

Bylaws
Faith Community
Church of God

TABLE OF CONTENTS

ARTICLE 1 – NAME

ARTICLE 2 – PURPOSE & MISSION

ARTICLE 3 – MEMBERSHIP

ARTICLE 4 – CONGREGATIONAL VOTES

ARTICLE 5 - OFFICERS

ARTICLE 6 – LEAD PASTOR.....

ARTICLE 7 – GOVERNANCE BOARD.....

ARTICLE 8 – MEETINGS.....

ARTICLE 9 – COMMITTEES.....

ARTICLE 10 – AMENDMENTS.....

ARTICLE 11 – INDEMNIFICATION.....

ARTICLE 12 – PLAN FOR DISSOLUTION.....

BYLAWS OF Faith Community Church of God

ARTICLE 1 – NAME

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

ARTICLE 2 – PURPOSE & MISSION

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

ARTICLE 3 – MEMBERSHIP

- 3.1 Members of this congregation with voting privileges shall meet all of the following:
 - A person who has made a profession of faith in the Lord Jesus Christ.
 - Has worshipped regularly with this congregation for not less than six months.
 - Is eighteen years of age or older.
 - Is living according to the beliefs and practices as represented by Church of God, Anderson, Indiana.
 - Supports the local congregation through Christian service and financial stewardship.
 - Supports the mission, goals, and leadership of this church.
- 3.2 If an objection to any person's right to vote at a business meeting is questioned by any member, the Chair may call for a vote to determine if that person will be granted the privilege of voting. A three-fourths (3/4) vote of the members present and voting, is required to grant such an individual voting rights. This shall apply to business meetings only and shall not affect in any way the religious standing, rights, and privileges of any persons.

ARTICLE 4 – CONGREGATIONAL VOTES

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

ARTICLE 5 – OFFICERS

- 5.1 The officers of Faith Community Church of God shall be the Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- 5.2 The Chairperson, Vice Chairperson, and the Secretary shall be appointed by the Governance Board from among its members
- 5.3 The Treasurer shall be appointed by the Lead Pastor and approved by the Governance Board.
- 5.4 Terms of Office
The officers shall serve a one (1) year term or until their successors are appointed.
- 5.5 Duties of Officers
- 5.5.1 Chairperson
- 5.5.1.1 Shall serve as the Chairperson for the Governance Board.
 - 5.5.1.2 Shall manage the affairs of the Governance Board under the general direction of the Governance Board.
 - 5.5.1.3 Shall be accountable to the Governance Board for the proper conduct of business according to the policies established by the Governance Board.
 - 5.5.1.4 Shall represent Faith Community Church of God when requested or necessary.
 - 5.5.1.5 Shall sign legal documents as instructed by the Governance Board.
 - 5.5.1.6 Shall serve as a voting, ex-officio member of any team or committee reporting to the Governance Board.
- 5.5.2 Vice-Chairperson
Shall serve as Chairperson in the absence of the Chairperson.
- 5.5.3 Secretary
- 5.5.3.1 Shall keep or cause to be kept accurate minutes of all meetings, proceedings, and actions of the Governance Board, the annual business meeting, and all special meetings of Faith Community Church of God.

5.5.3.2 Shall keep or cause to be kept a current copy of Guiding Principles and provide Governance Board members with current copy.

5.5.3.2 Shall give notice of all meetings to the members of the Governance Board in a manner consistent with the Bylaws and with the policies and procedures of Faith Community Church of God.

5.6.4 Treasurer

The duties of the Treasurer are specified in the policy and procedures of the Office Policy Manual. The Treasurer shall not serve as a voting member of the Governance Board and will be present at meetings or portions of meetings only as invited.

ARTICLE 6 – LEAD PASTOR

6.1 The Lead Pastor shall be an ordained or licensed minister with credentials recognized by Church of God Ministries, Anderson, Indiana.

6.2 The Governance Board shall select a Lead Pastor (pursuant to Article 9.3.3 C) to manage the business affairs and ministries of Faith Community Church of God. The Lead Pastor shall hold that office at the pleasure of Faith Community Church of God membership or until he/she resigns the office.

1.3 Duties of Lead Pastor

6.3.1 The Lead Pastor shall be accountable for the church fulfilling the Mission Principles according to the Boundary Principles as established by the Governance Board and contained in the Guiding Principles.

6.3.2 The Lead Pastor shall be accountable to the Governance Board for the proper and legal conduct of the business of Faith Community Church of God according to the policies established by the Governance Board.

6.3.3 The Lead Pastor shall be accountable to the Governance Board and will carefully give spiritual oversight and guidance to the ministries of the church. He/she shall perform all of the duties inherent in the office of the pastor.

ARTICLE 7 – GOVERNANCE BOARD

7.1 Membership

7.1.1 Faith Community Church of God Governance Board shall be comprised of 6 persons (including the Lead Pastor). They shall be presented to the congregation for ratification by the Nominating Committee at its annual business meeting.

7.1.2 The 5 lay Governance Board members shall be ratified on a balanced rotation basis for a term of three years.

7.1.3 In addition to the persons ratified by the congregation, the Lead Pastor shall serve as a Governance Board member.

7.2 Qualifications

7.2.1 Persons qualified to serve on the Governance Board must support the local church and leadership and commit to attending the meetings of the Governance Board.

- 7.2.2 Members shall be selected on the basis of spiritual gifts, skills, and experiences. The Governance Board shall reflect the gender and ethnic diversity of the congregation.
- 7.2.3 Each Governance Board member shall be a participating member of Faith Community Church of God and in good standing in the congregation. Each member must support the vision, mission, and values of Faith Community Church of God.

7.3 Duties and Responsibilities

The Governance Board will . . .

- 7.3.1 Provide broad parameters, resources, and sound financial oversight for the accomplishments of the Faith Community Church of God mission as outlined in the Guiding Principles that it develops.
- 7.3.2 Hire, receive the resignation of, or recommend the termination of the Lead Pastor and appoint an Interim when the position becomes vacant.
- 7.3.3 Adopt, amend and repeal Faith Community Church of God Guiding Principles and Office Policy Manual.
- 7.3.4 Assist, encourage, support and provide accountability for the accomplishment of the mission of Faith Community Church of God.
- 7.3.5 Adopt the annual budget and present it to the voting members to be ratified.
- 7.3.6 Fill any vacancies on the Governance Board, when they occur.
- 7.3.7 Maintain oversight of property of every kind owned by Faith Community Church of God.
- 7.3.8 Transact any business as may be referred to the Governance Board at an annual or special meeting and any other business as may properly come before the Governance Board.

7.4 Terms of Office

Ratified members of the Governance Board shall hold office for three (3) years or until their successors are ratified. Members shall be eligible for no more than two consecutive full terms without a year off.

7.5 Meetings

- 7.5.1 The Governance Board shall meet at least once each calendar quarter (10 meetings per year is recommended).
- 7.5.2 Written notice of a Governance Board meeting shall be issued seven (7) days in advance of the scheduled meeting. Written notice can include an email if receipt of email is confirmed.
- 7.5.3 A quorum for meetings of the Governance Board shall be a simple majority of the members of the Governance Board.
- 7.5.4 Any decision ordered by a simple majority of the Governance Board present at a duly called meeting when a quorum is present is an act of the Governance Board.
- 7.5.5 Special meetings may be called by the Chairperson of the Governance Board or the Lead Pastor or upon petition to the Chairperson by three of the Governance Board members.

7.5.6 Attendance via telephone or web shall be permitted for all meetings.

7.5.7 For a person to be presented as a candidate to the congregation he or she must have completed basic training in governance provided or approved by the Governing Board.

7.6 Removal, Resignation and Vacancy

7.6.1 Any member may be removed for proper cause as defined by the policy manual of the Governance Board, at any time. Any member may resign at any time by giving written notice to the Chairperson or Vice-chairperson of the Governance Board.

7.6.2 Upon the notice of a vacancy, the Governance Board shall appoint a person to serve in that position until the next annual business meeting, at which time the Governing Board shall submit a name to be ratified for the unexpired term.

ARTICLE 8 – CONGREGATIONAL MEETINGS

8.1 The Faith Community Church of God will meet in its annual business meeting during the months of October or November with a specific date and time to be determined by the Governance Board. Notification of the annual meeting shall be provided to members at least fourteen days (14) days prior to the meeting date.

8.2 Special meetings shall be scheduled by the request of the Governance Board, the Lead Pastor, or upon a written request signed by one-third (1/3) of the voting membership. A fourteen (14) day written notice stating the business to be considered shall be given to each member.

8.3 In the event a member qualified to vote finds it impossible to attend a business meeting due to illness or some other unavoidable reason, he or she may cast an absentee ballot, except in the four instances listed below. The marked ballot must be sealed in an envelope and given to the Chairperson of the congregation before the business meeting and must be approved as a voting member and recorded in the minutes. Absentee ballots will not be accepted at special meetings called for (1) for the consideration and possible call of a pastor, (2) for the recall of any officer or member elected or appointed by this body, (3) for the retaining or removal of a pastor or (4) for the amending of the bylaws.

8.4 A quorum for the annual meeting and special called meetings shall be 40 qualified voting members.

8.5 All meetings of the voting membership shall be conducted according to parliamentary procedures as directed by the most recent revision of *Robert's Rules of Order*.

ARTICLE 9 – COMMITTEES

9.1 The Governance Board may establish ad hoc committees consisting of no less than three (3) members to delegate such portions of their authority as they may desire with the exception of the hiring or termination of employment of the Lead Pastor, amending, repealing, or adopting bylaws, or approving any contract or transaction in which Faith Community Church of God is a party. Task assignments that are appointed, recommended, or delegated to a committee shall function under the direction of the Governance Board.

9.2 Nominating Committee

9.2.1 The Nominating Committee shall consist of the Governing Board chair, four members appointed by the Governing Board, and the Lead Pastor. No appointed member of the Nominating Committee shall serve concurrently as a member of the Governing Board other than the Governing Board chair and the Lead Pastor. The Governing Board shall appoint the Chairperson.

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

9.2.3 Members of the Nominating Committee shall be appointed for a term of one year.

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

9.2.5 The duties of the Committee shall be:

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

9.3 Pastor Search Team

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

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

9.3.3 Duties

- A. The Search Team shall be responsible for the regular services during the period when the congregation is without Lead pastoral leadership. They shall communicate and work with the Governing Board and staff in carrying out this responsibility.
- B. The Search Team shall investigate the availability of prospective pastors who are, or are in the process of being, ordained by the Church of God, Anderson IN. The Team shall study their qualifications as to character, leadership abilities, experience, ministerial recognition and status.

- C. The Search Team shall submit the name of only one prospective Lead Pastor at a time to the Governing Board. Once approved by a majority vote of the Governing Board, the candidate shall be presented to the congregation. Approval by the congregation requires a three-fourths (3/4) majority (75%) vote of voting members present and voting at a business meeting.

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

9.4 Amendments to Bylaws

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

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

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

9.4.4 The duties of the Committee shall be:

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

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

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

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

ARTICLE 10 – INDEMNIFICATION

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

- 10.1.1 All costs, charges, damages, and expenses whatsoever that the Governance Board member or an officer sustains or incurs in or about any action, suit, or proceeding which is brought, commenced, or prosecuted against him, or in respect of any act, deed, or matter of thing whatsoever, made, done, or permitted by him, in or about the execution, in good faith, of the duties of his office or in respect of any such liability.

- 10.1.2 All other costs, charges, damages, and expenses which the Governance Board member or an officer sustains or incurs in or about or in relation to the affairs thereof, except such cost, charges, or expenses as are occasioned by the Governance Board

member's or officer's own willful neglect or default. Faith Community Church of God shall carry such sufficient indemnification insurance as is currently available and can be reasonably afforded by Faith Community Church of God.

ARTICLE 11 – PLAN FOR DISSOLUTION

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

ARTICLE 12—RESIGNATION OR DISMISSAL OF A LEAD PASTOR

12.1 RESIGNATION

12.1.1 Should the Lead Pastor feel led by the Holy Spirit to terminate his or her pastoral leadership role in the congregation, he or she shall present a written resignation to the Governing Board. The Lead Pastor should endeavor to provide a minimum of sixty (60) days before vacating the pastorate, unless other arrangements are made to the satisfaction of both the Governing Board and the Lead Pastor.

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

12.2 DISMISSAL

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

12.2.2 If a member of the congregation believes that the Lead Pastor has been unfaithful to his or her trust to the church, the person may take his or her concerns to the Chair or Vice Chair of the Governing Board. If the claim has merit, the Governing Board shall respond accordingly. Other issues or concerns, not involving a breach of trust, should Faith Community be taken directly to the Lead Pastor in keeping with Matthew 18:15-20.

12.3 APPEAL PROCESS

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