and secures them unto the day of redemption. (John 16:7-11; I Corinthians 12:13; Ephesians 1:13,14; Romans 8:14-17)
- 5) We believe that all men are by nature totally dead spiritually and that salvation is entirely by faith without works. (Ephesians 2:1-10; Romans 3:21-28)
- 6) We believe in the Church, a living spiritual body, separate from Israel, of which Christ is the head and of which all regenerated people are members. We believe that the local church is a company of believers in Jesus Christ, based on a credible confession of faith, and associated for worship, work, and fellowship. We believe that to these local churches were committed, for perpetual observance, the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior, the enthroning of Him as Lord and master, and the fact of His imminent return. We believe that all human betterment and social improvements are the inevitable by products of such a Gospel. (I Corinthians 12:12-27; 10:32; 11:23; Matthew 28:19; Ephesians 4:17-29)
- 7) We believe that there will be: a pre-tribulation rapture of the church; a resurrection of the saved and the unsaved; a personal coming of the Lord to establish His kingdom on earth and eternal blessedness for the saved and eternal conscious punishment for the lost. (Revelation 20:12-15; John 5:28, 29; Matthew 25:45, 46)
- 8) We believe the following movements are out of harmony with the Word of God and to the official doctrine and position of the Lakes Christian Fellowship.
 - a) The Modern Ecumenical movement with such advocates as the National and World Council of Churches.
 - b) The Neo-Evangelical movement characterized by cooperation and dialogue with liberal theological systems.
 - c) The Charismatic movement characterized by a strong emphasis on experience.

- 9) We believe that matrimony is a divine institution to be entered into reverently; that believers are to marry only believers; that the two, male and female shall become one flesh; that God expects us to be faithful until separated by death, and that what God has joined together man should not separate. We believe that God has commanded that no intimate sexual activity should be engaged in outside of marriage.
- a) We believe that God wonderfully and immutably creates each person as male or female (Genesis 1:27). These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person.
 - b) We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in Scripture.
 - c) We believe that God intends sexual intimacy to occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Hebrews 13:4, Genesis 2:24, Matthew 19:4-6)
 - d) We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex) is sinful and offensive to God. (1 Corinthians 6:9-11, 1 Timothy 1:8-11).
 - e) We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage, Gender, and Sexuality and conduct themselves accordingly.
 - f) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (John 3:16, 1 John 1:9, Luke 13:3)
 - g) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church. (Titus 3:2, Matthew 5:38-44, Romans 12:18, Romans 5:8).

Believing these Articles of Faith to be the teaching of the Scriptures, and having the witness of the Holy Spirit that we are the children of God, and therefore, being a part of God's Church on earth, we invite all who have the same precious faith as we, to unite themselves with us for common edification and Christian work with Jesus Christ as Head and final authority.

ARTICLE III

STATEMENT OF BIBLICAL AUTHORITY

The Statement of Faith in Article II do not exhaust the extent of our faith. The Bible itself, is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind. The Bible is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline, the Governing Council is the church's final interpretive authority on the Bible's meaning and application.

Any changes to the bylaws or the Articles of Faith shall be submitted to or by the Elders and Pastor for prayer, review and consideration. Any submission must be accompanied by supporting scripture and shall be consistent with our Statement of Faith, or the matter will not be considered. Only by unanimous consent can the Elders and Pastor move the change forward to the Governing Council. The Governing Council shall address the change in like manner; through prayer, review and consideration. Only by unanimous consent can

the Governing Council move any change forward to the membership for vote at the next quarterly business meeting of the Church.

ARTICLE IV COVENANT

Having been born again by the grace of God through faith in the Lord Jesus Christ, and being justified on the ground of His shed blood and glorious resurrection; and having confessed our faith before men, we now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ. We engage, therefore, by the power of the Holy Spirit, to walk together in Christian love; to strive together for knowledge, holiness and comfort; to contribute cheerfully and regularly to the support of the ministry to relief of the poor, and the spreading of the Gospel through all nations; to follow in worship, ordinances, discipline and doctrines; and to establish a true witness of the Gospel of our Lord in this community and throughout the world.

We engage to maintain family and secret devotions; to educate our children in the Word of His Grace; and to seek the salvation of our kindred and acquaintances.

We also engage by the grace and power of God, that as strangers and pilgrims we will walk circumspectly in the world, be just in our dealings, faithful in our engagements, and that we will live a separated life according to the Holy Scriptures and that we will put away from us all bitterness, and wrath and anger, and clamor, and evil speaking, and be kind one to another, even as God for Christ's sake has forgiven us.

We further engage to watch over one another in brotherly love; to remember each other in prayer; and to aid each other in sickness and distress.

We moreover engage that, should we move from this place, we will as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE V CHURCH ORGANIZATIONAL STRUCTURE

Church governance will be through Governing Council which will be comprised of Elders (3), Deacons (3), Deaconesses (3) and the Pastor. Other appointments of this church shall consist of the following: Treasurer, Assistant Treasurer, Secretary, Ushers, Worship Leader and Worship Committee. Any position of leadership shall be filled by only members in good standing.

GOVERNING COUNCIL

1. The composition of the Council is as follows; three Elders, three Deacons, three Deaconesses and the Pastor. The qualifications of Elders, Deacons, Deaconesses and the Pastor are described below.
2. Elders, Deacons, and Deaconesses will be nominated and appointed by the congregation.
3. The Governing Council will annually vote a Chairman, and Vice Chair, for the Council by majority.
 - i. The Chair will insure that each monthly meeting is held and review the agenda with the Church Secretary insuring all necessary handouts and information will be available for the meeting. The Chair will also provide order to Council meetings.
 - ii. The Vice Chair will act as Chair in the Chair's absence.

4. The Governing Council will:
 - i. Provide oversight in all church matters in matters requiring spiritual guidance or the concerning the spiritual welfare of the church body where the Elders and Pastor seek guidance.
 - ii. At the recommendation of the Elders and Pastor the church may choose to engage professional counsel for members requiring assistance with personal matters.
 - iii. Settle disagreements between the Elders and Pastor on any matter where there is not unanimous agreement between the Elders and Pastor.
 - a. No one Elder or the Pastor has the authority to move forward with any issue without the consent of the Governing Council.
 - iv. Seek the guidance of the Deacons in matters of church finance and administration.
 - v. Resolve disputes within the Deacons regarding matters of Church Finance and Administration
 - a. No one Deacon has the authority to move forward with any issue without the consent of the Governing Council.
5. All matters brought to the attention of the Governing Council that are considered confidential are to be kept as such.
 - a. Any member of the Governing Council that gossips, slanders, or talks about any issue of a confidential nature that has been brought to their attention will be removed from the Governing Council. (Proverbs 16:28, 1 Timothy 5:13; 1 Timothy 3:11).
 - b. This also includes any nominated position in the church (Treasurer, Assistant Treasurer, Secretary)
6. In matters beyond the expertise of the Governing Council, the Governing Council may seek professional assistance in order to resolve the matter.
7. Only the Governing Council can call for a business meeting of the church membership.
 - a. Members are encouraged to bring concerns or items for discussion to the council for consideration and inclusion.

ELDERS

1. There shall be three (3) Elders. They shall be elected annually so as to preserve the rotation of term, which shall be three (3) years.
2. There shall be three (3) Elders.
 - a. Only men who have displayed and maintained a lifestyle that is true to qualifications for Elder as prescribed in Titus 1:6-9 and I Timothy 3:1-7 shall qualify as Elder. This does not exempt an Elder from the rest of God's Word and adherence to it.
 - b. A candidate for Elder shall be a member good standing for at least two years.
 - i. In order to waive this requirement a recommendation from the Governing Council is required. If approved by the Governing Council it will be brought to the membership present for a vote.
 - c. The Governing Council will nominate three men for the position of elders.
 - i. Members are encouraged to put forward names for consideration.
 - ii. As each term concludes, the nominations will be brought to the membership present for a vote at an annual business meeting.
 - d. ***Initially*** the terms will be as follows as the church is new. This section can be removed when Elder (3) has served his term:
 1. Elder (1) - a term of three years
 2. Elder (2) - a term of two years
 3. Elder (3) - a term of one year

- e. After the terms outlined in "d" have been completed the term for Elder will be every three years.
 - f. There shall not be any combination of father, son, sons-in-law or brothers on the Elder Board at any time.
 - g. The Elders will select an Elder Chairman annually who will be responsible for calling, planning, and chairing monthly meetings with the Pastor.
 - i. The other Elders and Pastor are encouraged to contact the Elder Chair with agenda items and other matters of spiritual concern.
3. It is the responsibility of the Elders to look after the spiritual well-being of the congregation and assist the Pastor in the spiritual welfare of the church.
- a. Assistance to the Pastor would include, but is not limited to, spiritual counsel, scriptural interpretation as needed and spiritual guidance.
 - b. The Elders should also adhere to the same expectation as the Pastor as outlined in Appendix E.
 - c. It shall be the duty of the Elders to assist at the Lord's Supper.
 - d. The Elders will participate on the Pulpit Committee during the selection process of a new Pastor.

DEACONS

1. There shall be three (3) Deacon. They shall be elected annually so as to preserve the rotation of term, which shall be three (3) years.
2. This board shall consist of three (3) Deacons
 - a. Only men who have displayed, maintained, or aspire to a lifestyle that is true to qualifications in Titus 1:6-9 and I Timothy 3:1-7 shall qualify as Deacon. This does not exempt a Deacon from the rest of God's Word and adherence to it.
 - b. It is the responsibility of the Deacon to look after the administration of the church and to assist the Elders and Pastor as needed. Administration would include church business, construction, maintenance, all financial matters and congregational care for those in need (with the assistance of the Deaconesses).
 - i. The Deacons shall hold in trust all property belonging to the church and shall take all necessary measures for its protection, management, and upkeep.
 - ii. The Deacon Chairman will work in conjunction with the Treasurer to insure financial recordkeeping is up to date, expenditures are appropriate with the goals of ministry, and reconciliations are done monthly.
 - iii. The Deacons will plan for an annual audit. This will include working with the Treasurer to provide the necessary information to conduct the audit. The audit should be conducted and completed by the first quarterly business meeting. The Deacon Chairman will convey the findings to church membership and present a written report to the Church Secretary.
 - c. Initially the terms will be as follows as the church is new. This section can be removed when Deacon (3) has served his term:
 - i. Deacon (1) - a term of three years
 - ii. Deacon (2) - a term of two years
 - iii. Deacon (3) - a term of one year
 - d. Deacons shall serve a term of three years.

DEACONESSES

1. There shall be three (3) Deaconesses. They shall be elected annually so as to preserve the rotation of term, which shall be three (3) years.

- a. The Deaconesses shall minister through visitation and consultation in those instances where it is less appropriate for men.
- b. They shall prepare and arrange the material for the Lord's Supper.
- c. The membership is encouraged to put forward names for consideration.
- d. As each term concludes, the nominations will be brought to the membership present for a vote at a annual business meeting.
- e. Initially the terms will be as follows as the church is new. This section can be removed when Deaconesses (3) has served his term:
 - i. Deaconesses (1) - a term of three years
 - ii. Deaconesses (2) - a term of two years
 - iii. Deaconesses (3) - a term of one year
- f. Deaconesses shall serve a term of three years.

PASTOR

1. The Pastor is the spiritual leader of the church called by God to His ministry in saving souls for Christ, growing his congregation spiritually, ministering to the needs of his congregation and maturing his faith through independent study and mentoring. The Pastoral office is a divine appointment.
 - a. Pastoral Requirements:
 - i. A Pastor must live up to the standards as laid out in I Timothy 3, I Timothy 2:1:-8 and Titus 1:5-9.
 - ii. Believe in and support our statement of faith, our bylaws and his preaching must reflect the same;
 - iii. Give himself to prayer and ministry of the Word of God;
 - iv. Work in conjunction with, not over, the Elders concerning the general oversight spiritual matters of the church and its members;
 - v. seek in public and in private the salvation of the lost, and the building up of Christians in the faith;
 - vi. promote in every way the spiritual welfare of the members by Pastoral counsel and visitation; and;
 - vii. Work in conjunction with the Governing Council;
 - viii. Adhere to the administration of the ordinances of Christ.
2. In matters of a spiritual nature the Elders and Pastor can move to address such concerns in an executive session and come back to the Council with a recommendation as to how matter is to be addressed.
 - a. All matters are to be kept in strict confidence. Gossip will not be tolerated and will result in immediate dismissal of any Governing Council member that is found doing so. The Matthew 18 process as outlined in Appendix A is to be followed.
3. The selection of the pastor should be thoroughly investigated by the Pulpit Committee as outlined in Appendix B.
4. Pastoral expectation are scripturally based and outlined in Appendix E.
 - a. Additional expectations may be given by the Governing Council to the Pastor in writing. The new expectations are to be sign by the Governing Council Chair and the Pastor and is to be retained on file by the Church Secretary.
 - b. If the Pastor is concerned with any of the expectations set forth, he is to bring them to the Governing Council for prayer, review and discussion.
5. The Governing Council will conduct quarterly review sessions with the Pastor during his first year and annually thereafter. The purpose of these reviews is to provide encouragement, counsel and direction concerning the Pastor's performance and provide clarification if needed.
 - a. The Pastor is encouraged to provide open communication at all times with the Governing Council and express any concerns at any time concerning any aspect of his ministry.
6. Failure to meet expectations:

- a. The Governing Council will counsel the Pastor and reaffirm their expectations.
 - i. If there is agreement between the Governing Council and the Pastor, then the matter is considered addressed and the Governing Council will look for changes in performance over the next three months. If over the course of those three months the concern is resolved, the matter will be considered closed.
 - ii. If the matter continues the Governing Council may elect:
 1. To address the matter again with the pastor, or require the pastor to seek counseling. The counselor will be agreed upon by the Pastor and the Governing Council.
 - a. If consensus cannot be attained by both parties, the Governing Council will appoint the counselor.
 - b. If there is disagreement, then the Governing Council or the Pastor will invoke the Matthew 18 process in Appendix A.
 1. The Elder Chair will preside on behalf of the Council with the Council.
 2. If the matter is not resolved to the satisfaction of the Governing Council, the procedures in Appendix C shall be followed.
7. New Pastor Compensation shall:
- a. be based on a recommendation by the Pulpit Committee to the Deacon Board.
 - i. Compensation should be commensurate with experience and education.
 - b. be reviewed by the Deacon Board to determine if the church can afford the proposal. Only compensation that is affordable can be brought forward to the Governing Council.
 - c. be brought by the Pulpit Committee and the Deacon Board to the Governing Council for review and consideration.
 - d. upon the consensus of the Governing Council the recommendation will be brought before the membership for a vote. The vote will be a majority vote.
 - e. Annual increases will be part of the budget process of the church as proposed by the Deacon Board and based on the ability of the church to afford them.
8. Periodicals, books, and attendance to conferences shall be brought to the Governing Council for review of consistency with church doctrine and will be reviewed by the Deacon Board for available funding.
9. Pastoral Termination - A Pastor can be terminated for the following reasons:
- a. Pastoral Expectations are not being met as outlined by Appendix E.
 - b. If, determined by the Governing Council, the Articles of Faith have been violated or are not upheld.
 - c. The Pastor is contentious, and as determined by the Governing Council, his behavior is disruptive or is causing division among the church body.
 - d. Matthew 18 (Appendix A) has not resulted in reconciliation and repentance as determined by the Governing Council.
 - i. The Pastor shows no signs of repentance and persist in his behavior (Titus 1:10-16)
 - e. By unanimous consent, the Governing Council will call a special business meeting to present the case to the membership for pastoral dismissal.
 - f. See Appendix C for dismissal process.

Pastoral Resignation

See Appendix C

VACANCIES

In the event of a vacancy among the officials of the church caused by a member declining to act, resigning, dying or ceasing to be a member of this church, the Governing Council may appoint a member to fill the vacancy until the next annual business meeting, at which time a member shall be elected to fill the vacancy for the remainder of the term. At their option the Governing Council may choose to not fill the post themselves until the next annual meeting. If any officer be absent from three (3) consecutive business meetings without cause, or reasonable excuse, such office shall be declared vacant by order of the church.

ARTICLE VI MEMBERSHIP

Qualifications

The qualifications of a membership are one:

- 1) Who has had a definite experience in receiving Jesus Christ as his, or her, personal Savior; (Romans 10:9-10)
- 2) Has been baptized by immersion as an outward sign of obedience to Christ; (Matthew 3:6)
- 3) One who has turned from sin, and who, by the grace of God, seeks to live a dedicated life wholly unto the Lord, and (Romans 6:1-3)
- 4) Desires to remain in covenant with this congregation. (Acts 2:42)
- 5) Upholds the Articles of Faith of Lakes Christian Fellowship

Request for Membership

1. Those desiring to become members shall:
 - a. Request a membership application and a copy of the by-laws from the Governing Council.
 - i. The bylaws must be thoroughly and completely read.
 - b. Once the bylaws have been read and the application for membership has been completed it should be turned in to an Elder, the Pastor, Deacon or a Deaconess.
 - c. All applications are to be given to the Elders and Pastor for review, consideration and prayer.
 - i. The Elders and Pastor will schedule an interview with the applicant to review the application and discuss any matters deemed necessary.
 - ii. The applicant should be prepared to give their testimony, discuss any spiritual gifts, and share any areas of ministry they are particularly interested in.
 - iii. If the Elders and Pastor are convinced (unanimous) the request is sincere, and without motive, they will forward the request to the Governing Council for review, prayer, and consideration.
 - d. The Governing Council shall review each application in prayer and discuss the request at the next scheduled Governing Council Meeting with the Elders and Pastor.
 - e. If the Governing Council is in agreement, membership will be granted.
 - f. Those received will be publicly received into membership at a subsequent Lord's Day morning service.

2. Throughout this process if any member of the Governing Council has a personal issue with the applicant, they must invoke Matthew 18. If they are unable to do so and continue to have resentment toward the applicant the Governing Council member must step down.
3. If a member of the Governing Council steps down, the Governing Council may appoint a replacement which will be temporary until the next annual business meeting at which time the process to fill a position will take place.

Membership Expectations

1. On becoming a member of this church:
 - a. Each shall covenant to honor their Elders, Pastor, Deacons and Deaconesses by; praying for them regularly for God's leading and inspiration through the Holy Spirit;
 - b. To recognize the authority of the Elders and Pastor in all spiritual matters of the church;
 - c. To cherish and sincerely profess a brotherly love for all members of the church; and
 - d. To support the church in prayer and with financial support as the Lord enables.
 - e. Uphold the Articles of Faith and church bylaws; and
 - f. Actively participate in the Church.

Member in Good Standing

It is expected that all members of Lakes Christian Fellowship will maintain their membership in "good standing". Good standing is considered as follows:

1. *Regular Attendance:* Members are expected to attend Church on a regular basis as an outward expression of their faith and commitment to Jesus Christ. Attendance is encouraged for the following opportunities; Sunday Morning Worship, Sunday School, Prayer Meeting, Fellowship Dinners or Events; Special Events or Speakers; Men's and Women's Bible Studies or any other event requiring church involvement.
 - a. Failure to communicate with the church for six months.
2. *Church Involvement:* Members are expected to participate in church functions and events. There are many opportunities for members to take an active role in (evangelism, advertising, worship, tithing, music, scripture reading, ushering, financial, setup/ takedown of church events and worship, youth group, adult bible studies, prayer meetings, nursery, Sunday School and Church leadership to name a few).
 - a. James 2:14-26 ("so also faith without works is dead")
 - b. Acts 12:5; Acts 13:1; Acts 16:5; Romans 16:1; Romans 16:4; 1 Corinthians 4:17; 1 Corinthians 7:17; 2 Corinthians 8:19; 2 Corinthians 8:24
3. *One who does not cast dispersion upon the Church:* Actions that discredit the name of Christ or casts aspersion upon Lakes Christian Fellowship or gossips intentionally will be brought before the Elders and Pastor.
 - a. Matthew 13:24-30 (Tares among Wheat)
4. *Who's fruit is evident.*
 - a. Matthew 7:20; Luke 6:44; John 15:4; John 15:8

Revocation of Membership:

1. *Perceived Aspersion:* If, for any reason, a member's actions or behavior is contrary to scripture, Church doctrine or bylaws, they will be asked by the Elders and Pastor to privately explain the nature of their actions in light of scripture.
2. *Lack of Attendance:* The Church Secretary will send a letter to the member in questions seeing if the member intends to continue being a member or is in spiritual, financial or physical need. If, through the efforts of the Governing Council, said member does not resume his attendance; or if no verifiable effort

has been on the part of the member in question to contact the church, after an additional period of three months the member shall be automatically removed from the membership role.

3. ***Alleged crimes, gross indiscretions or immoralities:*** Any Action brings criticism upon the name of Christ and that is contrary to scripture and the Articles of Faith shall immediately be investigated by the Elders and Pastor and their findings to the Governing Council. All matters are to be prayerfully considered and are to be kept strictly confidential.
 - a. Such charges shall be dealt with after the manner described in Matthew 18:15-17 (Appendix A)
 - b. If, after a thorough investigation the allegations are found to be true, and there is no repentance, the Governing Council will vote on the matter. If the vote finds the member to be in violation of membership guidelines in the bylaws, the member will be removed from church membership immediately.

Reinstatement of Membership: If the prior member wishes to be reinstated they must reapply for membership as outlined in "Request for Membership" form.

Exceptions: This action shall not apply to a member who is physically unable to attend the services, or to any non-resident member whom the Governing Council believes to be leading an active Christian life and who wishes his name to be left on our roll.

Final Authority: Membership termination will be considered by the Governing Council on a case by case basis and as presented by the Elders and Pastor. If it is determined that a member should be terminated, the Governing Council will bring the matter before the church for a vote.

- ✓ The Elders and Pastor are not exempt from this process if they are called into question. Any Leader who is in question will be exempt from the Governing Council as of when the matter is brought in question.

The vote of the membership present will be final.

Membership Transfer: Members in good standing, at their own request, and upon the recommendation of the Governing Council may receive letters of transfer to another church of like faith.

ARTICLE VII

Elected & Appointed Positions

Elected Positions

- 1) **Treasurer** - The Treasurer shall be elected to a term of one (1) year at the annual business meeting. The Treasurer shall keep an accurate account of all money, receipts, and expenditures and shall give a full written report of available information at regular business meetings and to the Governing Council for their monthly meetings. It is the responsibility of the Treasurer to manage the offerings and donations of the church. The Treasurer will insure there is segregation of duties to the extent possible given the size of the church. A best effort will be made to make sure no one person handles more than two components of church finances: Counting, deposits, recording (journals) and reconciliation of church funds.
- 2) **Assistant Treasurer** - upon the recommendation of the Treasurer and acceptance by the Governing Council (majority vote) an Assistant Treasurer will be selected. The Assistant Treasurer will assume the duties and responsibilities in the Treasurer's absence, resignation or termination.
- 3) **Church Secretary** - The Church Secretary shall be elected to a term of one (1) year at the annual business meeting. The Church Secretary of the church shall keep the records of the church, take minutes of all congregational meetings and publish them prior to the next meeting.

- a. The Secretary shall keep a roll of the membership in which shall be recorded their names, addresses, date of their membership, and the means thereof; make a written report to the church at the annual meeting as to the status of its membership, also the business transactions of the preceding year.
- b. The Secretary shall present annually an active membership list to the nominating committee Governing Council prior to the committee meeting.
- c. The Secretary shall issue letters of transfer of membership voted by the Governing Council, and shall preserve on file all communications and written official reports, etc., of the church.

Appointments

The Governing Council will make the following appointments annually at the annual business meeting:

- 1) **Ushers** – two Ushers will be appointed for a term of one year, one of which will be the Head Usher who will be responsible for scheduling of ushering for each Sunday service. Duties will include, receiving the church offerings; monitor the heat and ventilation during services; greet people as they arrive; distribute morning worship bulletins and to welcome and seat any visitors attending the services. They shall also keep order and quiet any disturbances during a church service. The Head Usher is encouraged to enlist assistance from the men of the church as well as responsible teenagers.
- 2) **Youth Leaders** - Leaders for various church youth organizations will be appointed each year by the Governing Council.
- 3) **Sunday School Teachers** - Teachers are responsible for the preparation of Sunday morning Sunday School, Children’s Church. Curriculum recommendations are to be brought to the Governing Council for approval to insure consistency with church bylaws and doctrine. Pastor has no responsibilities in this?
- 4) **Worship Leader** – The Worship Leaders is responsible for any aspect of a service outside of a Pastoral Sermon. This would include arranging for a pianist/ organist, music selections, special music, and any equipment or sundry items necessary to necessitate worship at any service.
- 5) **Worship Committee** – The Governing Council shall review candidates for this committee. They will be responsible to supervise the music ministry of the church in cooperation with the Governing Council. They shall coordinate weekly piano coverage and provide special music at Sunday morning services and whenever else it is requested.
- 6) Any position within the church, whether elected or appointed must:
 - a) be a member of LCF.
 - i) For participation on any council, committee or position that, the candidate must be a member in good standing for a period of six months, or by unanimous recommendation by the Governing Council
 - b) Any position (member or non-member) that teaches or interacts with youth must have:
 - i) Must have been a member for one year for consideration for a youth leadership/ teaching position.
 - ii) a recent background check.
 - iii) review and sign off on the LCF sexual molestation policy

ARTICLE VIII COMMITTEES

All Committee members will be recommended to the membership, reviewed by the Governing Council and voted upon at the annual business meeting.

- 1) **Budget Committee** - The Budget Committee shall consist of three (3) church members, the Treasurer and one Governing Council member.
 - a. Its duties shall include the drawing up of a proposed budget for the coming year, which shall be accomplished at least two (2) weeks before the annual meeting.
- 2) **Congregational Care Committee** - This committee shall consist of two (2) members, others are encouraged to participate. Duties would include keeping the church informed of congregation needs (spiritual, physical, financial), flowers, and other needs of the congregation. This committee should be

aware of any needs of the community (food pantry, clothing, financial assistance, etc.). The committee needs to keep the Governing Council informed of any needs in the congregation or community. Financial requests are to be brought to the attention of the Governing Council prior to any commitment made to those asking for assistance.

- 3) **Missions Committee** - The Missions Committee consists of up to five (5) members and shall keep in correspondence with all missions supported by this church. The committee shall keep the Governing Council apprised of missionary needs and correspondence and shall be responsible for any missions conference to be held over the course of the year. All matters of missions concerns shall be directed to the congregation through the Missions Committee.
- 4) **Pulpit Committee** - The Pulpit Committee shall contact and screen candidates for the office of Pastor in the event of a vacancy of the office. The committee shall consist of the three (3) members of the Governing Council and four (4) members in good standing. The four members in good standing will be appointed by the Governing Council.
- 5) **Fellowship Committee** - The Fellowship Committee shall consist of up to five (5) members who will be responsible for planning, organizing, and carrying out fellowship activities for the church family and guests.

ARTICLE IX FINANCES

- 1) Sources of Funds and Fund Raising:
 - a) The funds of this church, both for its own support and for missionaries and benevolent enterprises, shall be raised by volunteer offerings only.
 - b) Fundraising activities are to be brought to the Governing Council for consideration under the light of scripture and will be approved at their discretion.
- 2) Debt
 - a) No financial claim, or lien, upon the church shall be incurred by any member, official or organization of the church.
 - b) Any proposal shall be brought to the Governing Council for consideration.
 - c) The Governing Council shall bring any recommendation for the incurrence of debt to the church membership for consideration and a vote.
- 3) Bank Reconciliations
 - a) Bank reconciliations are to be prepared monthly in a timely manner by the Treasurer.
 - b) The results of the reconciliation are to be shared with the Governing Council each month.
- 4) Annual Audit of Church Finances
 - a) The church finances shall be audited annually by either members of the church or a consultant.
 - b) This review should be conducted within three months after the close of the church's fiscal year to be audited.
 - c) The Governing Council shall select an audit team comprised of two church members and one member of the Governing Council to conduct the review prior to the close of the fiscal/ calendar year to be audited.
 - d) The church Treasurer will be required to provide the audit team with the appropriate records in a timely manner to complete the audit.
 - e) An audit summary report will be prepared by the audit team indicating their findings. This report will be given to the Governing Council for review and approval. Any "findings" that require correction will be addressed by the Governing Council with the Treasurer.
 - f) A summary of the audit will be presented by a member of the Governing Council, or his proxy, at the business meeting following the Governing Council's review of the audit.
 - g) Once finalized, the audit will brought before the membership
- 5) Memorial funds and other donations

- a) Money which is given to the church in memoriam will become the property of Lakes Christian Fellowship. The Governing Council will determine the use of these funds giving consideration to the intended purpose for which they were given.

ARTICLE X MEETINGS

Quarterly & Annual Church Business Meetings

1. Quarterly business meetings will be held on the third Sunday of January, April, and July after the morning service. If the meeting cannot be held (weather, lack of a quorum), the Governing Council will schedule a meeting in its place at the next available opportunity.
2. The Annual Business Meeting shall be held on the third Sunday of October, following the morning service for the purpose of receiving the annual reports of the boards, officers, and committees of the church; establishing an annual budget; and other appropriate business. The church's fiscal year is from January 1st to December 31st.
3. Any church meeting, other than a quarterly business meeting, can only be called by the Governing Council.
4. Prior to any business meeting requiring a vote by the membership the Secretary will provide the Governing Council a current list of the membership. The Governing Council will review the list and if a member is found to NOT be in good standing, the Governing Council will contact that individual to determine why, and work toward reconciliation.
 - a. If reconciliation cannot be achieved as determined by the Governing Council, that individual will be removed from membership and the Secretary will draft a letter to the individual indicating the reasons for termination of membership and supporting scripture.
 - b. The Letter will be kept on file in the church records.
5. The Deacon Chairman will moderate all business meetings. If he cannot attend another Deacon (designee) will be appointed by the Deacon Chairman. If this cannot be done, the Governing Council will appoint a Deacon as chair.
 - a. The Deacon Chairman's role is to facilitate the meeting. He will retain his voting rights when the time comes.
 - b. Robert's Rules of Order will always be followed. It is required that the Deacon Chairman will familiarize himself with Robert's Rules. Failure of anyone in attendance to comply with the these rules or that is causing disorder will be asked to leave the meeting by the Deacon Chairman (or designee). The meeting will not continue until the individual leaves. If the individual refuses, the Governing Council will call an executive session and attendees will be asked to leave during the session. The Governing Council will determine if the meeting will end and/or rescheduled. The meeting will be reconvened and the decision conveyed by the Deacon Chairman (or designee) to the congregation.
 - i. Disruptive behavior will not be tolerated. The Deacon Chairman has the authority to govern the meeting as he sees fit as long as it is consistent with scripture and Roberts Rules.
6. In matters of a spiritual nature the Pastor will be asked to address the congregation.
7. **Special business meetings** may only be called by the Governing Council or by written request of 30% or ten (10) members, whichever is higher, in good standing to the Church Secretary.

- a. Notice of such meeting and the purpose for which it is called shall be given from the pulpit on Sunday at least two weeks in advance of the meeting. Only the item for which the special meeting was called may be acted upon.
8. **Quorum** - The quorum for this church shall consist of 25% of membership. If a quorum is not achieved, the matter may be settled by the Governing Council or brought up at a future quarterly meeting.
9. **Voting Requirement** – normal business meetings will be by majority vote of membership present unless otherwise specified in the bylaws.
10. **Qualified Voters** - The qualified Voters of this church shall be those members in good standing, eighteen years of age or more, unless otherwise stated by civil law.
11. **Devotional Meetings:**
 - a. The church shall meet regularly each Lord’s Day for worship and preaching of the gospel.
 - b. The church shall meet each Lord’s Day for Christian instruction:
 - c. the study and teaching of the Bible, and;
 - d. at such other times as the church may decide.
 - e. The church shall observe the Lord’s Supper on a monthly basis and at other special times as the Governing Council may decide.
 - f. The church shall meet at least once each week for prayer.
 - g. Cancellations of any services will be made by the Governing Council.

ARTICLE XI PHYSICAL PLANT

Use of church building and facilities:

This provision will be updated when Lakes Christian Fellowship obtains property and a facility.

- 1) The Governing Council shall govern what individuals or groups within or outside the church can make use of the church property.
- 2) There **shall never be** any smoking, drinking, dancing, or any other inappropriate activity by any individual or group using the church facilities or on church grounds whether rented or owned.
- 3) The Governing Council shall be responsible to make sure a church member is present when an individual or outside group from within or outside of the church are using facilities or grounds.
- 4) A charge, to cover heat, lights, etc., shall be made to all groups using the church facilities or grounds. This charge shall be determined by the Governing Council.
- 5) Anyone using the church facilities or grounds must leave the things in proper order, as they were found, and will be responsible for any damage done.
- 6) Weddings performed at the church are to be considered as special devotional meetings and must meet the required standards of the church’s Articles of Faith. Weddings are regarded as Christian worship services.

ARTICLE XII AFFILIATION

- 1) The Lakes Christian Fellowship shall operate and function as an independent Bible believing, Bible preaching church, standing solidly upon the Word of God in all things.
- 2) The Lakes Christian Fellowship shall not affiliate itself with any established denomination or church that does not agree with our doctrinal statement.

ARTICLE XIII DISSOLUTION

No part of the net earnings of this corporation shall ever be used to benefit any donor, member, director, or officer of the Corporation or any private individual. Also no donor, member, director, or officer of the Corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets. Upon dissolution, any assets of the corporation must be distributed to one or more organizations recognized by the Internal Revenue Service as one organized exclusively for religious or charitable organization of like minded faith and Biblical belief consistent with our statement of faith. The Governing Council will make a recommendation to the membership as to where the remaining assets will be distributed.

ARTICLE XIV REVISIONS AND AMENDMENTS

These by-laws can be revised or amended only at an annual congregational meeting following the adoption of a resolution to do so at a previous congregational meeting. To amend the bylaws a vote of 85% is required. The Appendices are considered part of the bylaws and carry the same authority as the bylaws. All changes are to be presented to the membership by the Governing Council for a vote by the membership present. Change to the bylaws other than the Purpose, Articles of Faith, Statement of Biblical Authority, and the Covenant requires a vote of 85% or greater.

Proposed changes to the Purpose, Articles of Faith, Statement of Biblical Authority, and the Covenant are to be presented to the Governing Council for consideration and shall require a membership present vote of 100% to enact the change.



GLOSSARY

Charismatic: A Religious group that stresses a divinely conferred (God given) gift or power.

Circumspectly: cautiously; discreetly.

Covenant: An agreement; compact; to make a promise by covenant. The conditional promises made to man God, as revealed in the Scripture.

Ecumenical: A movement in Christendom to bring all professing groups together regardless of their beliefs on cardinal doctrines such as the deity of Christ, the necessity of the new birth, the infallibility of the Bible, etc.

Edification: To instruct so to improve or uplift morally.

Ex Officio: By virtue of one's position.

Neo-Evangelical: A philosophy that holds tolerance for a wide diversity of theological viewpoints; friendliness or acceptance of evolution, the place of women in the church, and welcoming liberal churches into evangelistic crusades are some examples.

Plenary: Full, complete or absolute.

Pretribulational: Before the time of grievous trouble: severe trial or suffering.

Rapture: The teaching in Scripture that born again believers will be caught up in the air to meet Christ before He pours out judgment on the earth and its unbelieving inhabitants.

Regeneration: Spiritual rebirth: Religious conversion

Resurrection: The act of rising again from the dead: the rising again of a man on the judgment day.

Vicarious Atonement: performed, exercised, received or suffered in place of another that the reconciliation of God and man will be accomplished through Christ.

Appendix A

Matthew 18 – Conflict Resolution

Matthew 18:15 “If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. 16 But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. 17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. 18 Truly I say to you, whatever you bind on earth shall have been bound in heaven; and whatever you loose on earth shall have been loosed in heaven.

Interpretation:

15 “If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother.

- If you feel a brother (or sister) has sinned against you, you must confront them, first, personally.
 - DO NOT (the accuser) discuss the matter with another person.
- If they (the accused) listen, **and repent**, the matter is settled and you have won your brother (or sister).

16 But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.

- If the accused does not repent, the accuser is then required to bring witnesses.
 - Witnesses must be of good standing in the church and have the spiritual well-being of the accused their foremost concern.
 - Witnesses who have had previous issues or are close friends with the accused CANNOT stand as witnesses. If need be, this will be determined by the Governing Council by majority vote to maintain objectivity.
- The witnesses **MUST** confirm every fact.
 - This means that prayerful consideration must be given to the matter at hand and that it **MUST NOT** be shared with others.
- This must be done in a fashion that is honoring to the Lord and **MUST NOT** be an attempt to discredit the accused. This is to address alleged sin and foster repentance and restoration.

17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

- If the accused continues to refuse to repent, the matter will be brought to the Governing Council so the matter can be brought before the church.
- If the accused, after being brought before the church, still does not repent, they shall forfeit membership at that time.
 - Later if repentance and evidence of it exists, the accused may be reinstated to membership by revisiting the membership process (Article IV, subsection 2)

If anyone in Church Leadership is accused and the accusation is verifiable, the following shall happen:

- The congregation shall be informed that an accusation has been brought against that individual, providing **NO** details, and until the matter is settled, **the accused will step down from their appointed office.**
 - In the case of salaried leadership, pay will continue during the review process.
- A review of the accusation and substantiation will be conducted by the Governing Council, the Church Secretary shall be present to take notes and audio tape the discussion.
 - During this time the accuser and witnesses shall:

- Present the accusation
 - Provide supporting scripture as to how the accused actions conflicts with scripture and church doctrine.
- The accused will be present during this review but will be required to say nothing and just observe.
- Once the accusation is presented and the review has been conducted another meeting shall be scheduled.
 - During this time all involved SHALL NOT DISCUSS this with other members of the congregation other than spouses. Spouses are bound to not repeat anything, but to lend counsel to the leadership spouse.
 - Verifiable violation of this section will result in suspension of that leaders right to participate and possible suspension of position as determined by the Governing Council.
- The second meeting will allow the accused to present their side or circumstances in defense of THEIR REFUSAL TO COMPLY with the steps as outlined in Matthew 18 above to the remaining Church Leadership.
 - The accuser and witnesses will be present
 - The accuser will present their side.
 - With prior approval by Church Leadership the accuser may bring witnesses in appropriate number.
 - After the rebuttal, the accused and accuser will be dismissed from the meeting room.
 - Church Leadership will vote on appropriate action concerning the accused. Action can include:
 - Another request for repentance, and if declined
 - Discipline, an acknowledgement of sin and the need to repent
 - Counseling, an acknowledgement of sin and the need to repent
 - Loss of Membership
- The Church Secretary shall prepare minutes of the two meetings along with the audio. This information will be reviewed by the remaining Church Leadership and the accused and confirmed for accuracy of the facts/ discussion presented. It WILL NOT address additional information or restatement for positioning. The audio tape will confirm what was said.
 - Any corrections will be brought to the remaining Church Leadership for appropriateness and correction.
 - This information shall remain in the church vault, within a lock box, and copies are to be collected back and destroyed.
 - Anyone in Church Leadership who loses a document or cannot attest to its whereabouts will be removed from office unless it is returned to the Church Secretary.
- The final decision shall be put in writing and given to the accused prior to the Worship Service.
- The decision/letter will be read before the congregation at the Sunday Morning Worship Service. The reading of the letter will be the first order of business.
 - The decision can only be announced at a Sunday Morning Worship Service. Not Sunday School, not Bible Study, not Prayer meeting.
- The decision of remaining church leadership is final.
- There is no appeal process.

18 Truly I say to you, whatever you bind on earth shall have been bound in heaven; and whatever you loose on earth shall have been loosed in heaven.

Appendix B

Guidelines for Selecting a New Pastor

1. When the need arises to call a new pastor the Governing Council will schedule a business meeting to provide to inform the congregation and initiate the pastoral search with the Pulpit Committee.
2. The Pulpit Committee will begin the Pastoral search making the necessary contacts and inquiries for candidates. The Governing Council as well as members of the congregation may assist as necessary in the solicitation of candidates. Any recommendations are to be directed to the Pulpit Committee.
3. The Pulpit Committee shall establish one point of contact for each pastoral candidate. All information is to go through that Pulpit Committee appointee and they are to communicate all information concerning that candidate back to the Committee. This is to avoid confusion and miscommunication.
 - a. The Committee is expected to make sure that each candidate appointee is thorough and conveys all information regarding the candidate.
 - b. It is suggested that notes be taken during all conversations with the candidate.
 - c. The Pulpit Committee cannot obligate LCF to anything with regard to the candidate without consent from the Governing Council.
 - d. The purpose of the Pulpit Committee at this juncture is to make contact with the pastoral candidate and obtain information concerning him.
4. The Pulpit Committee shall create a questionnaire to obtain the following information from the pastoral candidate:
 - a. a biography including their family background, including their immediate family (spouse, children)
 - b. a discussion on their conversion and the circumstances around it
 - c. a statement of faith
 - d. beliefs on the topics of:
 - i. the deity of Christ, divorce, predestination, the resurrection, the rapture, communion, alternative lifestyles, the responsibilities of a Pastor to their congregation, and congregational ministries
 - e. How many weddings have you performed? Funerals?
 - f. How frequently did you perform visitations?
 - g. Three written references from previous church leadership (their last church) is required. The letter should include the following topics:
 - i. Administration – to what extent did the candidate participate in church administration and what was their management style?
 - ii. Subjection – how well did the candidate take suggestions from church leadership?
 - iii. Preaching – Expository or Topical? How effective do you feel the sermons were? How often was an alter call (asking attendees to accept Christ) performed?
 - iv. Evangelism – how effective was the candidate at reaching the local community?
 - v. Motivation – was the candidate effective in motivating his congregation to participate (missions, outreaches, church leadership, youth activities)?
 - vi. Missions – was the candidate concerned about local and missions abroad. Were missions a part of worship and how often did missionaries visit the church?

- h. One personal reference
5. Upon receipt and review of the candidate's information the Pulpit Committee is required to:
 - a. Pray over the information prior to examining it for God's leading and clarity.
 - b. Conduct a thorough investigation of the candidates credentials, qualifications and past performance at previous churches.
 - c. If possible, select members of the pulpit committee should, visit the church where the Pastor came from and interview their church leadership.
 - i. If this cannot be done, then a conference call, Skype or other conferencing tool should be used to interview the churches leadership.
 - ii. These interviews should be weighed against all information provided by the candidate.
 6. The Pulpit Committee will narrow the candidate field as God's leads them. Once pastoral candidates are determined they are to be reviewed and discussed with the Governing Council.
 7. Upon unanimous agreement of the Governing Council and the Pulpit Committee candidates shall be scheduled to visit LCF, meet the congregation and conduct a service.
 8. The service should be a communion service. The following will be required:
 - a. A typed version of the sermon to be performed. This may be an outline, however the thoroughness of the pastoral candidate is a consideration.
 - b. A bulletin outline of the service to be performed with selected hymns or worship music.
 - c. The Candidate should plan on running the Communion service.
 - d. The candidate is encouraged to share any special talents with the congregation (music, drama, etc.)
 - e. All materials related to the service are to be provided to the Steering and Pulpit Committee one week prior to the sermon given.
 9. There will be a fellowship dinner to which the candidate and his family will attend.
 10. A love gift taken for the candidate and his family.
 11. Travel arrangements and expenses incurred by the candidate may be covered by LCF. Information concerning candidate expenses will be brought to the Governing Council by the Pulpit Committee for review PRIOR to the candidate's visit.
 - a. Approval for expenditures must be of unanimous consent of the Governing Council, otherwise a love gift will suffice.
 - 12) After the visit from the candidate, the membership, the Governing Council and the Pulpit Committee will hold a special meeting to discuss the candidate's visit with church membership and answer any questions.
 - a. Non-members are welcome to participate, but will have no role if a vote is taken on any matter.
 - b. Any questions that cannot be answered and are considered of a serious nature that would prohibit the church in extending an offer to the candidate, the Pulpit Committee will pursue the concern and report back to the membership at another special meeting.
 - 13) If it is the consensus of the membership to call the candidate to pastor our church:
 - a. A recommendation will be made by the Governing Council regarding compensation.
 - b. A vote will be taken at a special meeting.
 - 14) Election of a new Pastor requires three-fourths vote of the members in good standing present.
 - 15) If the candidate accepts God's calling to LCF the Pulpit Committee will discuss moving expenses with the new pastor and present this information to the Governing Council.
 - 16) The Governing Council will prayerfully consider the request for moving expenses and notify the Pulpit Committee of any monetary compensation.

Appendix C

Pastoral Dismissal of Resignation

If the Pastor should not meet the expectations as prescribed in Article V, Pastoral Appointment, the following will be result:

1. The Governing Council will present its recommendation to the congregation in a special meeting called by the Governing Council.
 - a. All documentation must be provided prior to the meeting for the congregation and Pastor to review.
 - b. A copy of all documents must be given to the church secretary for record keeping purposes.
2. The Pastor may offer a rebuttal in a separate meeting which he may request and may be called by the Governing Council if they determine it is warranted.
 - a. All documentation must be presented to the Governing Council by the pastor with the request for a meeting
 - b. If the meeting is granted by the Governing Council, all documentation shall be made available to the congregation prior to the meeting
 - c. A copy of all documents must be given to the church secretary for record keeping purposes.
3. The Governing Council will call a third special meeting to take a vote concerning the dismissal of the Pastor.
4. A vote of 75% of the membership present at the meeting shall be required for the pastor to retain his position.
 - a. no proxy voting is allowed, members MUST be physically present.
 - b. If the vote is unfavorable toward the Pastor salary and benefits will continue two (2) weeks after the date of termination, unless the pastor will be transitioning to a new position.
 - i. Any proposal for additional compensation or benefits at termination will also require a majority vote of the membership.
5. Upon termination:
 - a. the Pastor will be required to remove his personal effects from his office, turn in any and all keys, or other church owned property. This will occur under the supervision of Church Leadership.
 - b. An official announcement, in writing, of the Pastor's termination shall be made at the next Sunday Morning Service following a vote of the membership present.
 - c. A copy of the announcement will be given to the church secretary for record purposes.

A Pastoral termination represents a difficult period in the life of a church body. Regardless of opinions, the church body needs to remain unified moving forward. Unrepentant behavior that is contrary to God's Word is unacceptable for anyone, not just a Pastor.

Appendix D

Handling of Finances – Guidelines

- 1) Counting:
 - a. The Treasurer or individual(s) selected (members) will count the Sunday offering.
 - b. There shall be a minimum of 2 people counting all offerings.
 - c. Any money received outside of the Sunday morning service is to be given to the Treasurer and then included in the Sunday count.
 - d. A written account (total of checks, cash and coin) is to be given to the Treasurer and a member of the Governing Council indicating the distribution of funds (General Tithe, Building Fund, Faith Promise (Missions), Youth Group, etc.). This written account is to be prepared after the funds are counted.
- 2) Deposits:
 - a. Sealed bank deposits can be made by a member of the church appointed by the Treasurer..
 - b. The deposit should be made the Monday following the Sunday offering. If that Monday is a holiday the deposit can be made Tuesday or as soon as possible.
- 3) Recording (Journals):
 - a. Receipts and expenditures are to be recorded in a timely manner.
- 4) Reconciliations:
 - a. The church accounts will be reconciled on a monthly basis and a report is to be provided to the Governing Council.
 - b. The report will include:
 - i. Beginning balance
 - ii. Deposits and deposits in transit
 - iii. Expenditures
 - iv. Outstanding checks
 - v. Ending balance
 - vi. Credit card account status

Appendix E

Pastoral Expectations

The Pastor is expected to be responsible for the appropriate handling of his ministry:

- 1) The Pastor will spend time in God's Word to gain knowledge daily:
 - a. Acts 17:11 - 11 Now these were more noble-minded than those in Thessalonica, for they received the word with great eagerness, examining the Scriptures daily to see whether these things were so.
 - b. Psalm 119:66 - Teach me good discernment and knowledge, For I believe in Your commandments.
 - c. Proverbs 1:7 - The fear of the Lord is the beginning of knowledge; Fools despise wisdom and instruction.
- 2) The Pastor will spend time in personal prayer daily and lead corporate prayer:
 - a. Matthew 14:23 - After He had sent the crowds away, He went up on the mountain by Himself to pray; and when it was evening, He was there alone.
 - b. Matthew 26:35-36 - Then Jesus *came with them to a place called Gethsemane, and *said to His disciples, "Sit here while I go over there and pray."
 - c. Nehemiah 2:4 - . . . So I prayed to the God of heaven.
 - d. I Thessalonians 5:16-18 - Rejoice always; pray without ceasing; in everything give thanks; for this is God's will for you in Christ Jesus.
- 3) The Pastor is to handle God's Word with accuracy, integrity and without hypocrisy in his teaching:
 - a. 2 Timothy 2:15 - Be diligent to present yourself approved to God as a workman who does not need to be ashamed, accurately handling the word of truth.
 - b. Matthew 5:19- Whoever then annuls one of the least of these commandments, and teaches others to do the same, shall be called least in the kingdom of heaven; but whoever keeps and teaches them, he shall be called great in the kingdom of heaven.
 - c. Psalm 25:10 - All the paths of the Lord are loving-kindness and truth to those who keep His covenant and His testimonies.
 - d. Proverbs 8:7 - For my mouth will utter truth; And wickedness is an abomination to my lips.
- 4) The Pastor is to shepherd this flock as Christ shepherd His own:
 - a. John 10:14 - 14 I am the good shepherd, and I know My own and My own know Me, even as the Father knows Me and I know the Father; and I lay down My life for the sheep. I have other sheep, which are not of this fold; I must bring them also, and they will hear My voice; and they will become one flock with one shepherd.
 - b. John 21:16 - He said to him again a second time, "Simon, son of John, do you love Me?" He *said to Him, "Yes, Lord; You know that I love You." He *said to him, "Shepherd My sheep."
 - c. Acts 20:28 - Be on guard for yourselves and for all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood.
 - d. 1 Peter 5:1-3 - Therefore, I exhort the elders among you, as your fellow elder and witness of the sufferings of Christ, and a partaker also of the glory that is to be revealed, 2 shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness; 3 nor yet as lording it over those allotted to your charge, but proving to be examples to the flock
- 5) The Pastor will conduct visitations to get to know his congregation and encourage the sick; without exception:
 - a. Matthew 25:33-40 - 34 "Then the King will say to those on His right, 'Come, you who are blessed of My Father, inherit the kingdom prepared for you from the foundation of the world. 35 For I was hungry, and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was a stranger, and you invited Me in; 36 naked, and you clothed Me; I was sick, and you visited Me; I was in prison, and you came to Me.' 37 Then the righteous will answer Him, 'Lord, when did we see You

hungry, and feed You, or thirsty, and give You something to drink? 38 And when did we see You a stranger, and invite You in, or naked, and clothe You? 39 When did we see You sick, or in prison, and come to You?’ 40 The King will answer and say to them, ‘Truly I say to you, to the extent that you did it to one of these brothers of Mine, even the least of them, you did it to Me.’

- 6) The Pastor will strive to fulfill the guidelines set forth in scripture (including, but not limited to):
 - a. Titus 1:10-16
 - b. Timothy 3,
 - c. I Timothy 2:1:-8, and
 - d. Titus 1:5-9
- 7) If the Pastor is struggling spiritually, personally or with a member of the community or the congregation, the Pastor should consult the Governing Council immediately. Failure to do so may affect his ministry and will require the Governing Council to take corrective action.