

**BYLAWS  
OF  
BETHLEHEM CHRISTIAN CHURCH  
ALTAMAHAW, NC  
(Revised September 8, 2019)**

*<A Constitution Revision Committee was formed by the congregation to act on the advice of the CCCC conference to divide our current combined Constitution and Bylaws document into two separate documents. This requires extensive editing to ensure each document is clear and proper, and that it reflects the actual operation of this church and the will of the congregation. The committee was also tasked with incorporating a membership agreement into these documents and adding a dissolution clause.*

*This is a draft presentation of the Bylaws document. Please see the separate draft version of the Constitution document for additional information.*

*If you have concerns or comments about this document, please submit it in writing to the Constitution Revision Committee (Jacky Lee, Cheryl Madren, Jack Madren, Jay Madren and Nathan Simpson) or by emailing it to [crc@bethlehemchristian.org](mailto:crc@bethlehemchristian.org).*

**PREAMBLE**

The Bylaws provide guidance and oversight for the day-to-day ministry of the church, including detailed and clear instructions on matters that might change as the church's ministry changes. Any motion which changes the way that the church functions, and is passed at a congregational meeting, has the potential to be a Bylaw amendment and should be evaluated as such at the time it is discussed.

These Bylaws are organized according to the article of the Constitution that they address, then by provisions which do not address any particular article. If a Bylaw relates to a particular section in an article, that section number will also be listed. The lowercase Roman numerals are paragraph markers for use within the Bylaws only.

**ARTICLE 1 – NAME**

- i. **ADDRESS AND LOCATION.** The current location of Bethlehem Christian Church is 3003 Altamahaw Race Track Road, Elon, NC. The current mailing address is PO Box 127, Altamahaw, NC 27202.

**ARTICLE 4 – POLITY**

- i. **CONFERENCE AFFILIATION.** Bethlehem Christian Church shall be a part of the Conservative Congregational Christian Conference and shall sustain that relationship according to the Constitution and Bylaws of the Conservative Congregational Christian Conference.

BYLAWS DRAFT 7/18/2019

ARTICLE 6 – MEMBERSHIP

- i. 1: The process for joining this church can be found in the appendix.
- ii. 1: The Deacons shall assist the Church Clerk in gathering pertinent information about new members and the Church Clerk shall issue a membership certificate.
- iii. **ASSOCIATE MEMBER.** An individual who wishes to continue his membership in his home church but who is eager to attend and participate in the work of Bethlehem Christian Church, and is recommended by the Pastor, may apply to become an associate member. The congregation shall consider the request and vote on whether to accept the individual as an associate member. An associate member shall enjoy the rights and responsibilities of a regular member and shall adhere to the membership agreement.
- iv. **HONORARY MEMBER.** An individual who is recommended by the Church Council or Board of Deacons may be granted honorary membership by a majority vote at a congregational meeting. Honorary members do not have voting privileges.
- v. **CHURCH DISCIPLINE.** Church discipline as outlined in these Bylaws shall be based on the procedure given by Jesus in Matthew 18:15-17. The entire church will become involved as the last step of a procedure originating with a private sin between two members, but might also become involved earlier in the case of a public sin by a member or members which becomes an offense to the church and to its good name. In the former case the one-on-one visit of verse 15 will have already occurred, and the offended member is encouraged to select the pastor to accompany him on the second visit. In the latter case, the verse 15 visit shall be made by the pastor. For the verse 16 visit the pastor may bring along one or two other church members of his choosing. When the verse 17 step of this procedure is reached, the notification to the offending member of church action shall be in writing and shall specify a hearing date before the church at least two weeks after this notification. If the pastor is the person being disciplined, the Deacon Board chairman shall substitute for the pastor in the above procedure.
- vi. **TERMINATION OF MEMBERSHIP.** Any one of the following ways may terminate membership in Bethlehem Christian Church:
  - a. **Death.**
  - b. **Transfer.** A member who desires to unite with another church may request a letter of transfer from this church.
  - c. **Erasure.** If a member is believed to have joined another church, the Church Clerk shall ask that church to confirm, and if confirmed his name shall be erased from the membership roll. The Church Clerk shall notify the individual of this action in writing using the most recent contact information available.
  - d. **Exclusion.** A member who becomes an offense to the church and to its good name by reason of immoral or unchristian conduct may be recommended for exclusion from the church by the Board of Deacons. A two-thirds affirmative vote at a congregational meeting shall be necessary to terminate the individual's membership. This action shall be taken only after due notice and hearing as specified in Church Discipline above.
- vii. **RESTORATION OF MEMBERSHIP.** The membership of any individual which has been terminated may be restored by a majority vote at a congregational meeting. If termination of membership was due to exclusion, membership may be restored upon evidence of reformation.

## BYLAWS DRAFT 7/18/2019

### ARTICLE 7 – SERVICES AND MEETINGS

- i. 1.b.2: The Lord's Supper is normally celebrated during the morning worship service on the first Sunday of each calendar quarter, during the evening worship service on Maundy Thursday, and on Christmas morning. The pastor and the Board of Deacons may reschedule any of these regular celebrations on a case-by-case basis, and schedule additional celebrations if desired.
- ii. 1.b.2: Lord's Supper. The elements used shall be unfermented grape juice and unleavened bread.
- iii. 1.d: Ordination of deacons is typically performed by the congregation the first time that an individual begins a term of service after election as a deacon, but documentation of such ordination by a different congregation is an acceptable substitute if that congregation's office of deacon has substantially similar duties. The ordination of pastors prior to the unsupervised performance of their duties is not required, except for senior/solo pastors not previously ordained by another organization.
- iv. 2.a: Regularly scheduled meetings of this congregation shall be held ordinarily on the fourth Sunday night of January, April, July, and October. Regularly scheduled meeting times may be changed by the Church Council if deemed necessary. The moderator shall solicit reports from officers, boards, committees and anyone else with information the congregation should be made aware of. The proposed budget and officers for the coming year shall be presented for approval at the October meeting.
- v. 2.c: Urgent congregational meetings shall proceed as follows:
  - a. The person(s) calling the meeting shall explain why the meeting was called and explain why the meeting is deemed to be urgent such that the normal two-week notification for a called meeting was omitted.
  - b. The moderator shall impress upon the congregation that the two-week notification for a called meeting is intended to help ensure that more of the congregation is able to participate in decision making.
  - c. The congregation shall vote on whether the reason for the meeting is urgent enough to omit the two-week notification requirement.
  - d. If this vote is negative, the meeting ends.
  - e. If this vote is affirmative, the meeting continues to consider the urgent matter being presented. No other business may be conducted at this meeting.

### ARTICLE 8 – PROCEDURES

- i. The edition of *Robert's Rules of Order* used shall be the most recent edition maintained in the church library.
- ii. Congregation members and church staff shall immediately report any injury occurring on church property to the Church Council.
- iii. ACCEPTANCE OF CONTRIBUTIONS

#### ORIGIN OF CONTRIBUTIONS

## BYLAWS DRAFT 7/18/2019

In general, Bethlehem Christian Church gladly receives contributions. However, the church may decline to accept a contribution due to the identity of the donor or the origin of the contribution, if such acceptance would negatively affect the church or its reputation.

### DESIGNATED CONTRIBUTIONS

The church will accept contributions which are designated (1) to a particular budget line item or to a particular purpose within a line item or (2) to an existing special purpose fund. Such designated contributions must not contain further restrictions on their use and should be made with the understanding that the church still decides how to spend funds within that budget item. Contributions designated for a particular purpose will not be accepted unless the responsible party for the relevant budget line item agrees with the proposed contribution. The church retains the power to close special purpose funds to new contributions.

### RESTRICTED CONTRIBUTIONS

Before accepting restricted contributions, the congregation or its designated representatives shall consider the nature of such restrictions. In this context, restrictions might be, but are not limited to:

- Use of the contribution only for a specific purpose
- Approval by the donor or his successors of the church's use of the contribution
- Availability of only the income generated by the contribution (but not the principal)
- The undertaking of some obligation by the church in exchange for the contribution
- The obligation by the church to use its own funds in a particular way in order to enjoy use of the contribution or income generated by the contribution

The church shall be particularly careful before agreeing to undertake actions that would not normally be part of its mission or which involve the church in the contribution's restrictions over an indefinite duration or permanently.

The congregation or its representatives shall require, for restricted contributions, that the donor or the donor's representatives adequately specify use restrictions and contingencies to the point that the instructions to and obligations of the congregation are clearly understood by it, both at the time of the gift and under foreseeable future conditions.

Any restricted contribution which is to remain functionally separate from church funds for an indefinite period—in effect becoming a named, special purpose fund—must have its own dissolution instructions or the donor or the donor's representatives must agree to the dissolution provisions of the constitution. *<Upon ratification, any existing separate funds that do not have a dissolution clause, such as the MARVIN F. WALLACE SCHOLARSHIP FUND, WARD SOMERS FLOWER FUND and W. ROLAND SIMPSON AND CHRISTINE S. SIMPSON MEMORIAL FUND, shall assume the church's dissolution clause as stated in the Constitution>*

- iv. 2: Non-voting Members. The Church Council shall review the church roll annually at its March meeting to determine whether any members might no longer meet the qualifications for voting status. Then the Board of Deacons shall, within sixty days, attempt to contact any members so identified to determine whether those members wish to continue their affiliation with this church. The Deacons shall inform the Church Council, for each such member, whether the member (1) shall retain voting status because they meet the attendance requirement

or one of the exceptions to it, (2) shall be designated as nonvoting, or (3) was not able to be contacted. For members in this third category, the Church Council shall solicit information from the entire congregation. If after 30 days no new information has been received from the congregation regarding the status of members in category 3, then those members shall become nonvoting, and the Church Council shall notify the congregation of this designation.

Return to voting status shall be by decision of the Church Council at least annually.

- v. 3.b: Voting and Ballot guidelines. A supply of ballots shall be kept by the Ushers. The issuance of ballots shall be controlled such that each member receives only one. In order to cast a ballot, each member shall deposit their ballot into the ballot box. The Church Clerk shall make note of any ineligible votes (whether by hand vote or by casting a ballot). If the difference in the final tally is less than or equal to twice the number of such ineligible votes, then the Clerk shall reveal those ineligible votes and a new vote shall be taken. *<minimize contention by not challenging ineligible voters unless their vote could have changed the outcome>*
- vi. 3.d.3: Definition of long-term lease. A long-term lease shall be one that either is held for more than 12 months cumulatively or requires payments that total to more than 1% of the annual budget in any calendar year.
- vii. 6: FUND PURPOSE STATEMENTS

**GENERAL FUND.** The General Fund is typically used for the operating expenses of the church, although donations to it should be made with the understanding that they might be used for any purpose consistent with the Biblical operation of a church. Any contribution to the church that is not otherwise designated or restricted shall be deposited into the General Fund.

The target balance for the General Fund is between six and twelve months of operating expenses according to the current budget. When the General Fund balance falls below the minimum, the Treasurer shall notify the congregation in writing and suggest that future donations be directed to the General Fund until the target minimum balance is restored. When the General Fund balance exceeds the maximum, the Treasurer shall notify the Church Council so that it can propose to the congregation a use for these surplus funds. This fund shall only be invested in assets which are not expected to fluctuate in price and are protected from insolvency of the custodial institution.

**SPECIAL PROJECTS FUND.** Expenditures from the Special Projects Fund shall be restricted to the acquisition, improvement, renovation, or replacement of real property or tangible personal property. Contributions designated for building or property purposes shall be placed into this fund. This fund shall only be invested in assets which are not expected to fluctuate in price and are protected from insolvency of the custodial institution.

Unless otherwise designated in advance by the congregation, all fundraising profits from events coordinated by the Board of Stewardship shall go into the Special Projects Fund.

- viii. **CEMETERY OPERATING FUND.** This fund pays for common maintenance of cemetery property. This fund shall only be invested in assets which are not expected to fluctuate in price and are protected from insolvency of the custodial institution. If the balance in this fund is insufficient to meet the required operating expenses of the cemetery, the Cemetery Committee shall notify the congregation and suggest possible solutions.

## BYLAWS DRAFT 7/18/2019

All undesignated offerings collected during the annual Homecoming service shall go into this fund.

For contributions that are designated simply for the “Cemetery Fund”, the contributor shall be asked to clarify which fund is meant – the Cemetery Operating Fund or the Cemetery Endowment Fund. If no clarification can be obtained, the contribution shall go into the Cemetery Endowment Fund.

- ix. **SOMERS WARD FLOWER FUND.** This fund was established by the will of Mabel Somers Ward to *“purchase flowers to be placed on the grave plot of my parents, George and Effie Somers and on the grave plot of my husband and myself. Flowers are to be placed on said grave plots three times each year, on Easter, Christmas and Memorial [Homecoming] Day.”* The Trustees, in conjunction with the Flower Committee, shall ensure that flowers are placed in accordance with these Bylaws. This fund shall only be invested in assets which are not expected to fluctuate in price and are protected from insolvency of the custodial institution.
- x. **FUNDS MANAGED BY THE INVESTMENT COMMITTEE**

The following funds are managed by the Investment Committee to produce maximum income without invading the principle. For these funds, the term “without invading the principle” is meant to indicate that the principle cannot be withdrawn for expenditures by the congregation or other expenses unrelated to the investment process.

- a. **IRENE G. LEE FOREIGN MISSIONS ENDOWMENT FUND.** This fund was established by church member Irene G. Lee to produce income for funding foreign missions. See the IGL Missions Endowment documents for additional details.
- b. **W. ROLAND SIMPSON AND CHRISTINE S. SIMPSON MEMORIAL FUND.** This fund was established by the will of W. Roland Simpson to produce income for *“placing flowers upon the graves, maintenance of the family plot, and if there be any excess funds from the income, the same to be used for the general maintenance of the entire church cemetery and church grounds.”*

The Trustee Board determines the number and frequency of flowers that are placed on the Simpson family plot graves, and shall direct any excess income, at least quarterly, to be (1) placed in the Cemetery Operating Fund, (2) placed in the Cemetery Endowment Fund, or (3) used for general maintenance of the church grounds. For this purpose, the term “grounds” is interpreted to mean anything on the property excluding (1) structures which have a purpose other than landscaping and (2) buildings.

If this fund does not produce sufficient income, since its last flower order, to pay for the next flower order, the income it has produced shall be reinvested in the Simpson Memorial Fund and that scheduled next flower order shall be canceled. The Trustees, in conjunction with the Flower Committee, shall ensure that flowers are placed in accordance with these Bylaws.

The congregation has decided that any needed maintenance of the Simpson plot shall be provided as part of the regular maintenance performed for the entire cemetery.

- c. **MARVIN F. WALLACE SCHOLARSHIP FUND.** This fund was established by church member Emogene Wallace as a memorial to her husband to provide scholarships to members of Bethlehem Christian Church. See the Marvin Wallace

BYLAWS DRAFT 7/18/2019

Scholarship documents for additional details. Distribution of scholarships are decided by the Marvin Wallace Scholarship Committee.

- d. CEMETERY ENDOWMENT FUND. This fund was created by the congregation in 1962 to generate income for the Cemetery Operating Fund. There are no minimum or maximum balance targets for this fund, although the goal is to generate enough income to cover the operating expenses of the cemetery.

xi. 6: BUDGET

- a. The following is the list of all budget items and the responsible position or group that manages that budget item:

<b>BUDGET ITEM</b>	<b>RESPONSIBLE PARTY</b>
<b>EMPLOYEES</b>	
Pastor's Salary & Housing Allowance	Church Council
Pastor's Communication	Church Council
Pastor's Transportation	Chairman of Board of Deacons
Children's Director Salary	Church Council
Custodian Salary	Church Council
Matching Tax Funds	Non-discretionary
Continuing Education	Church Council
Employer Insurance	Church Council
<b>FACILITIES</b>	
Custodian Supplies	Custodian
Electricity and Fuel	Non-discretionary
Mowing	Board of Trustees
Property Insurance	Board of Trustees
Shrubs, Mulch & Leaf Removal	Board of Trustees
Telephone/Internet	Church Council
Maintenance	Board of Trustees
Playground	Playground Committee
Repairs & Improvements	Board of Trustees
Waste Disposal	Board of Trustees
<b>GIVING TO OTHERS</b>	
Missions Spreading the Gospel	Missions Committee
Meeting Physical Needs of Others	Physical Needs Committee
<b>SERVICES &amp; PROGRAMS</b>	
Adult Choir	Choir Director
Audio/Visual Supplies	Audio/Visual Technician
Awana	Children's Director
Board of Christian Education	Board of Christian Education

BYLAWS DRAFT 7/18/2019

Children's and Youth Choirs	Children & Youth Choir Directors
Children's Church Supplies	Children's Director
Children's Group	Children's Director
Church School Supplies	Sunday School Superintendent
Deacons	Board of Deacons
Flower Committee	Flower Committee
Food Service Supplies	Church Council
Office Supplies/Contracts	Church Council
Outreach	Board of Outreach
Relief Pastor	Board of Deacons
Revival Speaker	Board of Deacons
Transportation Rental/Fuel	Board of Trustees
Treasurer/Compliance Clerk Supplies	Treasurer
Worship Supplies & Recognition Items	Board of Deacons
Youth Group	Youth Pastor/Director/Leaders

- b. No officer, board, or committee may incur any expense which exceeds its budget without the approval of the congregation or the Church Council acting for the congregation.
- c. Since only the congregation has the authority to allocate funds among budget line items, no person or group may (1) transfer its unused budgeted funds to another person or group or (2) direct the final spending of the budgeted funds assigned to another person or group. Each person or group remains responsible for how their budgeted funds are spent.
- d. The Transportation Rental/Fuel budget item is only an estimation of expected transportation expenses and therefore does not have a set budget limit. However, the Trustees shall ensure that any such transportation expenditures are within the scope of appropriate transportation needs of the church. The congregation has deemed that the historical activities of the Care and Share group are appropriate transportation needs of the church.
- e. The Flower Committee budget consists of (1) the expected cost of placing flowers on the altar for worship services and (2) the estimated annual cost of providing memorial flowers upon (i) the death of a member (up to \$100) or (ii) the death of someone in the immediate family of a member (up to \$50). Since the number of such deaths cannot be predicted, the Flower Committee budget does not have a set limit. However, any excess is expected to be due to memorial flowers only, not to altar flowers.
- f. In order to ensure that some of the offerings given by those who attend the church are directed to the spiritual and physical benefit of those outside the congregation, the following two budget line items shall be at least the listed percentages of the total approved budget each year:

## BYLAWS DRAFT 7/18/2019

Missions Spreading the Gospel: 12%  
Meeting Physical Needs of Others: 4%

### xii. ORDINATION REQUIREMENTS AND PROCEDURE

When applying the following bylaw on ordination of ministers, all involved should refer as a guideline to the ordination booklet maintained by the Conservative Congregational Christian Conference under the Resources listed on their website.

The ordination of a minister by this church shall be based on his training, service, and beliefs, and they must meet the applicable qualifications for elders listed in 1 Timothy 3:2-7 and Titus 1:6-9. Based on I Timothy 2:12, candidates must be male. Any candidate who requests to be considered for ordination as a pastor shall present an ordination paper and satisfy the Board of Deacons as to his (1) training by having completed a relevant course of study at an orthodox institution and (2) service by being a member of the church for sufficient time and in sufficient capacities, including having delivered sermons during morning worship, that the Deacons are confident of his ability to perform the functions of an ordained minister. When the Deacons have so agreed by a two-thirds majority vote, the Doctrine Committee shall examine the candidate and his training to ensure that (1) the candidate's beliefs are in accordance with our Statement of Faith, (2) that the candidate's understanding is deep enough that these beliefs will be applied correctly to situations that might arise in the course of his ministry, and (3) that the institution(s) which trained the candidate, as shown by its (their) current published doctrinal statements, holds to "the faith that was once for all delivered to the saints" (Jude 3b). When the Doctrine Committee unanimously agrees that the candidate is suitable, he shall be presented to the church for ordination according to the procedure given in the booklet referenced above.

### ARTICLE 9 – PASTORAL STAFF

- i. 1: The search committee is encouraged to arrange a trial sermon of the candidate before the congregation, and a non-sermon fellowship meeting so the congregation can interact with the candidate and, if possible, the candidate's family. The congregation should be given sufficient advance notice of these events. The candidate's biography and statement of faith should also be made available to the congregation prior to said events. In addition to a resume, the search committee should also obtain a copy of each candidate's ordination certificate before presenting the candidate to the congregation. A copy of each pastor's ordination certificate or other ordination documentation shall be provided to and retained by the Compliance Clerk.
- ii. Pastoral Job Descriptions
  - a. PASTOR. The Pastor shall be responsible for the spiritual welfare of the congregation with the cooperation of the Associate Pastor, Board of Deacons, Board of Education, and Board of Outreach. The pastoral duties shall include the following:
    - 1) To seek to enlist lay people to become dedicated followers of Christ.
    - 2) To preach the gospel as revealed by the guidance of the Holy Spirit.

## BYLAWS DRAFT 7/18/2019

- 3) To administer the sacraments of baptism and the Lord's Supper. The pastor shall, with the assistance of the Associate Pastor and the Board of Deacons, ensure that the Lord's Supper is taken to sick, injured, or homebound members of the congregation.
- 4) To participate in the planning and administration of all public worship services conducted in the church.
- 5) To be active in the administration of activities of the congregation in cooperation with the various boards and committees.
- 6) To advise any board or committee when requested.
- 7) To provide pastoral care to members and their immediate families, including visiting the sick, injured or homebound, comforting the bereaved, and providing counseling when requested.

If the Pastor is unable to perform these duties in person, he is responsible for ensuring someone performs these duties.

- b. ASSOCIATE PASTOR. The Associate Pastor shall assist the Pastor in the ministry of the congregation and function in the place of the Pastor when necessary.
- c. YOUTH PASTOR. The Youth Pastor shall, under the authority of the Board of Christian Education, oversee the church's ministry to youth and their families in the community of the church and in the various communities represented by church members.

The Youth Pastor's duties shall include the following:

- 1) Plan and oversee youth activities, both on and off church property, to give the youth opportunities to worship God, learn about Him, serve others in His name, and have fellowship with each other.
- 2) Teach regular youth Bible studies along with leading the youth in fellowship, service, and spiritual growth.
- 3) Exhort the youth to become dedicated followers of Christ.
- 4) Provide pastoral care to the youth and their families.
- 5) Coordinate the activities of the youth with the rest of the congregation.

If the Youth Pastor is unable to perform these duties in person, he is responsible for ensuring someone performs these duties.

## ARTICLE 10 – OFFICERS

- i. Term limits of officers are listed in the *Limits on Consecutive Terms* Provision.
- ii. ADDITIONAL SPECIFICATIONS CONCERNING OFFICERS

CHURCH CLERK 1.a: A full copy of each congregational meeting's minutes shall be given to the presiding moderator within one week after said meeting. A typed copy of the minutes shall be available to members at the next regular congregational meeting.

## BYLAWS DRAFT 7/18/2019

### ARTICLE 11 – CHURCH COUNCIL

- i. In order to prevent the appearance of a conflict of interest, no person receiving regular compensation from this church, nor any member of their household, may be a member of the Church Council. The pastoral staff themselves, but not the members of their household, are an exception to this prohibition.
- ii. While the Church Council may act for the congregation in (1) "trivial matters" and in (2) "urgent matters when the Council believes that there would likely be a broad consensus were the congregation to decide the issue directly", the mere presence of a disagreement, either (i) within the Council, (ii) between the Council and another group within the congregation, or (iii) between two groups within the congregation, shall be regarded as evidence that the matter is neither trivial nor likely to have a broad consensus were the congregation to decide it.
- iii. When the Church Council acts for the congregation to authorize the expenditure of funds in urgent or trivial matters, the limits of such spending shall be:
  - a. for replacement or repair of existing equipment, including supplies and other items incidental to such replacement or repair: 5% of the then current church budget
  - b. for approval of requests from officers, boards, or committees to exceed their budgets: the greater of \$100 or 10% of that budget item
  - c. for other action that the Council deems appropriate: 0.1% of the then current church budget
- iv. Each board and fellowship should endeavor to use the same representative for the entire calendar year.
- v. The Church Council shall ensure that all information documents, as described in the *Information Documents* provision of these Bylaws, are developed and maintained.
- vi. BUDGET AND NOMINATION MEETING. A session of the Church Council for the preparation of a budget and the nomination of officers for the ensuing year shall be held at least three weeks before the congregational meeting at which elections are held and budget approved. All officers, positions, boards, and committees whose duties call for the expenditure of money shall submit to the Church Council their estimated needs for the coming year for inclusion in the new budget. All boards and committees shall submit nomination suggestions to the Church Council for replacing their expiring term members.
- vii. If they deem it necessary, the Church Council shall authorize the issuance of debit cards on church accounts and/or credit cards, including the number and custody of such cards.
- viii. The Church Council should seek advice from the Compliance Clerk when considering adding or removing staff positions.
- ix. STAFF DEFINITIONS. Staff referred to anywhere in this Constitution and Bylaws denotes employees of this church. This staff is subdivided into the following three groups:
  - a. Ministry Staff – Any employee whose duties include spiritual ministry to all or part of this congregation and/or community of this church.
  - b. Pastoral Staff – Any ministry staff whose title includes pastor.
  - c. Non-ministry Staff – All other employees not included above.

## BYLAWS DRAFT 7/18/2019

- x. The Church Council shall maintain a list of stocked, consumable supplies. The list shall include (1) a description of the specific type of supply, (2) the person, position, committee, or board responsible for monitoring the stock of this supply and reordering as necessary, and (3) the budget line item to which restocking costs shall be charged.
- xi. The Church Council shall arrange for a financial audit of all church funds at least every three years.

### ARTICLE 12 – BOARDS

- i. A member shall not be elected or appointed to serve as a voting member on more than one of the following boards at the same time: Board of Deacons, Board of Trustees, Board of Christian Education.
- ii. Board members shall be elected to serve three-year terms, with one-third of the members elected annually. After serving a full term, a member is ineligible for one full year to serve a full term on the same board, therefore he may serve up to two consecutive terms only if one of them is a partial term. Each board should endeavor to nominate at least one member each year that has never served on that board.
- iii. All board members shall endeavor to be active participants for their full term. However, the board may request that the Church Council replace a member that does not remain an active participant.
- iv. All boards shall develop and adhere to its information document as described in the *Information Documents* provision of these Bylaws.
- v. 1. BOARD OF DEACONS. The Board of Deacons shall consist of nine members.
- vi. ORDINATION OF DEACONS

After due election and at the appointed time, the person to be ordained as deacon shall stand before the congregation and the officiating minister shall say:

<candidate name> has been duly chosen by a vote of this church to the office of deacon, and it now becomes our duty to set him apart thereto by prayer and the laying on of hands. *(the following passages of Scripture shall be read)*

Now in these days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution. And the twelve summoned the full number of the disciples and said, “It is not right that we should give up preaching the word of God to serve tables. Therefore, *brothers and sisters*, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty. But we will devote ourselves to prayer and to the ministry of the word.” And what they said pleased the whole gathering, and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicolaus, a proselyte of Antioch. These they set before the apostles, and they prayed and laid their hands on them. (Acts 6:1-6, ESV 2001 with alternate wording italicized)

Deacons likewise must be dignified, not *devious in speech*, not addicted to much wine, not greedy for dishonest gain. They must hold the mystery of the faith with a clear conscience. And let them also be tested first; then let them serve as deacons if they prove themselves blameless. *Women*, likewise, must be dignified, not slanderers, but sober-minded, faithful in all things. Let deacons each be *a man of one woman*, managing their children and their own households well. For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus. (I Timothy 3:8-13, ESV 2001 with alternate wording italicized)

You have been called to a very honorable and responsible office in the Church of God; and I now ask you, in the presence of this congregation, the following questions:

- (1) Do you believe the Bible to be God's Holy Word, and a sufficient rule for a Christian's faith and practice?
- (2) Do you promise to adhere faithfully to the Constitution and Bylaws of Bethlehem Christian Church?
- (3) Do you promise to discharge the duties of a Deacon to this congregation to the best of your ability?

*(After confirmation from the candidate, the officiating minister shall lay his hands upon the chosen person and pray the following:)*

In the name of the Lord Jesus Christ, and by the authority vested in the church, I ordain you to the office of deacon in this congregation. May the Holy Spirit enable you to discharge the duties of your position. Amen.

vii. DEACONS EMERITUS

A deacon emeritus shall have, for life, all privileges of an active member of the Board of Deacons and is encouraged to participate in all board meetings and activities. Upon the ratification of this Bylaw paragraph, no additional Deacons Emeritus shall be named. Any Deacon Emeritus who becomes a voting member of another board shall not be allowed voting privileges on the Board of Deacons for the duration of his voting membership on the other board. *<The original 1960 constitution created Deacons Emeritus as a transition measure between the former practice of lifetime deacon service and the current practice of limited deacon terms. The then current deacons were named in that document and given deacon emeritus status with the intention that no more lifetime deacons succeed them. The above change returns to that original intent.>*

- viii. 2. BOARD OF TRUSTEES. The Board of Trustees shall consist of nine members. As part of its task to oversee the financial affairs of the church, the trustees shall (a) authorize the institutions at which the church shall have accounts, including the number of such institutions and the need for deposit insurance or other means of safeguarding the assets in these accounts, (b) specify the situations under which multiple signatures shall be required to engage in financial transactions, and (c) receive reports from all treasurers regarding the above aspects of the church's financial affairs.

As part of its duty to oversee the care of church property, the trustees shall manage all keys and combinations for any locks concerning church property, and make these available to individuals whose duties require access as determined by the Church Council or by the congregation. An accurate log shall be kept of the distribution and retrieval of all keys. They

shall also maintain a list of account numbers for all financial, utility, service and online accounts that are in the church's name, and either (a) the access information for these accounts or (b) instructions on how to retrieve and reset the access information. The primary user of these accounts shall update the trustees whenever this information changes.

The trustees shall maintain a set of rules that governs the use of church property for non-church sponsored activities.

The Board of Trustees shall establish a minimum target balance for the Special Projects Fund by considering (a) the assets owned and used by the church, (b) their expected replacement cost, (c) their expected useful life, and (d) their installation dates.

The trustees shall maintain insurance coverage sufficient to prevent large, unexpected financial liabilities. This shall include coverage for (a) physical damage to church property and/or the loss of its use, (b) liability of the church as a property owner, and (c) liability of the church as an employer, both for employee injuries and grievances, and (d) liability for actions of its employees and volunteer workers.

- ix. 3. BOARD OF CHRISTIAN EDUCATION. The Board of Christian Education shall consist of nine members including the Sunday School Superintendent or Assistant Superintendent, the Youth Director, the Children's Director, and six elected members.

The system of Christian education created by the Board shall provide a Bible-centered foundation of what orthodox Christians have believed and why they have believed it (Jude 1:3). Specifically, it should teach students (a) how the Bible came to be, (b) why it is reliable, (c) how it should be interpreted, (d) what it contains, (e) which beliefs follow from its contents, (f) how those beliefs should shape their lives, and (g) how its message of redemption is best shared with non-believers. This system shall include all formal instruction settings, including but not limited to: Sunday School, children's church, youth groups, small group Bible/book studies, Awana, and Vacation Bible School. The congregation shall approve the adoption of this system and any changes made to it.

The doctrinal viewpoints expressed in the system described above shall strike a balance between identifying and eliminating heretical and heterodox teaching and recognizing that diversity of opinion can legitimately exist among sincere, knowledgeable Bible believers. The Board of Christian Education should encourage the Doctrine Committee to assist it in this area.

The Board shall approve all curricula, other than direct Bible study, and all instructors. This approval shall be more rigorous for instructors and curricula scheduled for indefinite or ongoing duration. Such instructors shall be voting members, and the Board or another church body shall ensure they hold orthodox beliefs either by (1) directly examining the instructor, (2) ensuring that the candidate completes a course of study approved by the Board for this purpose, or (3) having sufficient prior experience with his/her beliefs. Such a candidate qualifying on the basis of experience shall have been regularly attending Sunday School for at least five (5) years prior to becoming an instructor. The Board has the responsibility to remove instructors who use their position to stir up division or spread false teachings. Such an instructor shall be first warned and then, if they persist in this conduct, removed as an instructor.

## BYLAWS DRAFT 7/18/2019

- x. 4. BOARD OF OUTREACH. The Board of Outreach shall consist of six members. In order to perform their duties, the Board of Outreach shall be responsible for the following areas of interacting with the world outside of the church:
- Promoting this church to the world. This includes all forms of advertising, such as print media, radio, television, billboards and all internet-based outlets (website, social media, etc.), and initiating or assisting with promotional campaigns.
  - Content creation and management for the church's website and any church controlled social media accounts
- xi. 5. STEWARDSHIP BOARD. The Stewardship Board shall consist of nine people.

### ARTICLE 13 – AMENDMENTS (to the Constitution)

For notification purposes, if one of the subsequent Sunday morning worship services is canceled where a proposed amendment was to be announced, then use of another reliable means of communication may be used for that notification.

### PROVISION ONE – POSITIONS

All positions shall be filled by voting members of this church unless otherwise specified in the description of that position. All positions are elected annually for a term of one year. Term limits of these positions are listed in the *Limits on Consecutive Terms* provision. All positions shall develop and adhere to their information document as described in the *Information Documents* provision.

1. SPECIAL FUNDS TREASURER. The duties of the Special Funds Treasurer shall include the following:
  - a. Receive all monies designated for the Special Projects Fund or any other fund he manages. Give receipt of those monies including acknowledgment of contributions given in memory or honor of someone as appropriate.
  - b. Present and distribute a financial statement of the Special Projects Fund at each regular congregational meeting.
  - c. Make payments of financial obligations from the Special Projects Fund for property acquisition, repair, or replacement as authorized by the congregation.
  - d. Deposit monies for special group funds into the same depository as the Special Projects Fund, maintain an accounting of these funds, and make payments of financial obligations from these funds as directed by each fund administrator. Special group funds are those funds for which all of the following is true: (1) spending is not made from a church budget allocation, (2) the Investment Committee is not the manager, and (3) a person or group within the congregation, rather than the entire congregation, determines how the funds will be spent.
2. ASSISTANT SPECIAL FUNDS TREASURER. The Assistant Special Funds treasurer shall assist the Special Funds Treasurer in performing his duties and shall function in the capacity of the Special Funds Treasurer in his absence.

BYLAWS DRAFT 7/18/2019

3. SUNDAY SCHOOL SUPERINTENDENT. The Sunday School Superintendent shall be a member of the Board of Christian Education. It shall be the duty of the Superintendent to oversee the work of the Sunday School and to make recommendations on the work and needs of the Sunday School to the Board of Christian Education.
4. ASSISTANT SUNDAY SCHOOL SUPERINTENDENT. The Assistant Superintendent shall assist the Sunday School Superintendent as needed and function in place of the Sunday School Superintendent when necessary.
5. SUNDAY SCHOOL SECRETARY. It shall be the duty of the Sunday School Secretary to keep records of attendance and financial contributions of the Sunday School.
6. ASSISTANT SUNDAY SCHOOL SECRETARY. The Assistant Sunday School Secretary shall assist the Sunday School Secretary as needed and function in place of the Sunday School Secretary when necessary.
7. HISTORIAN & ASSISTANT. The shared duties of the Historian and Assistant shall be to keep a record of all occurrences of interest and importance to the congregation, even in the absence of specific direction from the congregation.
8. CHOIR DIRECTOR. The Choir Director shall work with the Pastor to plan music for regular services and other church sponsored services. It shall be the duty of the Choir Director to manage and direct the choir.
9. ASSISTANT CHOIR DIRECTOR. The Assistant Choir Director shall assist the Choir Director as needed and function in place of the Choir Director when necessary.
10. ACCOMPANIST(S). The Accompanist(s) shall work with the Choir Director to plan the musical program for the church. It shall be the duty of the Accompanist(s) to play as needed at all church sponsored services.
11. COMPLIANCE CLERK & CO-COMPLIANCE CLERK. The shared duties of the Compliance Clerk and Co-Compliance Clerk are to be responsible for ensuring that the church complies with requirements of outside agencies such as governments and insurers. These requirements include, but are not limited to:
  - a. Determination of the amounts of income and payroll taxes to be withheld from employee paychecks.
  - b. Reporting of employee wages and non-employee payments to governments and to the recipients.
  - c. Reporting of income and payroll taxes withheld from employee wages.
  - d. Payment to governments of income and payroll taxes withheld from employee wages.
  - e. Retention of employee documents as required by law.
  - f. Preparation and filing of claims for refunds of sales taxes paid by the church.
  - g. Reporting to the church's insurer wage and/or independent contractor compensation for worker's compensation insurance audits.
  - h. Posting of employment regulations as required by law.
  - i. Knowledge of which employment laws do/do not apply to the church with respect to its current and/or proposed number and type of employees. The Clerk shall advise the Church Council on changes in employment laws that may affect the church.

BYLAWS DRAFT 7/18/2019

- j. Retention of minister ordination certificates or other ordination documentation.
  - k. Receive from the various church treasurers, upon request, the data required to perform the above tasks.
12. CONFERENCE LIAISON. The duties of the Conference Liaison shall include the following:
- a. Monitor the conference's statement of faith and position papers that it issues.
  - b. Review proposed changes to the Constitution and Bylaws of the conference. Inform the church of the schedule for voting on these proposed changes in time for the church to participate in the decision-making process should it so desire. After the vote, inform the church of the result. If the Conference Liaison deems it to be of interest to the church, he shall provide these two items of information (timely notification of the vote schedule and the vote result) on any other item scheduled for a conference vote.
  - c. Read, and respond to as necessary, both regular and special communications from the conference, archiving the response in the church's digital storage.
  - d. Inform the congregation of the conference resources available online.
13. CHILDREN'S DIRECTOR. The Children's Director shall, under the supervision of the Board of Christian Education, implement instructional and other activities that produce opportunities for a profession of faith and Christian growth for children (preschool through fifth grade) at Bethlehem Christian Church. The specific duties of the Children's Director are to:
- a. Recruit and schedule volunteers as necessary to implement activities, including conducting criminal background checks on such volunteers to the extent deemed necessary by the Board of Christian Education.
  - b. Select and purchase/design curricula.
  - c. Ensure that all necessary activity preparations are made.
  - d. Manage in person all planned activities, including serving in any capacity necessary to substitute for a volunteer.
14. INFORMATION TECHNOLOGY CLERK & ASSISTANT. The shared duties of the Information Technology Clerk and Assistant are to be responsible for:
- a. Maintaining information technology assets owned by the church.
  - b. Managing the use of non-owned information technology assets used by the church, such as off-site digital storage.
  - c. Maintaining the technical aspects of the public digital presence of the church, including but not limited to, its website, email, voicemail, and social media platforms.
  - d. Maintaining the church's internal message delivery system.
  - e. Upon request, creating and/or maintaining customized software used periodically by persons or groups within the church.
15. BULLETIN & HANDOUT COORDINATOR & ASSISTANT(S). The shared duties of these positions are:
- a. Create and print the bulletins each week using information solicited from the pastor(s), Deacons, Choir Director, Children's Director, Youth Director, Church Council and any

other suitable information submitted by members of the congregation and approved by the Church Council.

- b. Create and print congregational meeting reports, and any other printed material to be distributed at congregational meetings.
16. AUDIO/VISUAL TECHNICIAN & ASSISTANT. The shared duties of these positions are:
- a. Operate each building's audio/visual system during church-sponsored events on church property.
  - b. Record church-sponsored worship services and distribute all or portions of these recordings as requested.
  - c. Ensure that church-owned audio/visual equipment and associated supplies are maintained, repaired, or replaced as required.
  - d. Provide assistance as requested by the choir director during choir rehearsals.
  - e. Supervise or approve substitute operators of any church-owned audio/visual equipment.

## PROVISION TWO – COMMITTEES

All committee members must be voting members of this congregation. Long-term committee members, where specified, shall facilitate continuity with the actions of previous committees and promote consistency amid personnel turnover. The long-term member must be a current or previous committee member and have served on the committee for a minimum of three years. All committee members shall remain active participants of the committee for their full term. However, the committee may request that the Church Council replace a member that does not remain an active participant. All committees shall develop and adhere to its information document as described in the *Information Documents* provision.

1. CEMETERY COMMITTEE. The Cemetery Committee shall consist of four members consisting of three short-term members elected to serve three-year terms, with one-third of the short-term members elected annually, and one long-term member elected to serve a twelve-year term. After serving a full term, a member must remain off the committee for one full year before becoming eligible for reelection, except in the case of a current short-term member becoming a long-term member.

The committee shall elect a treasurer whose duties include the following:

- a. Receive all monies designated for the Cemetery Operating Fund. Give receipt of those monies and donations to the Cemetery Endowment Fund, including acknowledgment of contributions given in memory or honor of someone as appropriate.
- b. Present and distribute a financial statement of the Cemetery Operating Fund at each regular congregational meeting.
- c. Make payments of financial obligations from the Cemetery Operating Fund for the operation and maintenance of the cemetery.

It shall be the duty of the Cemetery Committee to keep the records of the cemetery up-to-date. The records shall include a list uniquely identifying all graves, including which graves are available to be sold, which graves have been sold along with the name of the owner(s),

## BYLAWS DRAFT 7/18/2019

and who is buried in the occupied graves. The committee shall make certain no one is buried in the cemetery or monuments erected without first checking the records.

The committee shall maintain the cemetery according to the following guidelines:

- a. Trim or mow grass and prune shrubs and trees in and around the cemetery. Grass shall be trimmed or mowed to a level where flat markers of individual graves can be seen.
- b. Repair or restore improvements, structures and fences which are owned by the church.
- c. Keep cemetery roads accessible and repair surfacing which presents a hazard.
- d. Keep all occupied crypts and niches properly sealed or closed.
- e. Repair any grave marker, monument, or burial vault that is damaged by the negligence of the cemetery or its employees or contractors.
- f. Keep public areas of the cemetery grounds clear of trash and debris.
- g. Control vermin and insect problems.

In these Bylaws, a grave is defined as a burial site for one person. A plot can contain more than one grave.

The committee shall be responsible for selling graves in the cemetery. They shall submit for congregational approval, no less frequently than every five years, the prices for such graves, the proposed effective date of those prices, and the methodology used to set them. Prices for graves sold to voting members shall be set high enough that the sale proceeds, invested in the Cemetery Endowment Fund, shall produce sufficient revenue to pay for the ongoing cost of the maintenance of that grave. Prices for graves sold to those who are not voting members shall be set high enough that the prices will not preferentially induce grave purchases in the church cemetery relative to other local cemeteries. Grave purchasers shall be provided with a document specifying which grave(s) they have purchased by reference to plot numbers on one of the plat maps in the church's digital storage, identified by survey date, plus enough additional information to uniquely specify the grave(s) and their position(s) within the plot(s). Upon request, the committee shall furnish the purchaser or current owner of a grave with the cemetery maintenance standards the committee uses at the time of the request.

2. **COMMUNION COMMITTEE.** The Communion Committee shall consist of six members who are elected annually to serve a term of one year. There shall be no restrictions on the number of consecutive terms an individual may serve on this committee. It shall be the duty of the Communion Committee to arrange for communion sacraments, to order supplies as necessary, to prepare the Sacrament table for the observance of the Lord's Supper, and to remove and store communion supplies following the Communion service.
3. **FLOWER COMMITTEE.** The Flower Committee shall consist of three members who are elected annually for a term of one year. There shall be no restriction on the number of consecutive terms an individual may serve on this committee. It shall be the duty of this committee to secure flowers for worship services and other special services, to coordinate floral memorials and honoraria, to deliver flowers used at Sunday worship to shut-ins, and to provide memorials in the name of the church upon the death of a church member or his immediate family.

The Flower Committee shall exercise due diligence in making cash donations in lieu of flowers. Although the committee will normally honor the wishes of the deceased's family as expressed in the obituary, they may instead decide, with advice from the Church Council should the committee request it, to provide memorial flowers to the deceased's family if, in their judgment, the reputation or practices of a proposed recipient organization do not reflect the church's beliefs.

4. **DOCTRINE COMMITTEE.** Because the New Testament widely warns against the dangers of false teaching, to the point of devoting whole books to the subject, there shall be a committee to examine the doctrine taught in the church.

The committee shall consist of three members who are elected annually to serve a term of one year. There shall be no restrictions on the number of consecutive terms an individual may serve on this committee. The qualifications of committee members shall be from Titus 1:9 – each committee member *“must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.”*

The committee shall, upon request, review any proposed course of study to determine whether its doctrine is correct. The committee shall maintain a general awareness of what is being taught at the church and advise the appropriate authority in writing about unsound doctrine of which its members become aware.

5. **INVESTMENT COMMITTEE.** The Investment Committee shall consist of two short-term members elected to serve six-year terms, one member elected every three years, and one long-term member elected to serve a twelve-year term. After serving a full term, a member must remain off the committee for one full year before becoming eligible for reelection, except in the case of a current short-term member becoming a long-term member.

It shall be the duty of the Investment Committee to manage assets assigned to it (1) to produce income that will keep pace with inflation by investing in income-producing equity investments, (2) to diversify the portfolio to minimize the risks associated with any one company or market sector, and (3) to reduce the investment expense by eliminating investment management fees through the use of passively managed index funds.

The committee shall develop a written investment policy, including written reasons for the policy provisions and the investment choices made, and shall periodically review the investment portfolio against this policy and adjust the investment choices as necessary. The committee is specifically authorized to invest in securities which might fluctuate in price.

The committee shall present and distribute an annual report on each fund it manages at a regular congregational meeting.

6. **MISSIONS COMMITTEE.** The Missions Committee shall consist of three short-term members elected to serve three-year terms, one member elected annually, and one long-term member elected to serve a twelve-year term. After serving a full term, a member must remain off the committee for one full year before becoming eligible for reelection, except in the case of a current short-term member becoming a long-term member.

It shall be the duty of the Missions Committee to supervise and direct the Missions ministry of the congregation. In allocating funds, the committee shall adhere to the following principles. First, in order to not jeopardize the church's tax-exempt status, the recipients of

the money shall be tax-exempt organizations, not individuals. Second, the committee shall confirm, by direct examination of the recipient organization's financial statements, that it spends its money predominantly on its stated purpose and not on fundraising and administrative expenses. Money allocations shall not be used for expenditures which directly benefit Bethlehem Christian Church.

The responsibilities of the Missions Committee shall include the following:

- a. Supervise and direct the allocation of the *Missions Spreading the Gospel* budget item. Recipient organizations shall (1) have a statement of faith that is consistent with that of the church, (2) have as their primary purpose the evangelization of the unsaved, and (3) target individuals outside the local community. Priority shall be given to recipient organizations that target the unreached.
  - b. Allocate the annual income from the *Irene G. Lee Foreign Missions Endowment Fund* consistent with these Bylaws and with the rules of that endowment fund.
  - c. Plan and coordinate mission events at the church to raise awareness and encourage participation in the world mission of the church.
7. PHYSICAL NEEDS COMMITTEE. The Physical Needs Committee shall consist of three short-term members elected to serve three-year terms, one member elected annually, and one long-term member elected to serve a twelve-year term. After serving a full term, a member must remain off the committee for one full year before becoming eligible for reelection, except in the case of a current short-term member becoming a long-term member.

It shall be the duty of the Physical Needs Committee to supervise and direct the allocation of the *Meeting Physical Needs of Others* budget item. Recipient organizations shall (1) be overtly Christian, making it known that their work is done in the name of Jesus Christ and (2) focus on the most dire physical needs, regardless of where in the world these needs are found. Priority shall be given to those suffering because of nature or other people, not because of themselves.

In allocating funds, the committee shall adhere to the following principles. First, in order to not jeopardize the church's tax-exempt status, the recipients of the money shall be tax-exempt organizations, not individuals. Second, the committee shall confirm, by direct examination of the recipient organization's financial statements, that it spends its money predominantly on its stated purpose and not on fundraising and administrative expenses. Money allocations shall not be used for expenditures which directly benefit Bethlehem Christian Church.

8. PLAYGROUND COMMITTEE. The Playground Committee shall consist of five members including the Children's Director, an appointee from the Board of Trustees, and three elected members. One member shall be elected annually to serve a three-year term. It shall be the duty of the Playground Committee to (1) oversee future development of the playground and (2) maintain and repair all church property, with the exception of the picnic shelter, that is located within the playground fence.
9. EMERGENCY PREPAREDNESS COMMITTEE. The Emergency Preparedness Committee shall consist of six members including an appointee from each of the Board of Trustees, Board of Deacons and Usher Committee, and three elected members. One member shall be

## BYLAWS DRAFT 7/18/2019

elected annually to serve a three-year term. It shall be the duty of the Emergency Preparedness Committee to develop and maintain emergency procedures for the church.

10. **MARVIN WALLACE SCHOLARSHIP COMMITTEE.** The Marvin F. Wallace Scholarship Committee shall consist of six members who are elected annually for a term of one year. There shall be no restriction on the number of consecutive terms an individual may serve on this committee. It shall, annually, (1) remind the congregation of the availability of this merit-based post-secondary educational scholarship for voting members of the church, (2) publish the qualification criteria for the scholarship, along with its application form and the deadline for application submittal, (3) evaluate the timely-received applications, (4) decide upon the scholarship award winners(s), if any, from among the qualified applicants, (5) announce the winners to the congregation, and (6) ensure that the award is paid to the winner upon the submittal of such expense documentation as the committee shall decide.
11. **USHER COMMITTEE.** The Ushers shall consist of eight to sixteen members elected annually by the congregation for a term of one year. There shall be no restrictions on the number of consecutive terms an individual may serve on this committee. The Ushers shall work with the Pastor to create an atmosphere of friendliness in the church, including greeting and directing visitors before and during all services including Sunday School. The Ushers shall also monitor the security camera feeds and respond to any observed issues during all services.

### PROVISION THREE – RECORDS RETENTION

1. **FINANCIAL/ACCOUNTING RECORDS.** A copy of all account statements and supporting documentation, such as receipts, invoices and contribution records, for all financial accounts owned by the church shall be kept in an appropriate cabinet either on church property or a suitable offsite location as directed by the Trustees. Supporting documents that have no historical value may be disposed of if necessary, after consulting the Church Historian and Compliance Clerk. Digital copies of the statements may be used instead only if they are protected against loss and manipulation and are accessible to both the Board of Trustees and the appropriate fund treasurer(s).
2. **CONGREGATIONAL MEETING MINUTES.** A copy of all congregational meeting minutes and any reports and other documents presented at the meeting shall be kept in an appropriate cabinet either on church property or a suitable offsite location as directed by the Trustees. Digital copies of the minutes may be used instead only if they are protected against loss and manipulation, and are accessible to the Board of Trustees, the Church Historian and the Church Clerk.
3. **CHURCH COUNCIL MEETING MINUTES.** A copy of all Church Council meeting minutes and any reports and other documents presented at the meeting shall be kept in an appropriate cabinet either on church property or a suitable offsite location as directed by the Trustees. Digital copies of the minutes may be used instead only if they are protected against loss and manipulation. Because these minutes may contain confidential or sensitive information, they shall be secured and only accessible by the Board of Trustees and the Council Secretary.

## BYLAWS DRAFT 7/18/2019

All records addressed in this provision shall be filed in the prescribed location within three months of their recording, or within one month after the meeting in which they were reported, whichever is later.

### PROVISION FOUR – RECORDS PRESERVATION

All records of the church not mentioned in the Records Retention provision shall be preserved by storing the originals or copies in a storage area as directed by the trustees or by storing digital copies in the church's digital storage. Examples of such records are information documents, board/committee minutes, architectural drawings and maps, survey drawings and maps, and any other records that are necessary to ensure continued operation of the church and its services.

### PROVISION FIVE – LIMITS ON CONSECUTIVE TERMS

The terms of officers and other positions are limited to one year to facilitate both (i) the ability of members to try out positions without making a long-term commitment and (ii) the ability of the church to replace a member found to be in an unsuitable position without having to hold a special election. The church recognizes two competing principles for limiting the number of terms that a member may succeed themselves in the same office or position. A member who performs a job well, is willing to continue in the position, and has accumulated special skills through training and/or experience is an asset to the church and should not be required to leave the position simply because a term limit has been reached. On the other hand, such a person comes to be relied on excessively by the church, leaving us vulnerable to the sudden, unexpected inability of the member to continue to fill that position.

In balancing between the two principles above, these Bylaws recognize four maximum lengths of service based on the increasing requirements of each unique position. First, some positions require merely attention to detail and dedication to doing the job well, but neither special training or nor the retention of large amounts of specialized information. Second, other positions do require limited special training or the retention of some specialized information. Third, still other positions require extensive special training and/or the retention of large amounts of specialized information. Finally, some positions require in addition to such training, God-given talent in specific areas. Only for this last category do these bylaws allow for an indefinite length of service. Also, in order to prevent two individuals from alternating in the same position indefinitely, no individual may succeed their assistant or co-position.

Based on the above considerations, term limits are as follows:

<b>OFFICER OR POSITION</b>	<b>TERM LIMIT (years)</b>
CHURCH CLERK AND ASSISTANT	6
CHURCH TREASURER AND CO-TREASURER	12
MODERATOR AND ASSISTANT	12
PARLIAMENTARIAN AND ASSISTANT	12
SPECIAL FUNDS TREASURER AND ASSISTANT	6

BYLAWS DRAFT 7/18/2019

SUNDAY SCHOOL SUPERINTENDENT AND ASSISTANT	3
SUNDAY SCHOOL SECRETARY AND ASSISTANT	3
HISTORIAN AND ASSISTANT	6
CHOIR DIRECTOR AND ASSISTANT	No limit
ACCOMPANIST(S)	No limit
COMPLIANCE CLERK AND CO-COMPLIANCE CLERK	12
CONFERENCE LIAISON	3
CHILDREN'S DIRECTOR	6 if volunteer
INFORMATION TECHNOLOGY CLERK AND ASSISTANT	12
AUDIO/VISUAL TECHNICIAN AND ASSISTANT	12
BULLETIN & HANDOUT COORDINATOR AND ASSISTANT	12

PROVISION SIX – INFORMATION DOCUMENTS

- i. A document shall be (1) developed, (2) maintained up-to-date, and (3) archived on the church's digital storage that contains the information necessary for the user or group to fulfill their duties. This document shall contain specific information regarding what is done and when and how it is done. This document shall also record the basis for decisions made about current practices. The purpose of this document is to be a repository of knowledge that might otherwise be lost due to turnover or rotation. A printed copy of the current version of this document shall be provided to each user when they begin performing their duties. Past versions of this document shall be kept for both historical purposes and to provide insight to future users when considering changes to the document.
- ii. Any updates or changes to this document shall be shared with the Church Council by its November meeting each year, and the Church Council shall be notified by its February meeting that all new users have received a copy of this document.

PROVISION SEVEN – CHANGES TO THESE BYLAWS

- i. Changes to these Bylaws may be made at any congregational meeting without any prior notice by a two-thirds affirmative vote.
- ii. Alternatively, if the exact text of the proposed change is both made available to the congregation and the congregation is notified of the intent to propose the change at each Sunday morning worship service beginning two weeks prior to the date of the meeting, then a simple majority vote is sufficient. For notification purposes, if one of the subsequent Sunday morning worship services is canceled where a proposed Bylaws change was to be announced, then use of another reliable means of communication may be used for that notification.

**First Appendix to Membership Articles of the Constitution and Bylaws**

**PROCESS FOR JOINING BETHLEHEM CHRISTIAN CHURCH**

1. Persons desiring to unite with the church shall have been previously instructed by the pastor or deacons as to the qualifications (the four questions below) and duties (membership agreement) of church membership.

The presentation of the candidate shall be made at a worship service or regular congregational meeting as the candidate chooses. In order to allow the congregation to prayerfully consider\* the candidate, the congregation shall be notified in writing of the candidate's name on the two Sundays prior to the presentation.

The minister shall examine the candidate in the presence of the congregation as follows:

- a. *Have you sincerely and heartily repented of all your sins?*
- b. *Do you believe in the Lord Jesus Christ as the Savior of the world now as your personal Savior?*
- c. *Do you believe the Bible to be God's Holy Word?*
- d. *Is it your purpose now through grace to live a godly life?*

These questions being answered in the affirmative, the minister shall declare the fact to the congregation, i.e., the members of the church. The name shall be announced, and the question asked:

*You have heard the answers given by Brother(s) [and/or Sister(s)] first & last name to these questions. What is the pleasure of the church?"*

If any member makes a motion for the candidate(s) to be received into church membership, the minister shall ask for a second. If the motion is seconded, the minister shall immediately ask for affirmative votes. Discussion and the opportunity for negative votes are omitted since this vote is reached only if no valid concerns were presented to the Board of Deacons prior to the candidate's presentation. Upon the affirmative vote the minister shall proceed to receive the applicant (or applicants) into full connection with the church, saying:

*On behalf of the church, I extend to you the right hand of fellowship and welcome you into this church, and to the privileges of membership. May you be a blessing to the church and the church a blessing to you. I commend you the Holy Bible as a sufficient rule of faith and practice in the church, and direct you to study it carefully and prayerfully, and to obey its precepts according to the best of your understanding and ability.*

If the affirmative vote occurs at a congregational meeting, the pastor shall announce the candidate's membership at the next worship service and encourage all members to extend the right hand of fellowship to the new member.

2. Applicants may be received into the church in like manner by the Deacons, when the services of the pastoral staff are not available.

*\*If there is any concern about accepting the candidate as a member, it shall be presented to the Board of Deacons in person or in writing for investigation. The Board of Deacons may postpone or cancel the vote to accept the candidate if necessary.*

**Second Appendix to Membership Articles of the Constitution and Bylaws**

**BETHLEHEM CHRISTIAN CHURCH MEMBERSHIP AGREEMENT**

Having decided to follow Jesus Christ as my Lord and Savior and been baptized, and being in agreement with our doctrine, mission and purpose, I now feel led by the Holy Spirit to unite with the Bethlehem Christian Church family. In doing so, I commit myself to God and to the other members to do the following:

**I WILL PROTECT THE UNITY OF OUR CHURCH**

- ...by acting in love toward others (Romans 15:5,19)
- ...by refusing to gossip, slander or meddle (Ephesians 4:29)
- ...by not causing dissension when in disagreement with decisions made by the church (Hebrews 13:17)

**I WILL SHARE THE RESPONSIBILITY OF OUR CHURCH**

- ...by praying for its growth – spiritually and numerically (1 Thess. 1:2)
- ...by inviting the unchurched to attend our services (Luke 14:23)
- ...by actively and warmly welcoming those who visit our church (Romans 15:7)

**I WILL SERVE THE MINISTRY OF OUR CHURCH**

- ...by discovering my gifts, strengths and talents (1 Peter 4:10)
- ...by being equipped to serve by our pastor(s) and teachers (Ephesians 4:11-12)
- ...by developing a servant's heart (Philippians 2:3-4, 7)
- ...by becoming an active participant in a ministry (Romans 12:6, 1 Peter 4:10)

**I WILL SUPPORT THE TESTIMONY OF OUR CHURCH**

- ...by being an effective witness for Jesus Christ (Matthew 28:19-20)
- ...by attending its services regularly and faithfully (Hebrews 10:25)
- ...by celebrating the Lord's Supper (1 Corinthians 11:24-25)
- ...by living a more godly life each day in obedience to the Bible (Philippians 1:27)
- ...by giving regularly to support the church and its mission programs, with tithing as a goal (1 Corinthians 16:2, Leviticus 27:30)

*Printed Name*

*Signature*

*Date*

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