

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 1 of 8

Article 1 - NAME

- 1.1 As per Constitution.

Article 2 - STATEMENTS OF FAITH

2.1 THE CHURCH

- 2.1.1 Since we believe that baptism and the Lord's Supper are not requirements for salvation, they shall not be considered as requirements for membership.

- 2.1.2 The baptism performed by this church will be by immersion for believers.

2.2 THE HOLY SPIRIT

- 2.2.1 We believe that the supernatural gifts have not ceased and are available for God to use to edify and strengthen His church. We also believe that no one gift of the Holy Spirit is superior to any other, as all are from God, and shall always be exercised in love, bringing about life transformation. All will be done in a biblical manner that glorifies God, not man, and respects other believers.

2.3 CHRISTIAN LIVING

- 2.3.1 We believe that the church can bring glory to God by demonstrating the reconciling love and forgiveness of Jesus Christ through biblical peacemaking on a personal and a corporate level. As a result, we are committed to following the biblical peacemaking principles outlined in Matthew 18:15-17 to extend to other believers the same forgiveness and reconciliation that is extended to us by God.

- 2.3.2 We believe that God's Word views marriage as a relationship exclusively between a man and a woman and plainly condemns homosexuality as an unnatural sinful passion. Therefore, this church shall neither marry couples requesting same-sex weddings nor condone or bless any same-sex marriage or civil union.

Article 3 - PURPOSE

- 3.1 To fulfill the purpose of the church, all funds received by the church shall be by free will gifts, tithes, and offerings, and not from any church fund raising activity.

- 3.2 Ministry teams accomplish the ministry work of the church. Ministry teams are made up of both members and non-members who are interested and gifted in the areas needed to support the work. Ministry team leaders shall be members. The ministry teams will receive spiritual oversight from, and are accountable to, the Elders. The ministry teams will receive administrative and logistical support from the Administrative Board. The ministry teams include the Missions Team, Worship Team, Facilities Service Team, Community Outreach Team, Discipleship Team, and Care Team. Other teams may be formed as needed.

- 3.3 Worship services shall be under the guidance of the Elders, the direction of the Pastor, and in conjunction with the Worship Ministry Team. This church shall be committed to regular weekly worship services.

Article 4 - AFFILIATION

- 4.1 As per Constitution.

Article 5 - MEMBERSHIP

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 2 of 8

- 5.1 A membership Committee shall be made up of 3-5 members appointed by the Elders for a term of one year. The Membership Committee shall include at least one Elder and one deacon.
- 5.2 The Membership Committee shall administer a course of instruction, which applicants for membership shall participate in, prior to the presentation of application for membership. The course of instruction shall be formulated by the Membership Committee and presented to the Elders for approval whenever any significant changes are recommended. The course should review the Statements of Faith, the Constitution and By-Laws, and the policies, vision, and history of FCC and the EFCA. It should emphasize the responsibility of attendance at congregational business meetings.
- 5.3 Applicants for membership shall testify of their salvation in the Lord Jesus Christ and of their receiving Jesus Christ as their personal Savior before the Membership Committee.
- 5.4 Upon acceptance by the Membership Committee, applicants shall be received into membership. The right hand of fellowship shall be extended to new members and they shall be welcomed into the body at the next possible public worship service.
- 5.5 The Membership Committee shall coordinate with the Moderator for the purpose of establishing congregational meeting quorums (Article 7.5.3).
- 5.6 No member of this congregation shall hold simultaneous membership in another church.
- 5.7 The Pastors called by the congregation, and their wives, shall be considered members of this congregation for the duration of their pastorate.
- 5.8 Upon the receipt by the clerk of a written request of resignation of membership, it shall be effective immediately for the purpose of quorums only. The Membership Committee shall confirm the resignation. The Elders should conduct an exit interview. After a period of 30 days the resignation shall become permanent and the name removed from the membership roll.
- 5.9 Members absent from the congregation for more than 6 months, may be placed in an inactive status by the Moderator (Article 9.7.3), for quorum purposes, on the recommendation of the Membership Committee.
- 5.10 The Membership Committee shall review the rolls at least annually for inactive members. After attempts to contact the individuals who are absent from the congregation, and who do not communicate to the Membership Committee for a period of 1 year, the Membership Committee may remove their names from the membership roll, and report the action to the congregation at a duly convened business meeting.
- 5.11 Should any member by a sinful and ungodly life, or by the witness of 2 or more members, bring dishonor upon or be an offense to the church, such membership may be terminated by the Elders. However, he shall first be dealt with in a loving Christian spirit according to Matthew 18:15-17, Galatians 6:1-2 and Titus 3:10-11, so that he may be restored to the will of God.
- 5.12 A member whose membership was terminated because of a sinful life may be restored to membership with the church, when evidence is shown to the Elders that he has repented and is living in fellowship with God.

Article 6 - PASTORS AND ELDERS

6.1 ELDER QUALIFICATIONS

Elders must be men who have experienced the saving grace of our Lord Jesus Christ and who evidence the love of Christ in their daily lives. They must be members of this church for

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 3 of 8

at least 1 year. They must be of established, mature, and irreproachable Christian character, fitting the qualifications set forth in I Timothy 3:2-7 and Titus 1:5-9.

6.1.1 PASTOR QUALIFICATIONS

Pastors must be men who have experienced the saving grace of God and who evidence the love of Christ in their daily lives. They must be of established, mature, and irreproachable Christian character and must have the ability to preach and teach the Word of God, and be able to execute the duties of a pastor. They shall meet the qualifications set forth in I Timothy 3:2-7 and Titus 1:5-9.

6.2 PASTOR AND ELDER DUTIES

6.2.1 The Pastors and Elders of this church shall be expected to study and be able to teach and preach the Word of God as revealed in the Scriptures of the Old and New Testaments. They must have a servant's attitude and be willing to work together as a team. They shall pray regularly for all members and be available to them at times of special need. They shall, through visitation, teaching, and counseling, lead the members in a practical Christian life and generally seek to extend the ministry of the church in the community.

6.2.2 The Pastor and Elder duties include: equipping, shepherding, decision making, disciplining, and spiritual oversight. They shall seek to fulfill the requirements of Ephesians 4:11-13. They shall provide or oversee regular training in evangelism, discipleship, and leadership development, to fulfill the scriptural commands of Matthew 28:19-20, Acts 20:20 and Matthew 25:35-40.

6.2.3 The Pastors and Elders shall provide leadership to the church, and shall provide spiritual oversight to deacons, committees, and ministry teams, to insure all church ministry and worship services are in accordance with the teaching of Scripture.

6.2.4 The Elders shall establish an overall vision and assist the ministry teams and Administrative Board in formulating goals to achieve the overall vision. The Elders shall appoint individuals or committees to help them accomplish specific tasks. The Elders shall decide who among them will represent them on the Administrative Board and the Membership Committee.

6.2.5 The Elders shall give a report to the annual meeting. The Elders shall receive copies of all minutes kept by all boards, committees, and ministry teams.

6.2.6 Pastors shall be evaluated by the Elders at least yearly, in September, and the Elders shall report the results to the Congregation at the October Business Meeting.

6.2.7 No article of this constitution or by-laws shall be interpreted to require the Elders to assume administrative duties.

6.3 PASTOR DUTIES

In addition to the Elders duties, other pastoral duties include those stated in the particular Pastor's job description. Each Pastor's job description, and modifications to it, shall be determined by the Elders and reviewed periodically. The job description shall be presented to the congregation at a duly convened business meeting.

6.4 SELECTION OF ELDERS

6.4.1 Any member may recommend for consideration any other member for the position of Elder.

6.4.2 The Elders will examine the qualifications of a candidate for Elder in accordance with the qualifications described in Scripture (Article 6.1)

6.4.3 Should a candidate for Elder meet scriptural qualifications, the Elders, upon unanimous agreement, will notify the congregation that the candidate is being considered, seeking prayer and input regarding the prospect.

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 4 of 8

6.4.4 The Elders will enter a period of prayer and fasting for guidance in making the final decision to accept or reject the candidate for Elder. After a candidate is accepted by the Elders, the membership shall vote to affirm the Elders' decision at a duly convened business meeting. Elders shall serve for a period of 6 years at a time. There shall be a minimum of 3 Elders for up to 25 members and at least 1 Elder per 25 members thereafter.

6.5 COMPLAINTS AGAINST PASTORS AND ELDERS

6.5.1 Two or three witnesses may request that the Elders consider discipline of a Pastor or Elder (1 Timothy 5:19-20). If the accusation is meritorious and the Elder is unrepentant, the Elder may be disciplined by the remaining Elders. He may be asked to relinquish his position as Elder because his life is not in harmony with the Scriptures (1 Peter 1:15-16).

6.5.2 If it is determined that the pastor's doctrine or moral conduct is not in agreement and harmony with scripture, or the constitution and by-laws of this church or the Evangelical Free Church of America, it shall be grounds for termination in accordance with Article 9.3.1 and 9.7.2. A written four weeks notice of termination shall be given to a pastor. However, the church reserves the right to immediately terminate the pastor's services upon payment of 4 weeks advance salary.

Article 7 - DEACONS

7.1 DEACON QUALIFICATIONS

Deacons shall be members of this church. Deacons can be men and/or women. They shall be of established Christian character and reputation. They shall meet the qualifications for deacons as stated in I Timothy 3:8-12.

7.2 SERVICE DEACON DUTIES

7.2.1 The Service Deacons shall care for the physical needs of the congregation and shall serve by visiting and ministering to the sick, poor and others in need. They shall disperse the Deacon Fund for those in need.

7.2.2 The Service Deacons shall promote and encourage fellowship and church socials. They shall be responsible for ushering, including recruitment and training of ushers.

7.2.3 The Service Deacons shall decide who among them will represent them on the Administrative Board.

7.3 TRUSTEE DUTIES

7.3.1 Trustees shall serve as legal representatives of the church. They shall hold in trust the property of the church and serve as legal representatives in the event that a suit is brought against the church. They are to represent the church in legal transactions involving the sale, mortgaging, purchasing, or rental of property. They shall act as directed by the church and not on their own initiative. They shall sign all legal documents as trustees of the church and not individually. If they act in legal matters without authority, they are personally responsible for any understanding so made, and the church is not legally responsible.

7.3.2 The Trustees shall be responsible for the physical maintenance of the church property and contents. The cleaning and all maintenance shall be under the authority and supervision of the Trustees.

7.3.3 The Trustees shall decide who among them will represent them on the Administrative Board.

7.4 TREASURER DUTIES

7.4.1 The Treasurer shall take charge of all offerings and payments, keeping careful and accurate records. He shall count the offering receipts in the presence of another member of the

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 5 of 8

Administrative Board, or supervise the counting of the offering receipts by 2 members of the Administrative Board. He shall provide contributions statements according to applicable tax laws.

- 7.4.2 The Treasurer shall report to and advise the Administrative Board monthly. He shall report at the annual and regular business meetings on all financial matters. He shall assist all deacons, ministry teams, and committees, in staying within their designated budgets.
- 7.4.3 The Treasurer shall issue all checks, and examine and maintain supporting data for them.

7.5 MODERATOR DUTIES

- 7.5.1 The Moderator shall communicate the scheduled dates and times of congregational business meetings to all members (Article 9.1.1). The Moderator shall conduct the church business meetings, opening with the reading of Scripture and prayer for guidance. He shall govern the business meetings according to I Corinthians 13. He shall conduct the business meetings according to these by-laws and Roberts Rules of Order.
- 7.5.2 The Moderator shall serve as chairman of the Administrative Board. He shall work closely with the Elders to plan and evaluate the business of the church, have an agenda, and take care of the business at hand. He shall see that the business matters transacted are clear enough to be carried out after the meetings.
- 7.5.3 The Moderator shall coordinate with the membership committee for the purpose of establishing congregational meeting quorums (Article 5.5).

7.6 CLERK DUTIES

The Clerk shall keep an accurate record of all the church business, carry on the correspondence, and keep the church documents and official written reports to comply with state laws. He shall also be the keeper of the church's record of vital statistics and the church's corporate seal. He shall be responsible for recording and preserving all minutes of all business and Administrative Board meetings. He shall provide copies of minutes of all duly convened business and Administrative Board meetings to all required deacons. All Administrative Board minutes, once approved, shall be made available to the church.

7.7 COMPLAINTS AGAINST DEACONS

No complaint shall be received against a deacon of this local church or acted upon by any member, except in accordance with I Timothy 5:19-20, Matthew 18:15-17, and Galatians 6:1-2.

Article 8 - ADMINISTRATIVE BOARD

- 8.1 The Administrative Board shall handle all routine affairs of the church between regular business meetings and/or as directed by the membership. They shall work under the direction of the Elders to formulate methods to support the overall church goals, and provide administrative and logistical support for the ministry teams, committees, and activities of the church. They shall consider all suggestions and recommendations made by any group or individual. They shall determine the number of Service Deacons and Trustees (Article 9.3.44 and 9.3.55). For any deacon position not filled at elections or vacated before the term has expired, the Administrative Board shall assume the duties of that position until the vacancy is filled. The Board shall appoint temporary individuals or committees it deems necessary to conduct its business. They shall represent the church in dealing with, and communicating with, other churches or organizations. They shall be responsible for clarifying the constitution and by-laws whenever questions arise concerning interpretation.
- 8.2 They shall develop and present to the membership all budgets for approval in accordance with Article 9 of the Constitution and Article 9.2.3 of the By-Laws. They shall approve the

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 6 of 8

financial support of the various missionaries and mission projects which the Missions Committee recommends. They shall audit the financial records at least once a year, and be able to report on the results of the audit at the Annual Election business meeting.

- 8.3 They shall be responsible for creating and revising the job description of each non-pastoral paid staff member and their annual performance reviews. They shall interview and recommend candidates for paid staff member positions to the congregation for approval.
- 8.4 Five of the seven members of the Administrative Board shall comprise a quorum for conducting its business, and 80% of those present at time of quorum shall represent a majority vote. The Administrative Board meetings shall be scheduled monthly.

Article 9 - CONGREGATIONAL MEETINGS

9.1 GENERAL AND SPECIAL BUSINESS MEETINGS

- 9.1.1 General business meetings shall normally be scheduled the 2nd week in January, May, and October. Notice of the dates of business meetings shall be effectively communicated to all members at least 2 Sundays prior to the meeting. Methods of communication will be such as: church web site, email, publishing in the church bulletin, prominently posting in the church, announcement from the pulpit, and phone calls (Article 7.5.1). The Administrative Board may reschedule these meetings due to extenuating circumstances.
- 9.1.2 Special business meetings may be called by the Elders, the Administrative Board, or petition of 10% of the membership. The agenda for special business meetings shall be effectively communicated to all members, including being prominently posted at least 2 Sundays prior to the meeting. Business not on the agenda shall not be transacted or discussed at a special business meeting. Other informational meetings may be called to communicate important information.

9.2 ANNUAL ELECTION AND BUDGET MEETING

- 9.2.1 An Annual Election and Budget Meeting shall be for the purpose of elections and budget appropriations. No other business shall be transacted at this meeting.
- 9.2.2 The Annual Election and Budget Meeting shall normally be scheduled the 2nd week in November.
- 9.2.3 At least 3 weeks prior to the Annual Election and Budget Meeting, proposed budgets shall be made available to the church members for their review (Article 8.2), for the purpose of voting on them at the Annual Election and Budget Meeting.
- 9.2.4 At the Annual Election and Budget Meeting, the Nominating Committee will present its list of candidates for elections (Article 9.4.2). Members may place qualified candidates in nomination from the floor. Before being nominated, all nominees must agree to serve if elected. Elected deacons will take office on January 1st.
- 9.2.5 All written Annual Reports shall be received at the next regular scheduled business meeting following the Annual Election and Budget Meeting.

9.3 ELECTIONS

- 9.3.1 Pastors shall be called for an indefinite time. Pastors shall be approved or removed by congregational ballot (Articles 6.5.2 and 9.6.3 and 9.7.2).
- 9.3.2 The Treasurer shall be elected to serve for 2 years.
- 9.3.3 The Church Clerk shall be elected to serve for a period of 1 year.
- 9.3.4 Trustees shall be elected to serve for a period of 2 years with 50% elected every year. The total number of Trustees shall be determined by the Administrative Board (Article 8.1).

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 7 of 8

- 9.3.5 The Service Deacons shall be elected to serve for a period of 2 years with 50% elected every year. There shall be a minimum of 2 Service Deacons. The total number of Service Deacons shall be determined by the Administrative Board (Article 8.1).
- 9.3.6 The Moderator shall be elected to serve for a period of 1 year.
- 9.4 NOMINATING COMMITTEE (Elected)
 - 9.4.1 The Nominating Committee shall be made up of 5 members including 1 Elder and 1 deacon. They shall be elected from the church floor at the first regularly scheduled business meeting following the Annual Elections meeting, and they shall serve for a period of 1 year.
 - 9.4.2 The Nominating Committee shall interview and present a list of candidates for election to non-Elder positions being vacated, to the congregation at the Annual Election meeting (Article 9.2.4). The Nominating Committee shall publish their list of candidates at least 4 weeks prior to the Annual Election meeting. During this time, church members will have an opportunity to nominate other candidates, or contest nominations to the Nominating Committee, prior to the Annual Elections meeting.
 - 9.4.3 For any position not filled or vacated during the year, the Nominating Committee may present another candidate to a duly convened business meeting. If the Nominating Committee is unable to nominate a qualified candidate, as determined by the constitution and by-laws, they shall recommend that the position remain vacant.
- 9.5 BUILDING COMMITTEE (Elected)
 - 9.5.1 The Building Committee shall be elected from the floor at a duly convened business meeting. The Building Committee shall consist of 3 to 5 church members as determined at the election of this committee. The Building Committee shall be given a job description at this time. The term of this committee shall be until their assignment is completed. Final approval for all decisions shall be made by the membership at a duly convened meeting.
- 9.6 PASTORAL SEARCH COMMITTEE (Elected)
 - 9.6.1 The Pastoral Search Committee shall be elected from the floor at a duly convened business meeting. It shall consist of 5 church members including at least 1 Elder, at least 1 deacon, and at least 1 lay-member. The term of this committee shall be until their assignment is completed. Final approval for all decisions shall be made by the membership at a duly convened meeting.
 - 9.6.2 It shall be the responsibility of the Pastoral Search Committee to define the biblical qualities to be expected in a pastor, and to evaluate the qualifications of possible candidates for the pastorate. This evaluation shall include such areas as the candidate's training, experience, reputation, ministerial standing, doctrine, spiritual gifts, availability and personality. The Search Committee should feel free to contact the District Superintendent for the names of possible candidates. The committee may wish to travel to hear the prospective candidate in his own church. The prospective candidate must preach at least one Sunday before a recommendation is brought to the congregation. In order to recommend a candidate, the Search Committee must vote at least 80% for the candidate.
 - 9.6.3 When the Search Committee is ready to present their recommendation, a special business meeting of the congregation shall be convened for this purpose (Article 9.1.2 and 9.3.1). Only one name shall be presented for discussion at each meeting, and discussion shall be limited to that one name. Voting shall be limited to the name presented in the recommendation. Upon acceptance of the Search Committee's recommendation, a letter of call shall be sent to the pastor-elect, outlining the action of the congregation and the financial arrangements the congregation will assume (e.g.: salary, housing, special allowances, moving expenses, vacations, etc.). The pastor job description shall be included.

FELLOWSHIP COMMUNITY CHURCH BY-LAWS

Revised 5/12/11

Page 8 of 8

9.7 VOTING QUORUMS

- 9.7.1 Quorums for regular and special business meetings shall be 51% of the voting membership. A majority vote for regular and special business meetings shall be 67% of the members present.
- 9.7.2 The following will require a quorum of 67% of the membership and a 75% majority vote of the members present:
 - a. The calling or removal of a Pastor (Article 9.3.1).
 - b. The acquisition, sale, transfer, or disposal of real estate (Constitution Article 10).
- 9.7.3 The Moderator may grant a member non-voting status, and not count them for the quorum, for the following reasons:
 - a. Extended absence from the community (Including vacations).
 - b. Employment.
 - c. Illness / Physical disability.
 - d. Recommendation for inactive status by the Membership Committee (Article 5.9).
- 9.7.4 To qualify for extended non-voting status, a request from the member should be in writing and approved by the Moderator. Attendance at business meetings, during the approved extended period, shall be optional and shall nullify the approved request.
- 9.7.5 The Moderator may approve a written or verbal request for non-voting status for a single business meeting. The approved non-voting status shall only be effective for the requested business meeting.
- 9.7.6 Each approved request for member non-voting status shall be announced at business meetings before the attendance is taken.
- 9.7.7 The voting age shall be 16 years, except as restricted by the laws of the State of Connecticut.

Article 10 - PROPERTY

- 10.1 As per Constitution.

Article 11 - INDEBTEDNESS

- 11.1 The Administrative Board shall be authorized to approve non-budgeted funds not to exceed \$4000 (four thousand dollars) collectively per year, without prior membership approval. Additional funds may be authorized by the membership at a duly convened business meeting.

Article 12 - AMENDMENTS

- 12.1 Amendments to these By-Laws shall be approved at any special or regularly scheduled congregational business meeting, and shall require a quorum of 75% of the membership and a 75% majority vote of the members present.
- 12.2 Proposed amendments shall be presented and discussed, and a draft approved, at a duly convened business meeting of the congregation, at least 3 months prior to the date of the business meeting for final amendment approval.
- 12.3 Amendments shall not be made more frequently than once every 12 months.