

Bylaws
Faith Community
Church of God

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Bylaws of Faith Community Church of God

ARTICLE 1 – NAME

- 1.1 The legal name of this corporation is Faith Community Church of God, Huntington, Indiana. Faith Community Church of God is a voluntary organization associated with Church of God Ministries, Anderson, Indiana and Indiana Ministries of the Church of God, Inc.
- 1.2 The present location of the business is 3615 N. Norwood Rd. Huntington, IN 46750.
- 1.3 The Faith Community Church of God of Huntington, IN. Inc. reserves the right to restrict the use of all properties owned from any event or program (including same-sex weddings) judged by the Board of Elders to be at odds with the mission or teachings of the congregation and/or with the Church of God movement (Anderson, IN) represented formally by the actions of the movement's General Assembly in the United States and Canada.

ARTICLE 2 – PURPOSE & MISSION

- 2.1 The purpose of the congregation is to inspire ordinary people to become fully devoted followers of Christ in order to expand the Kingdom of God in our city, state and world.
- 2.2 Faith Community Church of God accepts the Scriptures as its authority in matters of faith and practice and seeks to inspire commitment to the mission, teachings, and faith as represented by the theological perspectives of the Church of God, Anderson, Indiana, so long as the Church of God continues to follow scripture.
- 2.3 The mission of this congregation is to...
 1. Win people to Jesus Christ and to encourage and enable Jesus' disciples to actively engage in God's mission in the world,
 2. Equip, train, develop and prepare Jesus' disciples for Christian service according to their spiritual gifts and abilities,
 3. Provide leadership that will create and enhance a healthy environment for the growth of the Kingdom of God and support a vision for every believer to fulfill the mandate of the Great Commission, the Great Commandment, and the teachings of Jesus Christ.

ARTICLE 3 – MEMBERSHIP

- 3.1 Members of this congregation with voting privileges shall meet all of the following:
 1. A person who has made a profession of faith in the Lord Jesus Christ.
 2. Has worshipped regularly with this congregation for not less than six months
 3. Is eighteen years of age or older
 4. Is living according to the beliefs and practices as represented by Church of God, Anderson, Indiana, so long as the Church of God continues to follow scripture.
 5. Supports the local congregation through Christian service and financial stewardship.

6. Supports the mission, goals, and leadership of this church.
- 3.2 If an objection to any person's right to vote at a business meeting is questioned by any member, the Chair may call for a vote to determine if that person will be granted the privilege of voting. A three-fourths (3/4) vote of the members present and voting, is required to grant such an individual a voting right. This shall apply to business meetings only and shall not affect in any way the religious standing, rights, and privileges of any person.

ARTICLE 4 – CONGREGATIONAL VOTES

- 4.1 Recognizing the role of the congregation in discerning the will of God in major decisions of the church, the following items shall require a congregational vote in a duly called business meeting of the congregation:
1. Call of a Lead Pastor
 2. Purchase or sale of real property or buildings
 3. Incurring of long term debt in excess of three years and /or a per year amount in excess of 5% of the Annual General Operating Budget
 4. Approval of the Annual General Operating Budget
 5. Approval of Board of Elders members
 6. Alteration, amendment or repeal of the Bylaws
- 4.2 Approval shall require a majority of those voting members present and absentee ballots, unless otherwise stated with the Bylaws.

ARTICLE 5 – CHURCH GOVERNMENT

- 5.1 Faith Community Church of God will be managed by its Board of Elders.
- 5.1.1 The Board of Elders shall be comprised of five (5) Elders and the Lead Pastor; they meet monthly.
- 5.1.2 The Treasurer will be a non-voting member.
- 5.1.3 The officers of Faith Community Church of God will be the Chairperson, Vice-Chairperson, Secretary, and the Treasurer.
- 5.1.4 The Chairperson, Vice Chairperson and Secretary will be appointed by the Board from the Board of Elders.
- 5.1.5 The Treasurer will be appointed by the Lead Pastor and approved by the Board of Elders.
- 5.1.6 Duties of Officers
- 5.1.6.1 Chairperson
1. Shall serve as the Chairperson for the Board of Elders
 2. Shall manage the affairs of the Board of Elders under the Board of Elders general direction.
 3. Shall be accountable to the Board of Elders for the proper conduct of

business.

4. Shall represent Faith Community Church of God when requested or necessary.
5. Shall sign legal documents as instructed by the Board of Elders.

5.1.6.2 Vice Chairperson

1. Shall serve as Chairperson in the absence of the Chairperson.

5.1.6.3 Secretary

1. Shall keep or cause to be kept accurate minutes of all meeting, proceeding and actions of the Board of Elders, the Annual business Meeting, and all special meetings of Faith Community Church of God.
2. Shall give notice of all meetings to the member of the Board of Elders in a manner consistent with the Bylaws and with the policies of procedures of Faith Community Church of God.

5.1.6.4 Treasurer

1. Will keep all financial records for Faith Community Church of God.
2. Will provide financial reports to the Board of Elders at their monthly meetings.
3. Will prepare an annual budget for submission to the congregation at the Annual Meeting.
4. Will prepare all financial records for audit.
5. The board shall audit financial records biannually (every six months).
6. An external audit shall be conducted every two years.

5.1.7 Duties of the Board of Elders

1. Provide policies, procedures and oversight for the spiritual activities of Faith Community Church of God.
2. Hire, receive the resignation of, or recommend the termination of the Lead Pastor and appoint an interim for the vacant position.
3. Assist, encourage, support and provide accountability for the accomplishment of the mission for Faith Community Church of God.
4. Adopt the annual budget and present it at the annual meeting to be ratified.
5. Be shepherds of the flock of Faith Community Church of God.

5.1.8 Upon the notice of a vacancy, the Board of Elders shall appoint a person to serve in that position until the next annual meeting. At which time the Board of Elders will submit a name to be ratified fir the unexpired term.

5.1.9 Topics not covered by the Bylaws will be addressed by the Board of Elders.

5.2 Elders

- 5.2.1 The Elders shall be qualified individuals as described in scripture (1Tim. 3:1-7; Titus 1:5-9).
- 5.2.2 Elder nominations will be made by the Nominating Committee and submitted to the Board of Elders for review, examination and approval.
- 5.2.3 The Board of Elders will submit the nominees to the congregation for ratification. A vote of 2/3 of the voting members will be required for ratification.
- 5.2.4 Each ratified nominee will serve a term of 3 years.
- 5.2.5 Duties shall be as described in the New Testament including the spiritual shepherding of the flock at Faith Community Church of God.
- 5.3 Deacons
 - 5.3.1 The Deacons will be qualified individuals of mature Christian faith and knowledge as described in scripture (1 Tim. 3:8-13).
 - 5.3.2 Deacon nominations will be made by the Nominating Committee and submitted to the Board of Elders for review, examination and approval.
 - 5.3.3 Duties shall be as described in the New Testament as the management and oversight of the properties of every kind owned by Faith Community Church of God.
 - 5.3.4 Each ratified nominee will serve a term of 3 years.
 - 5.3.5 The Deacons will select a Chairperson, Vice Chairperson and a Secretary each serving a term of one (1) year.
 - 5.3.6 Board of Deacons will meet at a time scheduled by the Chairperson as needed.

ARTICLE 6 – LEAD PASTOR

- 6.1 The Lead Pastor shall be an ordained or licensed minister with credentials recognized by Church of God Ministries, Anderson, Indiana.
- 6.2 The Board of Elders shall select a Lead Pastor (pursuant to Article 9.3.3 C) to manage the business affairs and ministries of Faith Community Church of God. The Lead Pastor shall hold that office at the pleasure of Faith Community Church of God membership or until he/she resigns the office.
- 6.3 Duties of Lead Pastor
 - 6.3.1 The Lead Pastor shall be accountable for the church fulfilling mission of the church as established by the Board of Elders and contained in the Guiding Principles.
 - 6.3.2 The Lead Pastor shall be accountable to the Board of Elders for the proper and legal conduct of the business of Faith Community Church of God according to the policies established by the Board of Elders.
 - 6.3.3 the Lead Pastor shall be accountable to the Board of Elders and will carefully give spiritual oversight and guidance to the ministries of the church. He/she shall perform all of the duties inherent in the office of the pastor.

ARTICLE 7 – CONGREGATIONAL MEETINGS

- 7.1 The Faith Community Church of God will meet in its annual business meeting during the months of October or November with a specific date and time to be determined by the Board of Elders. Notification of the annual meeting shall be provided to members at least fourteen (14) days prior to the meeting date.
- 7.2 Special meetings shall be scheduled by the request of the Board of Elders, the Lead Pastor, or upon a written request signed by one-third (1/3) of the voting membership. A fourteen (14) day written notice stating the business to be considered shall be given to each member.
- 7.3 In the event a member qualified to vote finds it impossible to attend a business meeting due to illness or some other unavoidable reason, he or he may cast an absentee ballot, except in the four instances listed below. The marked ballot must be sealed in an envelope and given to the Chairperson of the congregation before the business meeting and must be approved as a voting member and recorded in the minutes. Absentee ballots will not be accepted at special meetings called for (1) for the consideration and possible call of a pastor, (2) for the recall of any officer or member elected or appointed by this body, (3) for the retaining or removal of a pastor or (4) for the amending of the bylaws. Absentee ballots must be delivered to the board the day prior to the scheduled meeting.
- 7.4 A quorum for the annual meeting and special called meetings shall be 40 qualified voting members.
- 7.5 All meetings of the voting membership shall be conducted according to parliamentary procedures as directed by the most recent revision of *Robert's Rules of Order*.

ARTICLE 8 – COMMITTEES

- 8.1 The Board of Elders may establish ad hoc committees consisting of no less than three (3) members to delegate such portions of their authority as they may desire with the exception of the hiring or termination of employment of the Lead Pastor, amending, repealing, or adopting bylaws, or approving any contract or transaction in which Faith Community Church of God is a party. Task assignments that are appointed, recommended, or delegated to a committee shall function under the direction of the Board of Elders.
- 8.2 Nominating Committee
- 8.2.1 The Nominating Committee shall consist of the Board of Elders chair, four members appointed by the Board of Elders, and the Lead Pastor. No appointed member of the Nominating Committee shall serve concurrently as a member of the Board of Elders other than the Board of Elders chair and the Lead Pastor. The Board of Elders shall appoint the Chairperson.
- 8.2.2 Members of the Nominating Committee shall be members of the congregation. They shall be well respected within their own family, their church, their profession and their community. They shall be people who possess wisdom and discernment.

8.2.3 Members of the Nominating Committee shall be appointed for a term of one (1) year.

8.2.4 Meetings shall be held as needed and shall be called by the Chairperson. At least four of the six members must be present to conduct a meeting.

8.2.5 The duties of the Committee shall be:

- A. To nominate Board of Elders members chosen from within the lay membership of the congregation. Persons considered for the Board of Elders must have completed Board of Elders training.
- B. To present the names of the nominees for the Board of Elders to the congregation for approval at the Annual Business Meeting. Approval requires a two-thirds (2/3) majority (67%) of voting members of the congregation present and voting.
- C. To ensure that a sample ballot shall be made available to the congregation at least two weeks prior to the annual business meeting.

8.3 Pastor Search Team

8.3.1 In the event the congregation is without the services of a Lead Pastor, a Search Team, consisting of five to seven members from within the congregation shall be appointed by the Board of Elders. The Search Team can include two members of the Board of Elders. The Board of Elders shall designate the Chairperson of the Committee. The Chairperson of the Search Team shall keep the Board of Elders informed during the search period. The Board of Elders shall seek the assistance of Indiana Ministries of the Church of God, Inc. Throughout the search process.

8.3.2 Members of the Pastor Search Team shall be members of the congregation. They shall be well respected within their own family, their church, their profession and their community. They shall be people who possess wisdom and discernment.

8.3.3 Duties

- A. The Search Team shall be responsible for the regular services during the period when the congregation is without Lead pastoral leadership. They shall communicate and work with the Board of Elders and staff in carrying out this responsibility.
- B. The Search Team shall investigate the availability of prospective pastors who are, or are in the process of being, ordained by the Church of God, Anderson, IN.. The Team shall study their qualifications as to character, leadership, abilities, experience, ministerial recognition and status.
- C. The Search Team shall submit the name of only one prospective Lead Pastor at a time to the Board of Elders. Once approved by a majority vote of the Board of Elders, the candidate shall be presented to the congregation. Approval by the

congregation requires a three-fourths (3/4) majority (75%) vote of voting members present and voting at the business meeting.

8.3.4 The Search Team shall be dissolved upon completion of the installation service.

8.4 Amendments to Bylaws

8.4.1 The Bylaws Committee shall consist of four members from within the congregation appointed by the Board of Elders, plus the Lead Pastor as ex-officio member. The Board of Elders shall also appoint one member of the Board of Elders to serve in addition to the Lead Pastor. The Board of Elders shall appoint the Chairperson.

8.4.2 Members of the Bylaws Committee shall be members of the congregation. They shall be well respected within their own family, their church, their profession and their community. They shall be people who possess wisdom and discernment.

8.4.3 Meeting shall be held as needed and shall be called by the chairperson. A majority of members must be present to conduct a meeting.

8.4.4 The duties of the Committee shall be:

A. To review the present Bylaws and identify issues to be addressed.

B. To propose to the congregation any changes that the Committee determines are needed. These proposed changes may alter, amend, replace or repeal the present Bylaws. Each proposed amendment must be presented to the Board of Elders not less than thirty (30) days prior to the annual or special meeting at which proposed amendment is to be considered and acted upon.

C. Copies of the proposed amendments shall be made available at least two weeks prior to the information meeting(s). An affirmative vote of a three-fourths (3/4) majority (75%) of members present and voting is required for passage of amendments to the bylaws.

8.4.5 The Bylaws Committee shall be dissolved after the approval of the proposed Bylaws by the congregation.

ARTICLE 9 – INDEMNIFICATION

9.1 Every Board of Elders member or officer of the corporation and his/her executors, administrators, and estate shall be indemnified and saved harmless, out of the funds of the corporation, from and against:

9.1.1 All costs, charges, damages, and expenses whatsoever that the Board of Elders member or an officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him, or in respect of any act,

deed, or matter of thing whatsoever, made, done, or permitted by him, in or about the execution, in good faith, of the duties of his office or in respect of any such liability.

- 9.1.2 All other costs, charges, damages, and expenses which the Board of Elders member or an officer sustains or incurs in or about or in relation to the affairs thereof, except such cost, charges, or expenses as are occasioned by the Board of Elders member's or officer's own willful neglect or default. Faith Community Church of God shall carry such sufficient indemnification insurance as is currently available and can be reasonably afforded by Faith Community Church of God.

ARTICLE 10 – PLAN FOR DISSOLUTION

Upon the dissolution of Faith Community Church of God any assets remaining after payment or provision for payment, of all debts and liabilities of this corporation shall be distributed to Indiana Ministries Church of God, Inc.

ARTICLE 11 – RESIGNATION OR DISMISSAL OF A LEAD PASTOR

11.1 Resignation

- 11.1.1 Should the Lead Pastor feel led by the Holy Spirit to terminate his or her pastoral leadership role in the congregation, he or she shall present a written resignation to the Board of Elders. The Lead Pastor should endeavor to provide a minimum of sixty (60) days before vacating the pastorate, unless other arrangements are made to the satisfaction of both the Board of Elders and the Lead Pastor.
- 11.1.2 Should a majority of the Board of Elders (not including the Lead Pastor) feel led by the Holy Spirit that a change of Lead pastoral leadership is needed in order for the church to accomplish its stated purpose, they may ask for the resignation of the Lead Pastor and, if he/she refuses, present their recommendation for dismissal to the congregation. This will be undertaken only after considerable prayer, discussion with the Lead Pastor, and consultation with Indiana Ministries. Congregational dismissal of the Lead Pastor requires a three-fourth (75%) vote of the voting members of the congregation. The Lead Pastor should be provided a minimum of ninety (90) days before vacating the pastorate and should receive full pay and benefits during this time, unless other arrangements are made to the satisfaction of both the Board of Elders and the Lead Pastor.

11.2 Dismissal

11.2.1 If the Lead Pastor was considered to be unfaithful to his or her trust to the church or refused a request for resignation made by the Board of Elders, the Board of Elders may require his or her dismissal. Such action would require a majority vote of the Board of Elders (the Lead Pastor will not vote) and should be done in an attitude of Christian love and under the guidance of the Holy Spirit. Indiana Ministries shall be consulted before a final decision is made.

11.2.2 If a member of the congregation believes that the Lead Pastor has been unfaithful to his or her trust to the church, the person should take their concerns directly to the Lead Pastor. (Matthew 18:15) If they feel their concerns were not addressed, they may take his or her concerns to the Chair or Vice Chair of the Board of Elders. If the claim has merit, the Board of Elders shall respond accordingly

11.3 Appeal Process

If the Lead Pastor wishes to appeal a decision of dismissal made by the Board of Elders, the matter shall be taken to Indiana Ministries of the Church of God for assistance in resolving.

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