

CHRISTIAN FELLOWSHIP CENTER OF GREENSBURG, INC.

BY-LAWS

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CHRISTIAN FELLOWSHIP CENTER

ARTICLE I

A. Purpose for Christian Fellowship Center

1. To faithfully proclaim the four-fold Gospel of Christ the Savior, Baptizer, Healer and Coming King to all men;
2. To employ the Gifts of the Holy Spirit to minister one to another, to new converts and to the community at large;
3. To lift up Jesus, the total provision for all our fellowship's needs, that we will function as a part of the body of Jesus Christ – the Church.

**DOCTRINAL STATEMENT
OF
CHRISTIAN FELLOWSHIP CENTER**

This doctrinal statement is not a “creed,” the whole Bible is our creed. In order to avoid the admission of unbelievers or Christians who will not cooperate in the Fellowship and share in the work to which God has called us, certain basic Biblical doctrinal truths must be established. The rejection of any of which shall be grounds for ineligibility to membership in our Fellowship. These eleven doctrinal truths state our beliefs as Christians and acceptance is essential for membership in our Fellowship.

1. We believe in one God, Maker of all things and being in Trinity of Father, Son and Holy Spirit.
2. We believe that the Son of God, Jesus Christ, became incarnate, was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
3. We believe the Bible, in it’s entirety, to be the inspired Word of God and the only infallible rule of faith and conduct.
4. We believe in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost.
5. We believe in personal salvation of believers through the shed blood of Christ.
6. We believe in sanctification by the blood of Christ, in personal holiness of heart and life, and in separation from the world.
7. We believe in Divine healing, through faith, and that healing is included in the Atonement.
8. We believe in the baptism of the Holy Ghost, accompanied by the initial physical sign of speaking with other tongues as the Spirit of God gives utterance. (Acts 2:4) as distinct from the new birth, and in the nine gifts of the Spirit, listed in I Corinthians 12, as now available to believers.
9. We believe in water baptism by immersion as a sign to others of our identification with Christ in His death, burial and resurrection.
10. We believe in the Christian’s hope – the imminent, personal return of the Lord Jesus Christ.
11. We believe in world evangelization and missionary work in accordance with the Great Commission, with signs following.

We recognize the obligation of maintaining spiritual love toward all true Christians who may not accept all of these doctrinal points and welcome them to our Fellowship gatherings.

MEMBERSHIP

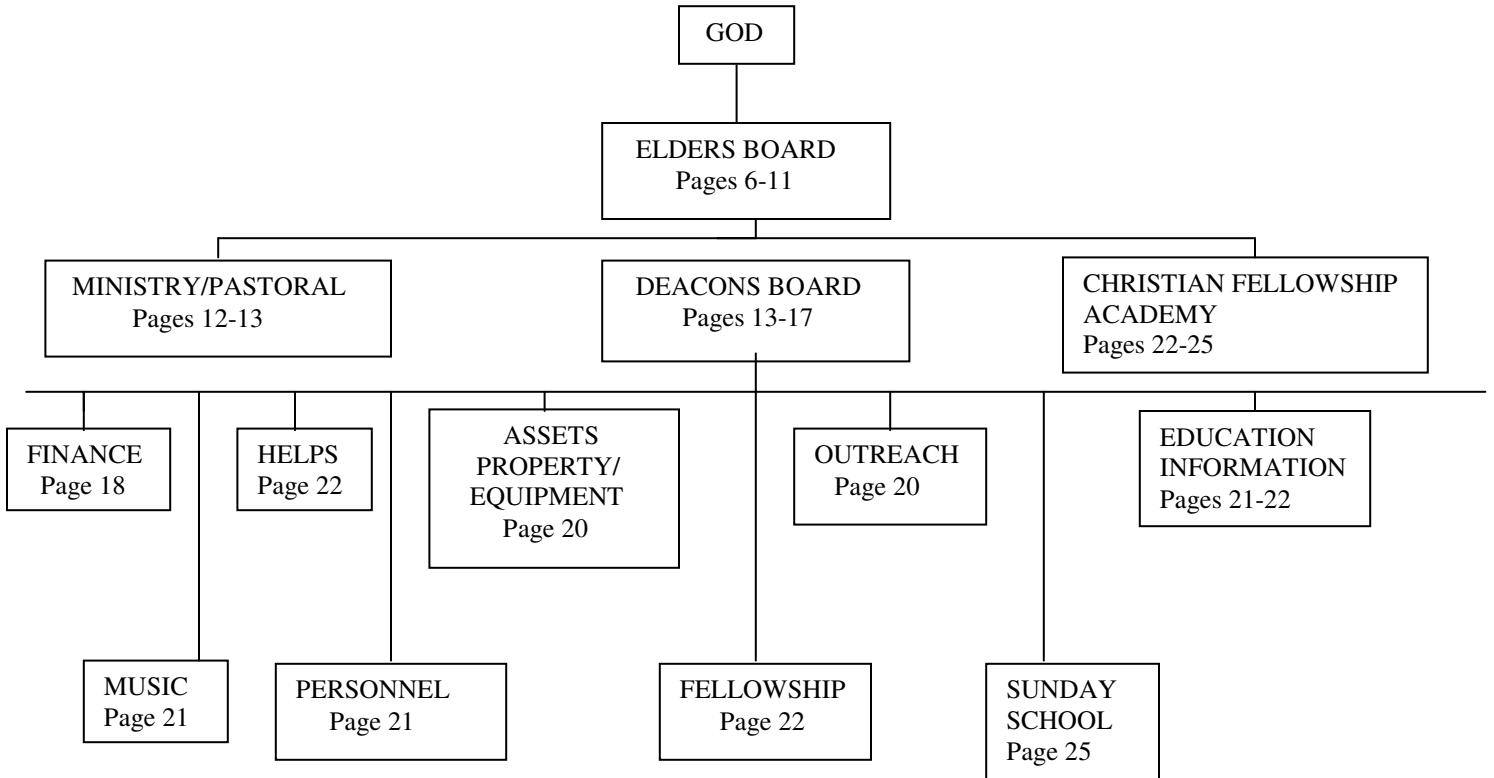
ARTICLE III

1. The services at the Christian Fellowship Center are open to any and all who wish to attend.
2. Membership in this assembly shall be open to all those who give evidence of their faith in the Lord Jesus Christ, and who voluntarily subscribe to its tenets of faith as set forth in Article I “Purpose for the Christian Fellowship Center”, and Article II “Doctrinal Statement of Christian Fellowship Center”.

CHRISTIAN FELLOWSHIP CENTER OF GREENSBURG, INC.

ARTICLE IV

ORGANIZATIONAL FLOW CHART



ELDER’S DUTIES AND RESPONSIBILITIES

ARTICLE V

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ELDER'S DUTIES AND RESPONSIBILITIES

A. The meaning of the word “Elder” as set forth in the Bible. There are various terms synonymous with the word “elder” in the New Testament. Acts 20:17 – the leaders from Ephesus were referred to as elders, and in verse 28, it says, “the Holy Spirit has made them overseers, and they are to shepherd the church”. Thus, in one passage, we have the usage of the three terms elder/bishop/pastor used synonymously. A closer look at these terms follows:

1. Elder – taken from the Greek “Presbytueros”, means “senior”. This refers to the personal status of the bishop (I Peter 1:5). The word is referring to the man.
 - a. The elder’s function is to rule (I Timothy 5:1, 17-21).
 - b. They have the responsibility for the flock (Hebrews 13:17).
2. Bishop – taken from the Greek “Episcopos”, means “overseer”. This is the actual office, the ruling position (Acts 20:17-38). The word refers to a function as “overseer” (Verse 28).
3. Pastor – taken from the Greek “Poimen”, means “shepherd”. This is one who feeds and protects and instructs (Ephesians 4:11).

B. Qualifications

Biblical Qualifications (I Timothy 3:1-7 and Titus 1:5-9).

1. Above reproach – blameless
 2. The husband of one wife
 3. Vigilant – temperate and self controlled
 4. Sober – sensible – serious minded
 5. Good behavior – well behaved, dignified and leads an orderly, disciplined life
 6. Hospitable – showing love for and being a friend to believers, especially strangers
 7. A teacher – a capable and qualified teacher who loves to teach and preach
 8. No drinking – total abstinence
 9. No striker – not combative or quarrelsome, but forbearing and peaceable
 10. Not greedy for money – without insatiable desire for wealth and readiness to obtain it by questionable means.
 11. Patient
 12. Not a brawler – not contentious or argumentative
 13. Not covetous – not desiring something that belongs to others
 14. Rules well his own home
 15. Not a novice – not a new convert – must have been an active member in the body for at least two years
 16. Good report from unbelievers
- Additional C.F.C. Qualifications:**
17. Must be in agreement with C.F.C. doctrine, by-laws, church government and support the same
 18. Total abstinence from use of tobacco and drugs

19. Regular attendance at church functions
20. Water baptized and baptized in the Holy Spirit with the evidence of speaking in other tongues
21. Must be in regular attendance at the Christian Fellowship Center for a minimum of two years

C. Method of Selection of Elders

Shall be selected by the existing elders from names submitted to the elders from:

1. The body members
2. Existing Deacons
3. Non-administrative Elders

*The pastors shall be administrative elders (subject to Administrative Board decision) and the other six shall be from the body.

D. Number of Elders

*There shall be six (6) elders from the body providing there are six men in the congregation who meet the qualifications as set forth in these by-laws. In addition to the six Elders from the body, the pastoral staff shall be included as Elders (subject to Administrative Board action).

Any vacancy must be filled in a reasonable period of time, not to exceed six (6) months.

E. Term of Office

The term of office for administrative elders shall be six (6) years. One elder is to be replaced every year.

Each elder must remain off the board for one (1) year before he can be eligible to serve another six (6) year term.

Installation of the new elder as a result of the rotation process is to occur at the annual congregational meeting. Other elders appointed to fill vacancies shall be installed as soon as possible.

F. Duties

The elders are to be the ruling body in this congregation whose primary activity is to be spiritual oversight. They are to give themselves primarily to prayer, fasting, and the Word. Their specific duties would be as follows:

1. Approve or remove deacons recommended by the body, deacons or non-administrative elders. The board of elders has the authority and power to remove anyone from office or employment through the appropriate committee.
2. Review the activities of the deacon's board and committees from their written reports and remain available for counsel. This report is not intended to have the elders make daily administrative decisions, but to keep the elders informed. The committee heads are to have the authority to act within their predefined limits.

The elders may make administrative decisions if requested to do so, and in specified circumstances described later, will have the responsibility to make decisions concerning major financial commitments, expansion of the ministry, etc.

- Amended 12/12/83

3. Preside at the Lord's Table (Communion)
4. Serve communion to the sick and shut-ins.
5. Interpret and communicate scriptural doctrines and beliefs set forth by the church from the Bible.
6. Appoint temporary special interest groups to meet specific needs not already covered by the established committees.
7. Teaching as requested by appropriate committee
8. Preaching as requested by appropriate committee
9. Counseling – should consider attending special classes to gain insight into this critical area in individual lives – high priority
10. Serve on committees that are established to meet the above objective for elders
11. Preside at the annual congregational meeting and joint meetings with the deacons.
12. Participate in any committee meetings at the request of the committee chairman or as requested by official action of the Elders Board.
13. Removal of Elders-

**a. Administrative Elders may be removed from office for violation of the qualifications set forth in Article V, B. Also any Administrative Elder who misses more than three (3) consecutive regular board meetings, except for sickness or circumstances beyond his control, shall be automatically removed from office and replaced as provided in Article V, C and D.

**b. Non-Administrative Elders – Names shall be removed from office for violation of Article V,B.

Removal shall also be automatic for any Non-Administrative Elder who is not regular in his attendance at church services or other functions unless caused by sickness or circumstances beyond his control.

**c. Removal of Elders as stated in a. and b. above shall be required by an act of the Elders Board as soon as they are aware of violations. The Elder being removed is to be made aware of the removal in writing.

G. Meetings

1. Monthly- the Elders shall meet monthly for the purpose of monitoring the spiritual climate of the church. The meeting would be in three parts.

- a. 1st Session – Invited Guests

- b. 2nd Session – with the Deacon’s Board or representatives to discuss committee activities reported to the Board
- c. 3rd Session – (Elders only) to consider spiritual needs and evaluate committee reports

** Amended October 6, 1986

- 2. Annual Board Meeting with the body. The Elders shall preside at that meeting and conduct it as set forth under format to conduct meetings.
- * 3. Quorum – shall consist of a majority of the existing elders, if less than the total number of the administrative board is present, necessary to conduct business. A 2/3 vote shall be required for official vote.
- * 4. Non-scheduled meetings may be called by the chairman or his authorized representative with notification to all Board Elders.

H. Corporate Church Officers

**There shall be a Chairman, Vice Chairman, Treasurer, and Secretary selected from the Board.

The term of office shall be one year, for a maximum of three (3) consecutive terms by the same person during any individual term.

New officers shall be elected annually at the Elder’s Board Meeting prior to the Annual Congregational Meeting.

Chairman – Shall be responsible for establishing an agenda for the meeting, coordinating the meeting to insure respect for everyone’s time by giving priority to the items on the agenda and keeping the meeting moving. A suggested agenda is set forth under “format to conduct meetings”, Article V, J.

Vice Chairman – To serve in the absence of the Chairman.

Secretary – The secretary shall be responsible for keeping minutes of the Board Meetings and submitting a copy of these minutes, plus, the Deacon’s reports to all Board Members five (5) days before the next scheduled Board Meeting.

The minutes should consist of decisions made at the meeting, including persons who made motions for the actions, the name of the persons seconding the motions and the count.

Meetings are to be documented on long-playing reel tapes at 1 7/8 I.P.S. or cassette and retained in the church office by the secretary for future reference. These tapes may be used by the recording Secretary, or his representative, for the purpose of

typed minutes for Board Members. Otherwise, the use (availability) of these tapes shall be restricted to the Elder's Board Members only.

**Treasurer – Is to be an Elder who will also serve on the Deacon's Board as Chairman of the Finance Committee. He shall be responsible to oversee all financial affairs of the church, as set forth in the outline for the Deacons. He shall submit a written report to the Elders monthly, as to the financial condition of the church as follows:

Cash Balances	XXX
Unpaid Bills	XXX
Major Liabilities Due	XXX
Within Next 12 Months-	
Mortgages, Notes, Etc.	

Quarterly and annually, he will be responsible to review the financial reports with the Board.

**Amended October, 1986

I. Non-administrative Elders

Any person that satisfies the requirements of the office, and is recognized by the body.

He must also be willing to function in that capacity under the jurisdiction of the Board of Elders.

J. Format to Conduct Meetings – suggest setting specific time limits for each segment of meetings.

1. Prayer
2. Attendance record of those present
3. Guests – time set aside to hear guests who have requested opportunity to address the board .
4. Deacon's Representatives – time set aside to discuss the Deacon's written Committee reports (previously submitted to the Board) with the officers of the Deacon's Board.
5. Minutes from the last meeting – adoption of the prior minutes. Each Board Member is to receive a copy of the minutes several days prior to the meeting to review for possible errors or additions, which must be made a part of the minutes before making final approval.
6. Old business still on the agenda from prior meetings. Old unfinished business must be disposed of before any new business is considered.
7. New Business – all new business must be approved by the chairman prior to the meeting and set forth on an agenda for the Board Members. The chairman may want to have a secretary to document requests for items to go on the agenda, which he will arrange in order of importance several days prior to the meeting.
8. Adjournment
9. Prayer

PASTOR'S DUTIES AND RESPONSIBILITIES

ARTICLE VI

A. Pastors

1. Head Pastor

- a. The Pastor will perform the duties usually pertaining to that office and will be the spiritual leader and advisor of the church. The Pastor will be a voting member of the Elders Board.
- b. Supervise Assistant Pastors and establish a proposed work schedule similar to e. below.
- c. Supervise Office Staff – these are pastoral duties except where there is an active administrator.
- d. Acting Administrator – assists committees by coordinating activities at Christian Fellowship Center, unless there is an active administrator.
- *e. Establish a tentative weekly schedule.
- f. Attend local area ministerial meeting.
- g. The Pastor shall be available for personal counselling.
- h. The Pastor's duties to include visitation
 - (1) Hospital Visitation
 - (2) Visitation of members of the fellowship
 - (3) Spearhead special emphasis on visiting new prospects of the fellowship. If possible, the Pastor should be accompanied during visitation.
- i. Attend meaningful conferences with Board approval.
- j. Baptism
- k. Baby Dedication
- l. The Lord's Supper
- m. Responsible for Elder duties as set forth in Article V, F.

2. Assistant Pastors
 - a. The Assistant Pastors shall perform the duties assigned them by the Head Pastor, or the Elders Board in the absence of a Head Pastor. Duties are to be in writing, specific, and approved by the Board of Elders.

3. Biblical Definition of Pastor
 - a. Comes from the Greek “Poimen” meaning “a shepherd, one who tends herds or flocks (not merely one who feeds them)”.
 - b. Feeds the flock (I Peter 5:2-4, John 21:16).
 - c. Protects the flock (Acts 20:28-31)
 - d. Guides the flock (John 10:3,4).
 - e. Watches for the souls of those in his flock (Hebrews 13:17).
 - f. Must be willing to lay down his life for his sheep (John 10:11-13)
 - g. Has the ministry of feeding.

DEACON’S DUTIES AND RESPONSIBILITIES

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DEACON'S DUTIES AND RESPONSIBILITIES

ARTICLE VII

A. Scriptural meaning of the word “Deacon”

1. The word “Deacon” is taken from the Greek “diskonos”, meaning “servant or helper”.
2. A Deacon is one who serves in church government as an official to carry out various dutiful obligations. He is directly under the authority of the Elders (Acts 6:2-4).

B. Qualifications

1. Biblical Qualifications to meet the office of Deacon are outlined in Acts 6:3 and Timothy 3:8-13.
 - a. Good and attested character
 - b. Full of the Holy Spirit and wisdom
 - c. Worthy of respect
 - d. Not shifty and double talkers-sincere in what they say
 - e. Not given to much wine
 - f. Not greedy for gain-craving wealth and resorting to ignoble and dishonest methods of getting it
 - g. Must have the truth and clear conscience
 - h. Above reproach
 - i. Wife –
 - 1) Worthy of respect
 - 2) Serious
 - 3) Not a gossip
 - 4) Temperate
 - 5) Self-controlled
 - 6) Trustworthy
 - j. Husband of one wife
 - k. Manage his own household well
2. Christian Fellowship Qualifications in addition to above:
 - a. Total abstinence from alcoholic beverages
 - b. Abstains from the use of tobacco and illegal drugs
 - c. Regular attendance at church functions
 - d. Water baptized and Baptized in the Holy Spirit with the evidence of speaking in other tongues.
 - e. Must be in regular attendance at C.F.C. for a minimum of two (2) years.
 - *f. Must be in agreement with and support C.F.C. Doctrine, Bylaws and Government.

* Amended February 14, 1984

C. Method of Selection

Shall be selected by Elders from names submitted to the Elders from the body members, Deacons and Non-Administrative Elders.

D. Number of Deacons

There shall be at least one Deacon per committee and additional Deacons added as necessary as determined by the Elders' and Deacons' Boards.

E. Term of Office

Administrative Deacons Board – 8 year term – 1/8 appointed each year.

Non-administrative Deacon – open term depending on the need.

Administrative Board Deacon must remain off for one year before he can become eligible to serve another full term.

F. Duties

1. To serve on committees to promote the growth and welfare of the church within the defined areas of responsibility.
2. Be available to serve communion during worship and assist the Elders in serving communion to shut-ins.
3. Assist the Elders in all areas of administration and church functions to promote unity and a spirit of cooperation.

G. Meetings

1. Deacon's Board
 - a. Shall meet monthly
 - b. Deacon Board representatives shall meet monthly with the Elders Board as Established by the Elders agenda.
2. Quorum – Shall consist of 2/3 of the Board Members. A 2/3 vote shall be required for official action.

Example: Quorum – 18 Deacons x 2/3 = 12 quorum
Vote – 15 members present at meeting
2/3 x 15 = 10 votes required for official action

- *3. Non-scheduled meetings may be called by the chairman or other authorized representative with notification to all Deacon Board Members.

H. Deacons – Administrative Board and Officers

1. Shall consist of all the Deacon Committee Chairmen
2. Officers
There shall be a chairman, vice-chairman, secretary, selected from the Board as The Deacon's Board of Officers.
**The treasurer shall be an Elder selected by the Elders Board as provided in Article V. H to become effective January 1, 1987.

*Amended 2/14/84
**Amended 10/6/86

Officers – continued

The term of office shall be one year. One person may be an officer for a maximum of three (3) consecutive terms. He must step down after the third year for one (1) full year before he is eligible to serve another term as an officer.

New deacon officers shall be elected annually at the board meeting prior to the annual membership board meeting. The new officers shall take over following the annual membership meeting. The election is to be by secret ballot.

- a. Chairman – Shall be responsible for establishing an agenda for the meeting, coordinating the meeting to insure respect for everyone’s time by giving priority to the items on the agenda, and keeping the meeting moving. A suggested agenda is in Article VII, K.
- b. Vice Chairman – To assist the Chairman whenever needed and be available to take over as Chairman in the Chairman’s absence.
- c. Secretary – The secretary shall be responsible for keeping minutes of the board meetings and submitting a copy to all board members and administrative elders five (5) days before the next scheduled board meeting.

The minutes should consist of decisions made at the meetings, including persons who made the motion for the action, the name of the person seconding the motion and the vote count.

Meetings shall be taped on long playing reel tape at 1 7/8 I.P.S. or cassette and retained in the church office by the secretary for future reference. These tapes may be used by the recording secretary or his representative, for the purpose of typed minutes for the board members. Otherwise, the use (availability) of these tapes shall be restricted to the Deacons and Elder Board Members only.

I. Non –Administrative Deacons

This is a Deacon who is not a member of the Deacons Administrative Board. He is to be responsible to the Deacons’ Board for direction and assignment.

J. Committee Chairman

Appointed by the Elders from names submitted to the Elders from the active body of Deacons.

- Term of office – Eight (8) years – 1/8 appointed each year
- Committee Chairmen must step down for one (1) full year before they can serve a second full term as committee chairman.

K. Format to Conduct Meetings – Suggest setting specific time limits for each segment of meetings.

1. Prayer
2. Attendance record of those present

3. Guests – Invited guests, if any
4. Minutes from last meeting – adoption of the prior minutes. Each board member is to receive a copy of the minutes several days prior to the meeting to review for possible errors or additions, which must be made a part of the minutes before making final approval.
5. Treasurer's report
6. Old business, still on the agenda from prior meetings. Old unfinished business must be disposed of before any new business is considered.
7. New business – All new business must be approved by the chairman prior to the meetings and set forth on an agenda for the board members. The chairman may want to have a secretary to document requests for items to go on the agenda, which he will arrange in order of importance several days prior to the meeting.
8. Adjournment
9. Prayer

*Amended 2/14/84

COMMITTEES

ARTICLE VIII

A. Chairman's Term of Office

The committee chairman shall be appointed by the Elders for a term of eight (8) years. Each year, 1/8th of the committee chairman shall be replaced.

The committee chairman must step down as chairman for one year before he can become eligible to serve another full term.

B. Purpose for Committees

The church programs shall be administered by Deacons and, or Elders through committees set up for specific areas of responsibility.

C. Committee Organization

Each committee will organize itself to conduct the duties for which it is responsible by having the chairman delegate responsibility as needed. Sub-committees set up by the chairman shall structure themselves, as set forth in "D" below, although appointments and reporting shall be to the committee chairman.

D. Officers

Chairman – appointed by the Elders

Vice-Chairman – a deacon elected by a majority of the members serving on the committee. To assume responsibility in the chairman's absence.

Secretary – elected by a majority of the members serving on the committee.

The responsibility of the officer shall be to prepare a written monthly report on the committee's activities, requests, etc. for discussion at the Deacon's Board and for the Chairman to present to the Elders. This report should be given to the Elders five (5) days prior to the monthly Elders Meeting.

E. Election of Officers

New committee officers shall be elected annually at the committee meeting prior to the annual membership board meeting.

F. Meetings

Each committee will meet regularly to plan activities, evaluate performance and encourage each other.

G. Annual Program and Budget

Each committee shall submit an annual program and budget to the Elders for approval at the annual membership meeting.

H. Committees Established and Their Functions

1. Finance

- a. Purpose – to oversee the financial affairs of the Church, account for all assets, and their safety.
- b. Area of responsibility:
 - Accounting – maintain systems and procedures
 - Investing – keep funds working via money market, treasury bills, short-term commercial paper, etc.
 - Budget – coordinate overall preparation

 - Financial Reports
 - Insurance – On personnel, plus, cooperating with committees for adequate coverage in all areas
 - Salaries – Payroll
 - Love Offerings – collection and accounting
 - Finances – assessing needs, planning and keeping Elders informed
 - Money Counters – supervision and accounting

2. Ministry – (Pastoral)

- a. Purpose – To promote spiritual growth according to the Bible and specific church doctrine, as set forth in Article II.
- b. Area of responsibility:
 - Preaching
 - Teaching
 - Counseling
 - Evangelization
 - Visitation – Homes, Hospitals
 - Church Services
 - Prayer Meetings
 - Bible Study – Home Groups
 - Guest Speakers
 - Pastoral – semi-annually evaluation of all pastors
 - Pulpit – scheduling of pastors
 - Publicity
 - **Adult Sunday School Teachers
 - **Bible Ministry – Wednesday Morning – Wednesday Evening, Home Bible Groups
 - Administration & Secretarial Staff
- c. Membership shall consist of the Administrative Elders and Head Pastor.
- d. The Head Pastor shall be Chairman of this committee.

**Amended October 6, 1986

3. Property and Equipment (Assets)
 - a. Purpose – To procure, protect and care for the assets of the Church within the limits of the established guidelines, plus, supervision of personnel necessary to fulfill their obligation.
 - b. Area of Responsibility:
 - Property and Equipment, Grounds
 - Vehicles
 - Furniture and Fixtures
 - Equipment
 - Insurance on all Assets
 - Maintenance – Buildings
 - Maintenance – Equipment
 - Maintenance – Vehicles
 - Maintenance – Personnel
 - New Construction – purposed and oversight, if so authorized by the Board of Elders
 - Custodian
 - Grounds – Ball fields, Parking lots, etc.
 - Parking Lot Maintenance
 - Outside Equipment
 - Outside Property
 - Lending of items
 - Sound Equipment – to be coordinated with Music Committee
 - Key Distribution
 - Snow Removal
 - Church bus usage – coordination and maintenance
 - Inside and outside work parties

4. Outreach
 - a. Purpose – To provide for peoples’ needs through the following ministries
 - b. Area of Responsibility:
 - Missionaries
 - Branch Ministry
 - Community Service

5. Education – Christian Fellowship Center (Above 12th Grade)
 - a. Purpose – Evaluate educational materials in line with the Bible and Church Doctrine, and establish a progressive educational program to win souls for Christ and bring them to Christian maturity; and to oversee the following ministries.

- b. Area of Responsibility:
 - Teaching – coordinated with the Ministry Committee #2
 - Literature Distribution
 - Library – Books
 - Library – Tapes
 - Library – Videos
 - Newsletter
 - Crafts
 - Bulletin Board
 - Christian Education – evening classes, etc.
 - Youth – Shiloh, Emmanuel, Kings Kids, Faith Group
 - Tape Ministry
 - YGI
 - Lamaze Classes
 - New Life in Christ

6. Music

- a. Purpose – to initiate, organize and administer all musically related functions.
- b. Area of Responsibility:
 - Arrange and evaluate all vocal and instrumental renditions
 - Scheduling of music
 - Arrange for tuning of instruments and maintenance of sound system.

7. Personnel

- a. Purpose – To evaluate new prospective employees and report their findings and recommendations to the committee chairmen and Elders. To annually evaluate all staff wages and fringe benefits in line with current competitive wage scales, performances and report findings along with recommendations to the Board of Elders.
- b. Area of Responsibility:
 - Hiring and firing of personnel at the direction of the Board of Elders
 - Annual salary and wage review of all personnel
 - Annual performance evaluation
 - Fringe Benefits including CFA
 - CFA Staff not included in hiring, evaluation and establishing wages.
 - Job description updated or new

*Amended 12/12/83

8. Fellowship
 - a. Purpose – To promote interaction among the body.
 - b. Area of Responsibility:
 - Retreats
 - Picnics
 - Golf Outings
 - Ball Teams
 - Softball
 - Basketball
 - Bowling
 - Corn Roasts
 - Covered Dish Dinners
 - Other Sporting Events

9. Helps
 - a. Purpose – To coordinate available members to meet needs in specific areas. Provide opportunities to get people involved.
 - b. Area of Responsibility:
 - Parking Lot
 - Nursery during Church
 - Greeter at Doors
 - Ushers
 - Setting up chairs
 - Babysitters
 - Overhead Projector Operators
 - Setting up chairs for special meetings
 - Food Ministry
 - Clothing Ministry
 - Love Offering Distribution

10. Christian Fellowship Academy
 - a. Purpose – To oversee the Administration of the Christian Fellowship Academy via a Board of Directors, who are responsible directly to the Elders. To establish a Christian School whose goals are in line with the Christian Fellowship Center's goals.
 - b. Area of Responsibility
 - Teachers – Hiring and firing and evaluation in cooperation with the School Board and Board of Elders.
 - Curriculum – Establish a Curriculum in line with Church Doctrine, and a good sound educational program that prepares the students for Christian Life.
 - c. Method of Selection – Chairman and board to be appointed by the Elders.
 - d. Number of Board Members – to be determined by the Elders Board.

e. Term of Office

- 1) Fixed Term – Superintendent, Principal and Head Pastor or his designated Associate Pastor.
- 2) Variable Terms – All other Board Members shall rotate annually based on the number of Board Members.
Example: Five (5) variable term members. Therefore, the term of office would be five (5) years with 1/5 replaced each year. If the number were 7, 1/7 would rotate annually, etc.

f. Meetings

- 1) Shall meet monthly
- 2) Christian Fellowship Academy Board Representatives shall meet monthly with the Deacons Board.
- 3) Quorum – Shall consist of 2/3 of the Board Members. A 2/3 vote shall be required for the official action.
Example: Quorum – $7 \times 2/3 = 5$ quorum
Vote – 6 members present at meeting
 $2/3 \times 6 = 4$ votes required for official action.
- 4) Non-scheduled meetings may be called by the chairman or other authorized representative with ten (10) days notification to Board Members.

g. Officers

- (1) Chairman – shall be responsible for establishing an agenda for the meeting, coordinating the meeting to insure respect for everyone's time by giving priority to the items on the agenda and keeping the meeting moving. A suggested agenda is as follows:
 - (a) Prayer
 - (b) Attendance Record
 - (c) Guests
 - (d) Deacon's Representatives
 - (e) Adoption of minutes from last meeting – each member should have received a copy prior to meeting
 - (f) Treasurer's report on current financial status
 - (g) Old business still on the agenda
 - (h) New business on the agenda
 - (i) Adjournment
 - (j) Prayer

- (2) Secretary – the secretary shall be responsible for keeping minutes of the Board Meetings, and submitting a copy to all Board Members and Administrative Elders and Deacons Board five (5) days before the next scheduled Board Meeting.

The minutes should consist of decisions made at the meeting, including persons who made the motion for the action, the name of the person seconding the motion and the vote count.

Meetings shall be taped on long playing reel tape at 1 7/8 I.P.S. or cassette and retained in the church office by the secretary for future reference. These tapes may be used by the recording secretary, or his representative for the purpose of typed minutes for Board Members. Otherwise, the use (availability) of these tapes shall be restricted to the Elders Board Members and the School Board Members.

- (3) Treasurer – shall be responsible to oversee all financial affairs of the Christian Fellowship Academy, including the following:
 - (a) Monthly financial report to the Board of Elders concerning the Financial position of the School:
 - Cash balances at the meeting date
 - Liabilities owed:
 - Current unpaid bills
 - Major liabilities due within next 12 months (Notes, Mortgages, Etc.)
 - (b) Quarterly financial reports presented to the Board. Should consider getting competent help to explain report if Treasurer is not an accountant with training in this area.
 - (c) Annual financial reports presented at the annual membership meeting.
 - (d) Bank Accounts:
 - i. Signing of checks
 - ii. Keeping funds moved into money market fund or other type of investments to make the most of idle cash.
 - (e) Coordinate preparation of annual budget
 - (f) Accounting system and procedures – including books of original entry.

*11. Sunday School

- a. Purpose: Evaluate educational materials in line with the Bible and Church Doctrine and establish a progressive educational program to win souls for Christ.

- b. Area of Responsibility: Educational programs and activities from the beginning levels up through the twelfth (12th) grade. This includes, but is not limited to, the following:
- (1) Sunday School up through the 12th grade
 - (2) Junior Church
 - (3) Nursery
 - (4) Weekly Bible Study up through the 12th grade
 - (5) Youth Groups up through the 12th grade

*Amended February 1985

WORKING STAFF

ARTICLE IX

A. Employment / Dismissal of Working Staff

1. Staff employees shall be selected as follows:
 - a. Committee Chairman shall present the request to the Personnel Committee to draft a job description, estimate costs, check resources available and report back to Committee Chairman in writing.
 - b. Committee Chairman is to present the request along with Personnel report to the Elders Board for approval.
2. Final authority on employment or release of staff employees will be vested in the Elders Board.
3. A written statement of the terms of employment will be included in the minutes of the Elders Board meeting at which an employment decision is reached and a copy of these minutes will be given to the employee. For staff employees on the church payroll at the time these by-laws become effective, the statements of employment conditions will be included in the minutes of the Elders Board Meeting immediately following the effective date.
4. The Personnel Committee shall be responsible to evaluate employee's qualifications, recommend wages by researching competitive wage scales and recommend their findings to the committee.
5. Working Staff Employees shall be responsible to Committee Chairman or designated supervisor within the committee.
6. Dismissal shall be effected as a result of committee chairman or other authorized request to the Elders for approval. The Elders shall then instruct the personnel committee to effect their decision.

SELECTION / DISMISSAL OF A PASTOR
ARTICLE X

- *A. A broadly representative group of seven (7) nominees will be selected by the Personnel Committee and approved by the Elders Board to serve as a Ministerial Recruitment Committee. This committee will be responsible to investigate prospective candidates who meet the expected qualifications and report their findings to the Elders Board.

- B. 1. The Ministerial Recruitment Committee recommendation must be approved by a 2/3 vote of the entire Elders Board. Absent Elders votes shall be counted for the hiring of the minister recommended by the Ministerial Recruitment Committee.

- 2. Unusual pastor circumstances – Where time and circumstances warrant (at the Elders Board discretion) immediate replacement of a pastor, the Elders Board may replace the Ministerial Recruitment Committee as set forth in Paragraph A above, and proceed as a Ministerial Recruitment Committee to find an acceptable replacement.

- C. The term of the ministry will be for an indefinite period. Upon the acceptance of a call, a written contract, signed by the Pastor and by the Chairman and Secretary of the Elders Board, stating the salary and other conditions of the call, will be prepared in triplicate, one copy for the Minister, the second copy placed in the custody of the Secretary and the third copy retained by the Personnel Committee for future reference.

- D. The ministerial contract may be terminated upon sixty (60) days written notice by the minister.

- E. The ministerial contract may be terminated by a 2/3 vote of the entire Elders Board (excluding the pastors vote if he is being considered for termination). Absent Elder's vote shall be counted for the dismissal.

Amended

BIBLICAL DEFINITION OF FIVE – FOLD MINISTRIES

ARTICLE XI

A. God gave Christ to the Church to be its head, and, in turn, Christ has given five ministries to the Church, as a gift, to foster its corporate life (Ephesians 4:11-13).

1. What are the five ministries?
 - a. Apostles
 - b. Prophets
 - c. Evangelists
 - d. Pastors
 - e. Teachers

“And His gifts were that some should be Apostles, some Prophets, some Evangelists, some Pastors and Teachers” (Ephesians 4:11 – RSV).

2. What is an Apostle?
 - a. Comes from the Greek word “Apostolos” meaning “one sent forth”.
 - b. They are chosen by God, not man (Galatians 1:1; Romans 1:5, 6).
 - c. Preaches the Gospel (Acts 2:38; Romans 1:1).
 - d. Testify and exhort (Acts 2:40)
 - e. Establish Doctrines (Acts 2:42)
 - f. Establish Churches (Acts 14:21-23)
 - g. Bring forth and develop those called to the ministry, giving guidance and instruction until confirmed into their calling (Acts 14:23)
 - h. Establish believers in foundational truths (I Corinthians 3:10).
 - i. Seal of Apostleship is the fruit he has brought forth (I Corinthians 9:2).
 - j. Has the ministry of “beginnings”.
3. What is a Prophet?
 - a. Comes from the Greek “Prophetes” meaning “one who speaks forth or openly a proclaiming of a divine message”.
 - b. Speaks the Word of the Lord (I Corinthians 14:29).
 - c. Brings forth revelation of the Scriptures (I Corinthians 14:29-31).
 - d. Predicts and warns of future events (Acts 11:27, 28).
 - e. Provides direction in ministry, doctrine and worship (Acts 13:12).
 - f. Confirm and impart spiritual gifts and blessings (Acts 15:32).
 - g. Has the ministry of confirming God’s motives and will.

4. What is an Evangelist?
 - a. Comes from the Greek “Evangelistes” meaning “a messenger of good”.
 - b. Exhorts men to repent, believe and obey the Gospel (II Timothy 4:2,5)
 - c. Extends the message of the Gospel to areas not reached (Acts 8:4; Acts 11:19-21).
 - d. Has the ministry of stirring.

5. What is a pastor?
 - a. Comes from the Greek “poimen” meaning a “shepherd, one who tends herds or flocks (not merely one who feeds them)”.
 - b. Feeds the flock (I Peter 5:2-4; John 21:16).
 - c. Protects the flock (Acts 20:28-31).
 - d. Guides the flock (John 10:3, 4).
 - e. Watches for the souls of those in his flock (Hebrews 13:17).
 - f. Must be willing to lay down his life for his sheep (John 10:11-13).
 - g. Has the ministry of feeding

6. What is a Teacher?
 - a. Comes from the Greek “Didaskalos” meaning “a master”.
 - b. Clarifies the application of truth in our lives to enable us to be obedient to the Word of God.
 - c. Builds on the foundations laid by the apostle and prophets to establish the Saints (I Corinthians 3).
 - d. Must provide motivation for studying the Scriptures.
 - e. Communicates revealed truth to bring unity of the faith through understanding (I Corinthians 1:10).
 - f. Has the ministry of stabilizing and strengthening.

7. Why were these ministries given to the church?
 - a. For the perfecting of the saints (Ephesians 4:12).
 - b. For the equipping of the saints for the work of service (Ephesians 4:12).
 - c. For the edifying of the body of Christ (Ephesians 4:12).

YEAR END

ARTICLE XII

Year End – The corporate year end shall be December 31.

ORDER FOR CONDUCTING MEETINGS

ARTICLE XIII

Order for conducting meetings – suggest setting specific time limits for each segment of meetings.

1. Prayer
2. Attendance record of those present
3. Guests – Time set aside to hear guests who have requested opportunity address the Board.
4. Minutes from last meeting – Adoption of the prior minutes. Each Board Member is to receive a copy of the minutes several days prior to the meeting to review for possible errors or additions which must be made a part of the minutes before making final approval.
5. Treasurer's Report
6. Old business, still on the agenda from prior meetings. Old unfinished business must be disposed of before any new business is considered.
7. New Business – All new business must be approved by the chairman prior to the meeting and set forth on an agenda for the board members. The chairman may want to have a secretary to document requests for items several days prior to the meeting.
8. Adjournment
9. Prayer

ADMINISTRATOR

ARTICLE XIV

A. Administrator (Manager of Church Business)

1. Purpose – To provide orderly administration of the daily operations of the Fellowship Center.
- * 2. Duties and Responsibilities – To be assigned by the Elders at time of employment. The Elders shall provide a written job description at time of employment.

AMENDMENTS TO BY-LAWS

ARTICLE XV

A. Amendments to the By-laws

- * 1. This Constitution may be amended by a two-thirds vote of the Administrative Board of Elders in attendance at any regular or special meeting called for that purpose, provided due notice of such proposed change shall have been made in writing to the Administrative Board of Elders six (6) months prior to the meeting.

*Amended 1/3/84

ANNUAL CONGREGATIONAL MEETING

ARTICLE XVI

The annual congregational meeting shall be held the third (3rd) Monday of March for the following purposes:

1. Installation of new elders, deacons and officers
2. Presentation of financial reports for the year ended December 31
3. Presentation of budgets for the current year
4. Church Business – Informing the congregation about major projects and committees.
5. Committee Reports – Brief summary of past year's activities and current plans.