

Constitution and Bylaws
For
The Living Word Church, Inc.

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Article I: Organization Name

The name and operational name of this church shall be Living Word Church, Inc. (hereinafter LWC) LWC is a non-profit, tax exempt, religious organization (church).

Article II: Statement of Purpose, Mission, Vision, Core Value and Doctrine

Statement of Organizational Purpose

This Organization is organized exclusively for charitable, religious, educational, and scientific purposes, specifically operating as a religious organization, within the meaning of Section 501(c)(3), including for such purposes, the making of distributions to organizations who qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future or Federal Tax Code.

No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the "Purpose" clause hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the Organization shall not carry on any other activities not permitted to be carried on:

- A. by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future or Federal Tax Code, or
- B. by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future or Federal Tax Code.

Mission

1. Salvation by Grace through Faith (Eph 2:8-9)

To present the Truth of God's Word (the Holy Scriptures) to the lost; leading them to

the saving knowledge and relationship with Jesus Christ.

2. **Spiritual Growth by Discipline and Devotion to Jesus Christ (2Peter 3:18)**

To disciple converts and encourage spiritual growth within the body of Christ through the impartation of the Truth from God's Word (The Holy Bible)

3. **The Freedom To Worship (2 Cor. 3:17)**

To cultivate a heart of worship in every believer which emanates from a deep desire for the presence of God, love for God's Word and an infilling of the Holy Spirit.

Vision

1. **Giving**

Giving is the investing of tithes and offerings to carry out God's work. It is understood that membership in this church involves financial obligations with tithing as the ideal minimum to support the buildings and surrounding areas of the church through proper maintenance, the various ministries created to continue the mission and vision of the church, and to teach the value of giving. (2Cor. 9:7)

2. **Glorifying**

The adoration and praise to the eternal Creator God who sustains all things through His infinite power. (Psalm 150)

3. **Growing**

The spiritual needs of the congregation are met through teaching, training, counseling, and prayer; the physical needs of the congregation are met through expansion and stewardship of the facilities (Luke 14:28; Eph 4:15)

4. **Preaching**

Exalt the Truth of God's Word to the congregation and to the local community through outreach and evangelistic activities. (Matthew 25: 31-40)

5. **Reaching**

The establishment of communicating the Truth of God's Word to the people in local communities, social networks, local and world missions; with the goal of extending the love of Jesus Christ to the unsaved masses. (Mark 16:15)

6. **Teaching**

The impartation of unsurpassed biblical instruction of God's Word to all age groups. (2Tim 3:16; Prov. 22:6)

Core Value

The core value of this church is the revelation and impartation of God's Word (the Holy Bible) which we believe is infallible, infinite, inspired and is found as the ultimate source of Truth.

Doctrinal Statement

I. The Scriptures

All scripture is inspired by God, as Paul wrote in 2 Timothy 3:16, and is useful for teaching, for reproof when necessary, for correction of self, and for training in righteousness. As applied personally, when an individual is saved, scripture becomes the training manual for the renewing of the mind (Rom 12:2), thus ingraining God's Word into our hearts. As one becomes more mature in knowledge of the scriptures, one can begin to reach out to new believers, training them in their explanation. Hebrews 4:12 tells us that the Word of God is alive, and able to penetrate the spirit, convicting us of any action which is unrighteous. The Word has the capacity to judge our motives and intentions. The scriptures, therefore, are capable of providing a constant, moment-by-moment guide for living, preaching, teaching, counseling, correcting, and for the mature, understanding the heart of God and His will for our lives.

II. The Holy Trinity

The scripture is consistent in explaining God as a triune being. The term *triune*, as used to define and explain the nature of God, therefore, shows us that God is three separate persons and personalities, equal in their position as God. At the baptism of Jesus in Matthew 3:16, we find all three personalities present where the Holy Spirit descends like a dove, and a voice is heard from God the Father, proclaiming His Son Jesus.

In John 14:26, Jesus explained that after He ascended to Heaven, His Father would send His Holy Spirit to teach all things. In John 15:26, Jesus said that the Holy Spirit would bear witness to Him.

The apostles also taught (Galatians 4:4) that the Holy Spirit would come into our hearts, crying Abba! Father!; and, for water baptism the instruction (Matthew 28:19) was to baptize in the name of the Father, the Son, and the Holy Spirit.

God, the Father, baptizes us with the Holy Spirit, giving us the gifts of the Spirit under the administration of the Holy Spirit, who gives as He wills.

The three persons of the trinity were all present at the creation, and glorify each other. Jesus, the Son, and the second person of the trinity, is in submission to the Father and is the head of the Church universal. The Holy Spirit is our Counselor, Teacher, and Gift giver.

III. Man, the Fall and Redemption

Man, in the person of Adam, was created to tend the Garden of Eden (Genesis 2:15) and have dominion over the land, God's creation (Genesis 1:26). Adam was God's perfect creation, innocent, without sin, and without the knowledge of good and evil. Adam had only one

command to keep, and that was not to eat of the fruit of the Tree of Knowledge of Good and Evil, under penalty of death (Genesis 2:17). God permitted the serpent to tempt Eve (Genesis 3:1). Adam exercised his free will, which is a gift from God; disobeyed God by following Eve, and then ate of the tree of Knowledge of Good and Evil. Adam died a physical and spiritual death. Because of Adam's sin, we have inherited his sin nature and are separated from God. Physical death entered the world because of Adam's sin. Jesus, God's only begotten Son (John 3:16), was sent into the world as our Redeemer to die for our sins and provide the gift of eternal life to anyone who will confess Him as Lord and Savior (Romans 10:8-9); believing that God sent Jesus to the cross, and raised Him from the dead. This demonstrated that salvation is a gift of God. We are saved by His grace, and cannot earn it by our own good works (Ephesians 2:8-9). In Jesus, we have redemption through His blood, the forgiveness of sins and obtained an inheritance, having been predestined according to His purpose who works all things after the counsel of His Will (Ephesians 1:11).

IV. Requirements for Salvation

The Bible teaches that salvation requires repentance, faith in Jesus Christ as the only begotten Son of God. It requires that we accept that Jesus suffered, shed His blood, and died on the cross at Calvary to pay the price for our sins and salvation; believing that God raised Him from the dead and that through His blood all of our sins are forgiven—past, present, and future.

Salvation is much more complex than a prayer and confession of belief. Believing that Christ can save one from eternal separation from God the Father is only the first element. The second element is where one finds the difficulty, making Christ the Lord of his life. Making Christ Lord requires obedience to the Word, and submission to the Lordship of Jesus. This is where many people miss what Jesus requires of us when our understanding deepens and we become totally dependent on Jesus for everything that we have and are. As one grows to understand the magnitude of whom and what Jesus is, one's personal experience of the cross becomes so real that his life is transformed. If we do not see a transformed life, then we have reason to question one's claim to salvation.

The scriptural requirements for salvation are:

- a. Repentance – (2Cor. 7:9-10) Made sorrowful to the point of repentance. Godly sorrow producing a repentance leading to salvation. Without genuine repentance, i.e. a decision to turn from a sinful life and to accept the saving grace of God, salvation is not possible.
- b. Faith-(John 3:14-18) Believing that God sent Jesus to the cross to die for our sins, and that when one accepts that and believes that Jesus was who He said He was, brings everlasting life. This belief in Jesus provides an escape from eternal judgment.
- c. Understanding God's Grace- (Eph. 2:8-9) Understanding that salvation is a gift from God, and not from anything we deserve through good works. Even the faith that we have to believe in the salvation is itself a gift from God.

- d. Christ alone- (Acts 4:12) Believing that salvation comes from believing in Jesus Christ. There is no other name in heaven known whereby we must be saved. Understanding and believing that Jesus Christ is the only way to salvation is a prerequisite for salvation. John 14:6, Jesus said, "I am the way, the truth, and the life and no one comes to the Father except through Me."
- e. Sincere desire to change- (Rom. 12:2) Presenting ourselves to God as a sacrifice, and not conformed to this world, but transformed by the renewing of our minds, and prove what God's Will is. This transformation comes from the washing of God's Word through our spirits and transforms us into the person that God wants us to be.

V. Water Baptism

Water baptism is filled with symbolic meaning. In Acts 22:16, baptism is seen as washing away our sins. It is also symbolic of our regeneration, by burial of the old person (in water), and the resurrection of the new person baptized into Jesus, with his sins forgiven. It is also symbolic of spiritual unity (1 Corin. 12:13) where we are all baptized into one body. In Rom.6:3-4, we are seen as having been baptized into the death of Jesus, and when Christ was raised from the dead we walk in the newness of that life. We are, therefore, to consider ourselves dead to sin and alive to God in Christ. Water baptism is also a commandment. In Acts 2:38, Peter instructs all to repent and be baptized in the name of Jesus for the forgiveness of sins, and as a preliminary to receiving the gift of the Holy Spirit.

VI. Communion

This is another sacrament filled with symbolic meaning. In John 6:26, Jesus explained that the eating of the bread is symbolic of the eternal life that has been provided for us through His death and resurrection. It is symbolic of the New Covenant (Matt. 26:26) between His believers and Him. The act itself is a celebration of believers who are giving thanks for this gift (Luke 22:17-18). It is also a means of Christian fellowship (Acts 2:42, 46) with our brothers and sisters within the local assembly, or wherever we happen to be when we are separated from the local assembly. A prerequisite for taking communion is the examination of one's self (1 Corin. 11:27-34) to ensure that one does not do it unworthily, casting judgment upon himself.

VII. The Baptism of the Holy Spirit

The Baptism of the Holy Spirit is the experience obtained subsequent to salvation. It sometimes comes simultaneously with salvation, but never before. The prerequisite is salvation. This experience was prophesied in Joel 2:28 that God would pour out His spirit on all flesh for the giving of the Gifts of the Holy Spirit. The purpose of the Baptism in the Holy Spirit is for power (Acts 1:5), and for the manifestation of the Gifts of the Holy Spirit. These gifts are: the speaking in other tongues (known and heavenly, 1 Corin. 1:31), prophecy, interpretation of tongues, word of wisdom, word of knowledge, faith, healing, various tongues, and the discernment of spirits. The purpose of the gift is for edification and exhortation of the body of Christ for some of the

gifts, such as prophecy; and for others, as signs and wonders for unbelievers to see and witness the Glory of God.

The Baptism of the Holy Spirit provides power to speak under the anointing of the Holy Spirit, speaking Oracles of God, and truths out of the heart of God to exhort and edify the body of Christ. Without the anointing, there is no power and no witness.

Evidence of the Baptism of the Holy Spirit

Acts 2:4 says that, "...they were all filled with the Holy Spirit and began to speak in other tongues, as the Spirit gave them utterance." The manifestation of the gift of speaking in other tongues should be the evidence of the Baptism of the Holy Spirit. However, we sometimes find people who are unable to receive this gift, either because of fear, lack of true desire, or some other reasons. It is the Holy Spirit, who gives the Gift, and it is when He chooses, as He sees an individual prepared and ready to receive it. For those who are truly seeking, an earnest desire to receive the Baptism of the Holy Spirit is a prerequisite.

VIII. Sanctification

Sanctification is being made Holy, set apart for the service of God. Sanctification is both a process and an instantaneous gift at the moment of salvation. The gift received at salvation produces a desire to please God and cleanse ourselves of any unrighteousness and anything that is not pleasing to God. There is also a growth process that as we become washed and renewed in our minds and our bodies by the Word of God, a deeper understanding of our obligations for holiness becomes a part of us, and we become conformed to His image (Rom. 8:29). Paul urges us to present our bodies as a living sacrifice, acceptable unto God, which is our spiritual service of worship, and to be transformed by the renewing of our minds (Rom. 12:1). This sums up the need in us to seek and to find the life that is pleasing to God. This means that we must cleanse ourselves, on a moment-by-moment basis, from all things which are not pleasing to God. Paul writes extensively about this in Philippians 3:7-14, where he states that he has suffered the loss of all things, counts it all as rubbish in order to gain Christ, and having a righteousness that is not of his own, but obtained through faith in Christ. To know Him in the power of His resurrection and the fellowship of His sufferings and to be conformed to His death, he is pressing on to attain the prize of the upward call of God in Christ. These are standards which we all should seek to attain. These scriptures seem to express the desire for holy living and the process of sanctification.

IX. The Universal Church

- a. The Universal Church consists of all those who are believers in Jesus Christ. This church is the Body of Christ who is to serve Him until His second coming. As He is coming for a church without spot or wrinkle, we must be diligent in cleansing it from all unrighteousness, to seek to remove differences between denominations because of unscriptural beliefs, and to become one church, as the Lord intended. As more and more we see denominations returning to more traditional beliefs, founded by the Church Fathers such as Wesley, Martin Luther, and others, and so-called main line churches have discovered that their members, certainly under the inspiration of the Holy Spirit, do not

believe that the social gospel and social causes is the answer to their spiritual needs. God is at work cleansing the Church Universal in preparation for Christ's return. Never in the history of the world, since the first century church, have earth changing events so affected the whole world. The unsaved are beginning to see God's hand at work. We are witnessing the beginning of the greatest revival that the world has ever seen, and we should be looking for the return of the Lord Jesus. These are exciting times.

- b. The Local Church- The Local Church is where we seek fellowship with other believers for purposes of praise, worship, edification, healing, prayer, and seeking God for His Will for the church and its direction. The Local Church provides a pastoral covering for its members and seeks to draw the unsaved through its doors. The Local Church receives the tithes and offerings from its members. It is our spiritual home. The Local Church can provide teaching, training, outreach ministries to the community, benevolence giving for those who are poor in spirit and in need of both material and spiritual help. The Local Church is God's Lighthouse within the community. It should illuminate God's Word and purposes for all to see. Hebrews 10:25 tells us that we should not forsake the assembling together, for encouraging one another. We are under an obligation to attend and support the Local Church with tithes, gifts, prayer, fellowship, and the celebration of the sacraments and worship.

X. The Ministry and Evangelism

The ministry, as given in Ephesians 4:11, is divided into five areas of callings: "...and He gave some as apostles, some as prophets, some as evangelists, and some as pastors and teachers." They are all different in their areas of spiritual gifts, responsibilities, and ministry. The apostle is one who is divinely appointed by God as His representative. The early disciples of Jesus became apostles, along with others who followed shortly after. Among these were Paul, Barnabas, Timothy, James, and others. Today, apostles are seldom seen, but their duties are founding churches, together with performing miracles and preaching the Gospel. The prophet, limited to a New Testament definition, is a messenger from God, whose gifts and callings are to encourage and strengthen the community of faith, to define and reveal God's Will, and to predict the future. The evangelist's calling and ministry is to the lost. He is to proclaim the Good News of the Gospel of Christ. The pastor is the shepherd of the flock. His calling and ministry is to the local church: to preach and edify, to equip the saints for living according to God's Will. The pastor is responsible for training local church members in maturity, to make every believer capable of understanding the deeper meanings of the Bible and to survive spiritual warfare (Eph. 6:10-17), recognizing that immature believers will always be among the flock and need special care. The pastor must have the heart of a servant, and be willing to lay down his life for his flock. The teacher is responsible and called to teach and train the saints in holiness and spiritual truths.

The five areas of calling and ministry frequently overlap. Many pastors are also teachers, prophets and/or evangelists. The ministry of evangelism should be a calling and burden for every one of the separate areas, since it is an essential part of Jesus' Great Commission to make the Gospel message available to everyone.

XI. Divine Healing

Divine healing is a basic tenet of the scriptures, and one of the miracles of signs and wonders that follow the preaching and teaching of God's Word. It is one of the divine gifts of 1 Corin. 12. It was one of Jesus' demonstrations of God's glory, and the gift was given to the apostles for signs and wonders following the preaching of the Gospel. In James 5:14, the sick are called to go to the elders of the church to be anointed with oil, and prayed for in the Name of the Lord. We should, as this scripture instructs, lay hands on the sick anointing them with oil, and pray the prayer of faith in obedience to God's Word, expecting a miracle. All such prayer should be given in a spirit of submission to God's Will. Even though God's Will is for all to be free of sickness and disease, we cannot presume to know God's purposes, and must submit such prayers to God for resolution according to His Perfect Will and Purpose.

XII. The Resurrection

- a. Jesus Christ—According to scripture, John 2:19-22, Jesus announced to His disciples that if destroyed, He (the Temple) would raise up on the third day. All three persons of the Godhead participated in this resurrection. In Acts 2:24, Jesus was raised by God's power. In John 10:18, Jesus stated that He had the power to lay His life down, and He had the power to take it up again. In Romans 8:11, we find that Jesus was raised by the power of the Spirit. The evidence of the resurrection of our Lord is seen in John 20:20, 27, first by the disciples except Thomas, and then by Thomas who would not believe until he could see and feel His wounds. Finally, in 1 Corin. 15, Paul gives testimony of over five hundred people at one time witnessing the resurrected Savior, most of whom were still alive when he wrote the epistle. We also have the witness of our hearts that we serve a Risen Savior.
- b. The Believer in Christ—According to 1 Thess. 4:15-17, the dead in Christ shall be raised from the dead, preceding those who are still alive in Christ, and then we shall meet Him in the air. All Believers shall then be with Him in Heaven for a period until the Day of the Lord.
- c. The Unsaved—In John 5:22-30, Jesus speaks of the dead as being raised for the judgment that God the Father has given to Him. The dead who are not in Christ will then be resurrected for the judgment because of their unbelief. Those who are in Christ escape the judgment because of their belief.

XIIIa. The Millennial Reign of Christ

In Revelation 20:1-6, the believers who are dead in Christ, will be raised to rule the earth for a thousand years as priests of God and Christ. The serpent, who is Satan, will be bound during this thousand year reign of Christ, after which he will be released for a time until the nations are deceived by him and gather together for the war, until they are devoured by the fire from Heaven.

XIIIb. Hell and the Lake of Fire

Hell and the Lake of Fire were made for Satan and his angels, and for all those who are judged as unrighteous. These are all those who have not made Christ Lord and Savior. The Lake of Fire is

mentioned only in Revelation 20:10 as the place for all who participate in the war of the nations. Satan and his angels will be tormented there forever.

XIIIc. Eternal Damnation

2Peter 3:7 states that the heavens and earth are being reserved for fire, kept for the Day of Judgment and destruction of ungodly men. All who are not in Christ will be judged and sent to their destruction in hell and eternal damnation.

XIV. The New Heaven and New Earth

2Peter 3:13 and Revelation 21:22 are open interpretations, which means that heaven will pass away as it is not a required part of the new creation. The new creation, as was the first in the Garden of Eden, will be perfect, and the Temple of Worship will no longer be needed. All will worship Father, Son, and Holy Spirit in the New Jerusalem and Heaven on earth. The new creation will no longer need artificial light since illumination will be provided by the glory of God for all nations. Only the righteous will reside in the New City of Jerusalem.

**Contents of the Doctrinal Statement were taken from Edwin W. Williams, Christian Ministers, International.*

Article III: Organizational structure

Membership

The membership of this church shall consist of persons who confess faith in the Lord Jesus Christ as personal Savior by evidence of regeneration and by living consistently with their profession, having been baptized by immersion and having been received into the membership according to the bylaws of this church. Furthermore, it is required that each person who desires membership in this church will go through the Connections and Membership Development Classes. The members of this church will understand and be held accountable for the church's beliefs, positions, and policies as outlined in this Constitution and Bylaws.

All members of the Body of Christ have an individual responsibility to live righteously and to encourage righteous living among believers. Interpersonal accountability is a Christian obligation that extends beyond the membership of the Church. The process begins with self examination and a spirit of humility sensitive to one's own faults. Therefore, church members have the privilege to experience the full expression of love and care for the local body.

Categories of Membership

A. Complete Member

A person shall be considered a complete member of the church who meets the following criteria:

- 1). Profession of faith in Jesus Christ as the only means to salvation; i.e. a born-again experience.
- 2). Regular attendance at Sunday services; i.e. at least in attendance seventy-five percent of services annually.

Note: Regular attendance at Wednesday night services is not required but strongly encouraged in order to enhance spiritual growth and knowledge of the Word of God.

- 3). Belief in the doctrine of the church
- 4). Whole-hearted support of the mission, vision, and core value of the church.
- 5). Adherence to all the policies of the church.
- 6). A public profession of faith through water baptism by immersion
- 7). Living an exemplary life that models Christ outside of the Church
- 8). Completion of Connections and the entire Membership Development Classes
- 9). Contribution of 10% of annual income to the church general fund

(Anyone who wishes to submit a copy of a W2 to the trustees for accountability may, but is not required to do so.)

a. If a member encounters financial hardship, they must notify the Chairman of the Board of Trustees in writing or by phone as to the change that will take place in the amount of their contribution. The purpose of the notification is for accountability and also for the care of the distressed member so that the Pastoral Staff may be aware that a family has entered into financial difficulty and may be in need of counseling.

b. If a member fails to contribute for more than two months, without notification to the Chairman of the Trustees, their voting privileges and membership will be automatically suspended, and revert to temporary membership. Notification of the change in membership status will be sent to the ex-member in writing for verification.

10). Complete members have access to all the privileges associated with the church.

11). Complete members will have the privilege to vote on matters of business as it pertains to the Church.

12). Complete members shall be a minimum of 18 years of age.

Voting rights of Complete Members

A. Shall have the right to vote for the position of all pastoral and ministerial staff and volunteers. This includes: Senior Pastor, Assistant Pastors, and volunteer Licensed Ministers.

1). No one shall be nominated to any of these positions without 80% of the popular vote of the congregation. When the candidate receives 80% of the popular vote, their name will be submitted to the administrative board for a final vote. (If no candidate receives over 80%, then the top candidates for the number of positions open will be placed into a run-off.) The final vote of the Administrative board must be 51% or higher to pass. *Note: 80% of the popular vote of the congregation applies to only to the offices of Pastor, Deacon and Elders*

B. Shall have the right to vote for the position of Elder

C. Shall have the right to vote for the position of Deacon

D. Shall have the right to vote for the position of school board members

1. Nominees for school board members will be taken at the annual congregational meeting. It is at this time that the names will be submitted to the congregation for a vote. The persons with the majority will be first considered and so on to the person with the least amount of votes. The number of positions available will determine how many names will be submitted to the Board of Directors for a final vote of 51% or higher to pass.

2. Christian Fellowship Academy, (hereafter "CFA") families that are NOT Living Word Church, Inc. (hereafter "LWCC") voting members shall have one (1) vote per family in the voting process for CFA School board members.

3. CFA families that are also LWCC voting members will vote as individual LWCC members

E. Shall have the right to vote on the approval of any expansion projects that exceed \$100,000.00 if these expenses are not covered by insurance.

F. All voting will be done by ballot either through mail, email, or distributed to the assembly

G. Absentee votes- If a complete member cannot attend a meeting where voting rights are exercised without access to email, they may call the church office and submit their vote via voice mail. No personal conversations with the staff will be considered a valid vote. Only a recorded message will be considered a valid vote. The person leaving the message will be contacted by the voting committee for verification.

H. Shall have the right to vote for voting committee (the voting committee counts the votes)

B. Temporary Member

One who is a temporary resident desiring to affiliate may obtain a temporary membership in this church under the following conditions: 1. Shall be in attendance for at least one year, but no more than two years. 2. Shall be in agreement with the requirements for membership in Article III under Complete Member (1-8). 3. Shall provide a letter of recommendation from the member church of said individual.

A temporary member shall have no voting rights. Temporary Members and Complete Members have priority in use privileges for church facilities.

C. Transfer Member

Any person who has attended another church of like faith and doctrine may be received into membership upon receipt of a letter of transfer from that respective church. The letter shall be presented to the Administrative Board, which will interview the individual. If there is any question as to the individual's compatibility for membership, it will be recommended that they attend the Membership Development Classes. Otherwise, a letter of acceptance will be sent to the individual, following which they will be received and acknowledged by the congregation and presented the membership certificate with those who completed the membership process.

D. Re-instated Member

A former member may become re-instated to Complete Member status, if the member returns; attends regularly and tithes for a minimum of three months. At the end of the three month period, the individual will meet with the Church Administrator to make a formal request to be re-instated to membership. The Administrator will present the request to the Administrative Board for approval, and provided they meet all other conditions and obligations of a complete member, shall be approved by the Administrative Board to be re-instated as a complete member. The Administrative board shall notify the individual of their decision in writing.

E. Pastoral appointed member (Honorary Member)

The Pastor, Assistant Pastor or Associate Pastor may appoint an individual to Complete Membership, based on their knowledge of that individual's Christian background from previous association at another church or in ministry. This should only apply to individuals of higher levels of ministry (such as Pastor, Elder, Deacon, Pastor's spouse, etc.) and not a former congregant. This is the equivalent of an "honorary membership".

F. Absentee Member is one who has changed residence and is no longer attending on a regular basis. Yet, they continue to give 10% of their income to the church. If they return, they can be reinstated to Complete Membership status if they left in good standing. The church Administrator will conduct a reentry interview to confirm their fulfillment of membership requirements. .

G. Member in transition is a person who has been a complete member, but for some reason has become discontented with the church, is visiting other churches; yet, still is contributing 10% of his income to the

church. This person will continue to be recognized as a Complete Member for a period not exceeding six (6) months. [Our desire is to give them time to make a wise decision and not disregard them at a sensitive time in their life.]

H. Attendee is one who attends regularly, may not be giving 10% of his annual income, nor has shown any interest in becoming a member of the church. In cases where leadership or members are aware of such a person they should strongly encourage them to become a Complete Member. If there is some reason why they are unable to complete the Connections and Membership Development Class requirements, they may appeal to the Administrative Board for consideration and advisement. The Administrative Board shall give the final ruling.

I. Termination of Membership

A member may be dismissed in one of the following ways: 1. Request for a letter of transfer. 2. Leaves without requiring a letter of transfer 3. Violation of membership requirements

Church Discipline

The discipline of members shall be a responsibility of the Administrative Board under such rules and procedures as established on the basis of Scripture. All such proceedings shall be guided by kindness, forbearance, and anointed firmness under the guidance of the Holy Spirit.

Article IV: Leadership

Leadership is the collective ability to influence the opinions or actions of others through role modeling, guiding, mentoring, and administrating. The role of the leadership of this church is to serve the membership of this church following the model of Servant-Leadership. Leaders must have a willingness to please God through serving in the church with humility. They must have the ability to be good stewards of that which God has entrusted to their care. They shall serve the interests of others first, not themselves, and model correct behavior to gain the trust of those they serve. This is not done through outward demands, but through Godly example, which allows God to change the hearts of others.

The Four Orders of Leadership:

1. **The Most Holy Order:** God The Father, God The Son, and God The Holy Spirit
2. **The Spiritual Order:** These persons who have been called and elected to the offices of Pastor, Deacons, Elders, Minister of Music, and Diaconess. They shall have charge of ministry and spiritual education.
3. **The Administrative Order:** These persons have been appointed by the Senior Pastor to oversee the administration of the church.
4. **The Ecclesiastical Order:** These persons consist of the membership of the church.

Balance of Power:

- A. The Senior Pastor shall be vested with the authority to appoint five members of the

Administrative Board

- B. The Administrative Board shall be vested with the authority to appoint the members of the Trustees and the Board of Directors and up to two additional members of the Administrative Board.
- C. The Elders and Deacons shall be vested with the authority to appoint the members of the Deaconesses.
- D. The congregation shall be vested with the authority to elect the School Board, Deacons and Elders through voting process.
- E. All boards will be vested with the power to elect officers annually and to create such offices or committees that they deem useful for the operation of church business.

Authority:

- A. This church shall operate under the balance of power modeled in the scripture (King-Prophet-Priest-People)
- B. The Most Holy Order shall be the recognized covering for all the classified orders of the church.
- C. We the church expects everyone who participates in any of the existing orders to submit to the example of Christ and be a servant leader or humble servant as part of their volunteer worship.
- D. We the church rejects any person who seeks to use the church as a vehicle to achieve power over another person or as a means of personal gain or profit. Power is not a part of our organizational structure; it is unity achieved through proper order not personality.

Requirements for Leadership

Anyone desiring to hold a leadership position in this church must fulfill the following requirements:

- A. Must believe in Jesus Christ as Lord and Savior
- B. Must be water baptized by immersion (Matthew 28:19-20)
- C. Must have a working knowledge of the Holy Bible
- D. Must possess a humble spirit
- E. Must be a Complete Member of the church for a period of no less than one year
- F. Must attend services regularly
- G. Must *tithes 10% of their annual income to the church to support its work

**An exception to the ten percent tithing can be made in cases where the individual is willing and genuinely desiring to contribute, but is financially unable at the present time to do so. Exceptions will be considered by the Administrative Board on a case by case basis for reasons of unemployment, serious illness or catastrophic event. Determination will be based on a review of financial data being provided to evaluate the ability to pay, and subject to directed financial counseling.*

- H. Must possess strong leadership characteristics: self motivated, patient, compromising,

loving, passionate, and temperate.

- I. Must support totally the Mission, Vision and Doctrine of the Church
- J. Must support the Constitution, By-laws and organizational structure of the church
- K. Must believe in the value of Christian Education
- L. Must have a good reputation in the world
- M. Must support all church policies
- N. Must abstain from tobacco, alcohol and drug use
- O. Must respect authority according to Ex. 25:9
- P. Must follow the Matthew 18 Principle found in Matt. 18:15-17 in dealing with person to person problems within the church following these steps:
 - 1. Keep the matter confidential Prov. 11:9
 - 2. Keep the circle small; one on one if possible
 - 3. Be straightforward Prov. 27:6
 - 4. Be forgiving Gal 6:1
 - 5. Take it to the leaders of the church (only after exhausting steps 1-4)
- Q. Must be punctual at all church services and meetings
- R. Must follow the Leadership Dress Code requirements for ministry at church services as follows:

Shall be well groomed and dressed conservatively and appropriately at all services following these guidelines:

 - 1. Men shall wear a shirt and tie
 - 2. Women shall wear a skirt or dress that is knee length or longer. A suit or jacket is preferred.
 - 3. All clothing shall fit properly, be clean and pressed. No tight-fitting apparel or excessively loose fitting apparel for men or women is permitted.
 - 4. Shoes shall be clean and polished.
 - 5. Hair shall be clean. Men's hair shall be natural in color cut to collar length.

Leadership Identification

These shall be considered, but are not limited to, leadership positions and subject to the requirements and standards of Article IV as they apply to each respective position; allowing for differentiation between spiritual leadership and business leadership as there are differing role requirements.

Members of the Pastoral Board, Administrative Board, Trustees Board, and Board of Directors; except those holding such positions in an Ex-Officio capacity, and including any other staff positions as designated by the Administrative Board.

Article V: Senior Pastor

The Senior Pastor shall be recognized as the “Officiate” Head of the organization, with limited power vested as stated in Article IV under Balance of Powers vested (1).

Definition of “Officiate”

Officiate Head means one that provides guidance for all boards and committees [The Senior Pastor has no voting rights apart from those of a Complete Member of the church]. The Senior Pastor is an honorary member of all boards for the sole purpose of guidance. The Senior Pastor can only attend a meeting when requested or with permission of the board or committee to which he is inquiring.

- A. The Senior Pastor shall set forth a vision for the church.
- B. The Senior Pastor shall officiate over the order of service for Sunday morning worship.
 - 1. Coordinate with the Minister of Music and the Administrator (Service Coordinator) to ensure the service will be run decently and in order
 - 2. Prepare a biblical sermon to be submitted to the Administrator by Thursday either in manuscript or outline form.
 - 3. Spend consistent time in study and prayer as preparation for preaching and leadership of services
- C. Visit the sick and shut in
- D. Officiate at weddings and funerals for church members as requested
- E. Teach Bible Study (provide an outline when required)
- F. Counsel the leadership of the Church and make himself available to them when called upon
- G. Counsel members within the church as required
 - 1. All counseling sessions will be witnessed by an official church representative (i.e. administrative secretary) who will record and document notes
 - 2. The pastor may defer counseling of women to the Deaconess Board at his discretion
- H. Conduct pre-marital counseling
- I. Shall be the Chairman of the Pastoral Services Board, which Board shall consist of the Senior Pastor, Assistant Pastor and the Associate Licensed Ministers.
- J. Shall perform duties and responsibilities as outlined in the Senior Pastor Employee Job Description

Article VI: Assistant Pastor

- A. The Assistant Pastor shall be vested with all the vested powers of the Senior Pastor in the absence of the Senior Pastor. In the event that the Senior Pastor cannot fulfill his role, the Assistant Pastor shall be appointed the interim Senior Pastor and shall hold that position until the Senior Pastor is able to return or is replaced by either the Assistant Pastor or another candidate.
- B. When the pulpit is vacated, the Assistant Pastor shall have the right to request consideration for hiring. He shall be given the opportunity to act as Senior Pastor with all vested powers except the power to appoint Administrators. This shall be a term of ninety (90) days, after which the congregation shall vote, and then the Administrative Board shall vote and render a judgment upon his request for hiring.
- C. Upon request, the Assistant Pastor shall assist the Senior Pastor in all of his duties.
- D. Should be prepared to deliver a message without prior notice.
- E. Shall sit in the front of the church and take notes from the messages
- F. Shall work with any committees that need help such as: teaching class, cleaning the church, etc.
- G. Shall follow the Pastoral Dress Code as outlined in Article VI at all services
- H. Perform duties and responsibilities as outlined in the Assistant Pastor Employee Job Description and shall report to the Senior Pastor in all matters.

Article VII: Associate Licensed Ministers

- A. Shall be prepared to fill the pulpit in event the Senior Pastor or Assistant Pastor cannot
- B. Should always be prepared to deliver a message without prior notice
- C. Should be able to assist the Deacons, Elders, and Deaconesses in altar work
- D. Should assist the leadership in making sure that the teachings of the Church are sound doctrine.
- E. Associate ministers have the right to question anyone who preaches on the soundness of their message
- F. Shall sit in the front of the church and take notes from the messages
- G. Shall run the radio ministry of the church (senior Pastor has the right to change program schedule with sufficient notice)
- F. Shall work with any committees that need help such as: teaching class, cleaning the church, etc.
- G. Shall follow the Pastoral Dress Code as outlined in Article VI at all services

H. Shall perform duties and responsibilities as outlined in the Associate Pastor Employee Job Description and shall report to the Senior Pastor in all matters.

Article VIII: Youth Pastor

A. Shall function as the officiate head of the Youth Department and shall use the model of the Senior Pastor's role as a foundation for ministering to the youth.

B. Shall hold weekly youth meetings where Bible teaching is the emphasis

C. Shall plan three youth events each year

D. Shall care for, contact and shepherd the youth of the church

E. Shall manage the youth department's finances (with assistance from the youth treasurer)

F. Shall oversee the election of youth officers: Chairman, Vice Chairman, Secretary, and Treasurer

G. Shall create a youth ministry team to help minister to youth at the altar

1. Ministry team must have the same qualifications for leadership as stated in Article IV

H. Shall create a format for Youth Sundays; once a quarter

I. Shall follow the Pastoral Dress Code outlined in Article VI. when ministering at Sunday services

I. Shall perform duties and responsibilities outlined in the Youth Pastor Employee Job Description and shall report to the Senior Pastor in all matters.

Prohibitions for Youth Pastor:

1. Shall have no personal contact with youth outside of the parameters of youth events

2. Shall not exchange personal email addresses, Facebook or any other form of private social networking, or cell phone numbers with any youth

3. Youth pastor must correspond with the youth via church email, and the parents of the youth

4. May not counsel any youth without the direction and written permission of the parents

a. May counsel youth from his messages in particular youth matters

b. Refer the youth back to their parents and let the parents make the decision whether to receive counseling

c. All counseling sessions will be witnessed, recorded and documented by an official church representative

5. Shall not transport any youth alone in his vehicle and/or without written permission of parents

Article IX: Elders

- A. Elders shall be qualified according to the 1Tim 3:1-7 model
- B. Elders shall attend to the spiritual and physical needs of the members
- C. Elders must have a working knowledge of the Bible
- D. Elders shall officiate monthly at Communion services.
- E. Elders shall organize prayer meetings
- F. Elders shall teach class and will be called upon to preach at times.
- G. Elders shall oversee the ministry at the altar so that altar calls are conducted decently and in order
- H. Elders shall oversee phone and email ministry to the members and visitors
- I. Elders shall assist the pastors in visiting sick and shut in by creating a rotating schedule depending upon the number of Elders available.
- J. An Elder shall also be the Chairman of the Helps Committee
- K. Elders shall close the service and give the call to salvation after the message
- L. Elders shall have the right to vote on all church matters as Complete Members of the church
- M. Elders shall function as a team and elect a Head Elder every year to guide the board in their roles.

Number of Elders

There shall be a minimum of three (3) Elders for the congregation of 150 members or less. Additional Elders may be selected to serve as the congregation size increases and there are enough men who meet the qualifications set forth in the bylaws. The Administrative Board will review and set the number of appropriate Elders on a yearly basis in January. The number of Elders should always be maintained as an odd number. If additional Elders are needed, the Administrative Board will initiate the nomination process within the congregation.

Term of Elders

The term of office for an Elder is seven (7) years; one Elder being replaced each year.

Article X: Deacons

- A. Deacons must meet the qualification for Deacons as recorded in 1Tim 3:8-13
- B. The Deacons shall function as heads of the church's committees. Their primary role is to assist each committee in fulfilling its vision.
- C. Upon request, Deacons may be called upon to conduct Baby Dedications, Baptisms, and Communion (if an elder is unavailable).
- C. Deacons will serve Communion to the congregation
- E. Deacons shall submit quarterly written reports to the Director of Church Ministry on the condition of each ministry. The Director of Church Ministry will then present the findings of these reports to the Administrative Board.
- F. Deacons shall call committee members twice a month to evaluate their spiritual condition.
 - 1. If someone is in need of encouragement, they will contact the Deacon who is connected to that member by letter sequence. The deacon may pray with the person, but needs to refer the individual to an elder if further ministry is indicated.
- G. Deacons shall review the budget of each committee and keep that committee abreast of its financial prospectus in writing.

Number of Deacons

There shall be a minimum of five (5) Deacons for a congregation size of 150 members or less. Additional Deacons may be selected to serve as the congregation size increases or additional committees are needed and there are enough men who meet the qualifications set forth in the bylaws. The Administrative Board will review and set the number of appropriate Deacons on a yearly basis in January. If additional Deacons are needed, the Administrative Board will initiate the nomination process within the congregation.

Term of Deacons

The term of office for a Deacon is five years; one Deacon being replaced each year.

Article XI: Deaconesses

- A. Deaconesses represent the role of female authority in the church and shall oversee all women's ministries in the church.

- B. Shall counsel women at the recommendation/ request of the senior pastor
- C. Shall oversee all children's ministries
- D. Shall oversee the beautification of the church
- E. Shall prepare Communion
- F. Shall serve the Communion
- G. Shall oversee the nursery and child care programs
- H. Shall counsel women who are out of order at the direction of the Administrative Board
- I. Shall mentor young ladies in the role of Junior Deaconesses

1. A Junior Deaconess is a young lady who desires to be a deaconess but is too young to serve in that role. She will be mentored and serve alongside a selected deaconess until she is old enough to serve on her own merit.

Number of Deaconesses

There shall be a minimum of two (2) Deaconesses for a congregation size of 150 members or less. Additional Deaconesses may be selected to serve as the congregation size increases or additional committees are needed and there are enough women who meet the qualifications set forth in the bylaws. The Administrative Board will review and set the number of appropriate Deaconesses on a yearly basis in January. If additional Deaconesses are needed, the Administrative Board will submit a formal request to the Elders and Deacons, who will make the selection.

Term of Deaconesses

The term of office for a Deaconess is three (3) years; one Deaconess being replaced each year. Rotation and installation of Deaconesses will occur at the annual congregation meeting.

Article XII: Church Administrator

The Church Administrator is responsible for the daily operations and business of the church as defined in the Administrator's Employee Job Description. The Administrator holds a seat on the church Administrative Board as an "ex-officio" member, attending when requested or requesting to attend. When in attendance at the Administrative Board meeting, the Administrator may only vote on matters of church business when necessary to break a tie vote.

Role of the Administrator

- A. Shall oversee the entire ministry of the church office
- B. Shall oversee the daily operation of the church
- C. Shall supervise the daily operation of the school
- D. Shall function as direct supervisor for the school administrator
- E. Shall supervise the church staff, keeping them connected and on task
- F. Shall supervise the editing and preparation of all written materials from the church that are mailed or distributed within the church or general public
- G. Shall NOT be the Chairman of the Administrative Board.

Article XIII: Administrative Board

- A. Oversees the entire ministry in all of its functions
- B. Meets as often as necessary, but no less than once a month
- C. Creates church policies
- D. Amends the by laws
- E. Receives written reports from other boards
- F. Oversees ministries within the church
- G. Oversees pastoral services
- H. Oversees membership status
- I. Creates and implements a network system of communications for the organization

The senior pastor will review minutes from the Administrative Board before they are adopted. If there is a point of question, contention, or veto on an Administrative Board decision; the Pastor or the Administrative Board must appeal to the Board of Directors. The Administrative Board may override a veto by a 4/5 or 5/7 vote. If there is a dispute between the Senior Pastor and the Administrative Board; the pastor may request the Board of Directors to mediate the dispute. The Board of Trustees will give the final ruling. (The senior pastor has no voting rights.)

Seats of the Administrative board

1. The Church Administrator guides the board in the daily operations of the organization as an ex-officio board member, does not possess a vote on the Administrative Board except when necessary to break a tie vote, and is an employee of the church.

2. Director of Church Ministries (works with the Deacons in creation and operation of the ministry model and ensuring that ministries are all following procedures)
3. Director of Pastoral Services (develops a pastoral care model to minister to the pastors)
4. Director of Church Policies (collects data from existing ministries and grievance committee to help create new or implement current policies)
5. Director of Membership Status (works with the trustees and elders to keep track of who is qualified to be a complete member)
6. Director of Ministry Coordination (assists and advises people who want to start a new ministry in the church develop a model for their ministry profile: purpose, plan, and procedure.)
7. Director of Networking Systems develops control models for our network system of communication

Quorum

Any official action of the Administrative Board shall require a quorum of 2/3 the members be present at the start of the meeting.

Number of Seats

The Administrative Board shall have a minimum of five (5) seats and a maximum of seven (7).

Term of Office

The term of office of a member of the Administrative Board is five years, one member being replaced each year (or immediately in the event of a vacancy) by a new member appointed by the Senior Pastor.

Article XIV: Board of Trustees

A. Shall oversee the financial prospectus of the church

B. Shall be responsible for developing a yearly church budget based on the Church revenue data, as provided by the Treasurer against the requirements of the cost centers of the Church (staff, administration, facilities) and submit said budget to the Administrative Board for final approval of the budget as-a-whole. Administrative Board may not approve/disapprove the budget partially, or by line-item, but must approve the budget as-a-whole. If Administrative board disapproves and remands budget back to Trustees, it shall be returned with a detailed rationale for the rejection. In the event that the Administrative Board cannot reach an accord with the Trustees over the budget as-a-whole, the Administrative board can elect to appeal to the Board of Directors to arbitrate the budget dispute. In this event, the Board of Directors shall only arbitrate and decide on the individual budget line items that are in dispute. In said arbitration, the Board of Directors may only choose between competing items, approve or disapprove, the budget line items, and may not alter the budget items themselves.

C. Shall develop and/or review compensation packages for all staff on an annual basis.

D. Shall submit monthly financial reports to Administrative Board and Board of Directors based on review of the financial information provided by the Treasurer.

E. Shall appoint money counters for all services when funds are collected

F. Shall oversee the upkeep of the buildings and grounds to include developing the budgetary requirements for the facilities to roll up into the annual budgetary process.

G. Shall organize special offerings for projects i.e.: if we want to purchase new chairs the trustees should create and implement with a plan to raise the money. No special projects should be funded out of the general fund.

H. Shall monitor tithing records and report any noticeable changes to the Pastoral Staff

I. Shall meet as often as necessary, but not less than once a month. The regular meeting for the Trustees Board is to occur on the 1st Tuesday of each Month. Trustees board may schedule additional meetings as necessary, with the Chair providing notice to the Trustees Board and Administrative Board.

J. Shall keep minutes of meetings conducted. Copies of minutes shall be provided to the Church Secretary and the Administrative Board.

Number of Trustees

The Trustees Board shall consist of a minimum of three (3) members and a maximum of five (5) members appointed by the Administrative Board.

Term of Trustees

The term of a trustee shall be seven (7) years, one member being replaced in the second, fourth, and seventh year of the term cycle (or immediately in the event of a vacancy) by a new member appointed by the Administrative Board

Quorum

Any official action of the Trustees Board shall require a quorum of 2/3 the members be present at the start of the meeting.

Article XV: Board of Directors

- A. Shall meet as often as necessary, but not less than once a quarter.
- B. Shall be responsible for ensuring the Church operates in compliance with its 501 c3 status. In the event that the Board identifies potential areas of non-compliance, the Secretary shall act as the formal point of contact to formally communicate with the Administrative Board all areas of concern. The Administrative board will take any actions it deems necessary to resolve the issues and regain compliance.
- C. Shall work with the Treasurer in annually reviewing the procedures for all church financial transactions. Note: The Board of Directors has no authority in the financial prospectus of the church; their review of financial reports is only for the record and 501C3 status maintenance.
- D. Shall act as the formal interface between the Church and the School, having the final say in all disputes between the church and the school, with the exception of the areas of responsibility of the Board of Trustees
- E. Shall give final approval to the school's yearly operating budget, tuition and fee schedule, as provided by the School Board. The Board of Directors shall approve the school's operating budget as a whole. In the event that they disapprove the school budget and remand it back to the School Board, they must provide a formal explanation to the School Board and notification to the Administrative Board.
- F. Shall give final approval to employment and termination of school staff.
- G. Shall review all minutes of the CFA School Board. May review minutes of CFA-PTO as it deems appropriate.

H. Shall review Teachers' and Administrator's yearly evaluations from the school board.

I. Shall not be required to be a member of any status with the LWC or CFA to sit on the board.

Number of Board of Directors

The Board of Directors shall consist of five members appointed by the Administrative Board.

Terms of Board of Directors

The term of office for members of the Board of Directors is seven (7) years; one member being replaced in the second, third, fourth, fifth, and seventh year of the term cycle (or immediately in the event of a vacancy) by a new member appointed by the Administrative Board

Quorum

Any official action of the Board of Directors shall require a quorum of 2/3 the members be present at the start of the meeting.

Corporate Officers

The corporate offices of President, Vice President, and Secretary shall be filled by members of the Board of Directors. .

The School Board:

- A. Shall report to the Board of Directors
- B. Shall meet monthly as a board and as often as required for special issues
- C. Shall oversee the yearly operation of the school
- D. Shall establish and monitor a curriculum in line with church doctrine and sound educational practices which promotes a biblical view of the world
- E. Shall set, approve and oversee the yearly operating budget of the school
- F. Shall set, approve and execute yearly tuition and fees to meet the operating budget
- G. Shall work with the school financial personnel in reviewing monthly reports and the procedures for all school financial transactions
- H. Shall review yearly evaluations of all school faculty and staff submitted by the school administrator
- I. Shall conduct a yearly evaluation of the school Administrator/Principal
- J. Shall approve and amend the school academic calendar

- K. Shall create, review, amend and interpret all school policies
- L. Shall rule on any matters brought to the board at the request of the school administrator
- M. Shall have the authority to hire or terminate the administrator, following standard employment procedures. Removal of an administrator must be initiated with the LWC Board of Directors, who will give the final approval
- N. Shall have the authority to hire or terminate the teachers and school staff, following standard employment procedures at the recommendation of the school administrator and the approval of the LWC Board of Directors
- O. Shall consider parent suggestions/concerns that are addressed in writing to the school board, following the proper protocol of first submission to the CFA Policy for Addressing a Problem found in the CFA Parent and Student Handbook. (following the Matthew 18 Principle)
- P. Shall have the authority to dismiss students (or parents) for academic, disciplinary or policy non-compliance according to school policies with the recommendation of the administrator and the approval of the Board of Directors

Number of School Board members

The Board of Directors shall determine the number of school board members, which will be nominated by the congregation and approved by a vote of not less than 51% of the Board of Directors. An “ad hoc” member may be selected by the School Board and Administration and approved by the Board of Directors. The ad hoc member may an individual from the school community who is not a member of the church.

School Board Term of Office

The term of office of a school board member is five (5) years, one member rotating annually.

School Administrator:

- A. Shall report monthly to the school board and as often as required for
Special issues
- B. Shall oversee the daily operation of the school
- C. Shall daily supervise the teachers and staff
- D. Shall oversee the daily execution of the school’s budget
- E. Shall conduct yearly evaluations of all school faculty and staff and submit a review to the school board
- F. Shall consistently enforce school policy

- G. Shall foster favorable parent, teacher and student relations
- H. Shall foster favorable relations with the church and church staff
- I. Shall recruit students and interview prospective school families
- J. Shall recruit and interview prospective teachers and staff as needed
- K. Shall address parents concerns and consider suggestions when submitted
- L. Shall function as the school's chief discipline officer
- M. Shall perform duties according to the CFA Administrator Job Description

Article XVI: Organization of Boards and Committees

The church shall elect committees as it deems necessary for specific areas of responsibility and ministry. Each committee will be administered and overseen by a Deacon assigned by the Administrative Board. Committee members must be Complete Members of the church and will serve on a rotating basis following the prescribed term of the respective committee. The Deacon assigned to oversee the Committee will have authority to approve/disapprove members of committees.

A. Officers

All boards and committees shall elect the officers as required by each Board:

1. Chairman

The Chairman of the Board or committee is responsible for establishing an agenda for the meeting, coordinating the meeting following Robert's Rules of Order and keeping the meeting's agenda moving forward and within a reasonable timeframe.

2. Vice Chairman

The Vice Chairman serves in the absence of Chairman.

3. Secretary

The Secretary is responsible for keeping minutes of all meetings and submitting a copy to the church secretary. Meetings are to be documented by audio recordings which are retained in the church office for the use/purpose of board members. The secretary will be responsible for all requests and communication outside of board or committee meetings between members of that board or committee.

4. Treasurer

The Treasurer is responsible to oversee the financial affairs for the committee as is applicable, and to give a monthly written financial report.

B. Meeting Procedures

All boards and committees of the church will follow the rules contained in the *Roberts Rules of Order Newly Revised* (or current) edition, when applicable and not inconsistent with these bylaws or any special rules of order LWC may adopt. .

C. Order of meeting:

1. Open with prayer
2. Attendance
3. Special guest
4. Minutes from the previous meeting
5. Officer reports
6. Old business
7. New business
8. Adjournment
9. Closing prayer

D. All votes from any committee or board shall be passed by a 2/3 majority

E. Terms of Office:

1. Fixed

Those of Elders, Deacons, and any board that has assigned a fixed term of office.

2. Variable

Board and committee members which rotate annually based on the number of board members. For example: Five (5) variable term members mean that the term of office will be five (5) years with 1/5 replaced each year. If the number were 7, 1/7 would rotate annually; etc.

E. Standing Church Committees

1. Pastoral Committee

The purpose of the Pastoral Committee is to promote spiritual growth according to the Holy Bible and church doctrine. Membership consists of Pastors, Elders, Deacons, and Deaconesses. The Senior Pastor shall be the Chairman.

2. Music

The purpose of the Music Committee is to initiate, organize and administer all music-related functions in coordination with the Music Ministry of the church.

3. Helps

The purpose of the Helps Committee is to coordinate available members to meet specific needs of members of the body and provide opportunities to get people involved in the church.

4. Personnel

The Personnel Committee's purpose is to evaluate new prospective employees and report findings/recommendations to the Administrative Board, annually to evaluate all staff wages/fringe benefits in line with current competitive wage scales, and to review/update employee job descriptions. This committee is a sub-committee of the Administrative Board and consists of the Administrator, Church Administrative/Executive Secretary and a member of the Trustee Board selected by the Board of Directors.

Pastoral Search Committee

A broadly representative group of five nominees will be selected by the Personnel Committee and approved by the Administrative Board to serve as a Pastoral Search Committee. This committee will be responsible for investigating prospective candidates who meet the expected qualifications and report their findings to the Administrative Board. If a candidate is recommended for hire by the search committee, it will first be put to the congregation for a vote. If the candidate receives 80% of the popular vote, their name will be submitted to the Administrative Board for a final vote. The final vote of the Administrative board must be 51% or higher before a candidate will be hired for the position of a pastor.

5. Fellowship

The Fellowship Committee's purpose is to promote friendship and interaction within the body.

6. Outreach

The purpose of the Outreach Committee is to assist the pastors in missions, branch ministry and community service.

7. Education

Other Committees Additional committees can be designated and approved by the Administrative Board on an on-going basis, as the needs of the church require.

Article XVII: Precedence of Boards

Combined Pastoral Services Board, Elder Board, and Trustee Boards shall preside over removal proceedings for Administrative Board seats, with the chair of each aforementioned board having one of three votes; two out of three votes being necessary to remove an Administrative Board member. Removal proceedings for Administrative Board members must initiate in the Pastoral Board or Elder Board and be discharged by vote of the Chairs of the respective committees.

The Administrative Board shall preside over removal proceedings for the Elders, Deacons, Deaconesses, Trustees Board and Board of Directors; four out of five or six out of seven votes being necessary to remove. The Administrative Board cannot initiate removal proceedings against members of other boards or staff. Removal complaints for board members must be initiated by members of the other boards and in writing forwarded to the Administrative Board for evaluation and discharge. Removal complaints for staff must be initiated with the Church Administrator in accordance with Article XVIII.

The Board of Directors shall preside over removal proceedings for the School Board; two out of three votes being necessary to remove a School Board member. Discharge proceedings for School Board members must be initiated in the Board of Directors.

Article XVIII: Church Staff

Church staff shall include, but not be limited to, pastors, administrators, secretaries, receptionists, financial secretaries, business managers, custodians, or any position of employment within the church. The Administrative Board may create staff positions for the church, as the need dictates and the budget supports.

A. Each individual on staff which receives a W2 will be treated as an employee and shall be subject to the employee job description, the employee policy manual and to the law of the land.

B. The Administrator will perform yearly reviews of the church staff and submit them to the Administrative Board for review.

Voluntary Termination

The employee must give a two (2) week written notice stating the reasons for resignation to the Administrator, following the guidelines in the Employee Policy Manual.

Involuntary Termination

The Church Administrator may initiate termination of an employee due to an employee's inability to satisfactorily perform the duties of their position following the guidelines in the Employee Policy Manual. The Administrative Board will give the final approval on employee termination.

Article XIX: Year End

The corporate year end shall be December 31.

Article XX: Church Congregation Meetings

The church shall hold an annual congregation meeting in March. This meeting shall be a closed meeting for those Complete Members of the church, who are in regular attendance and tithing 10% of their annual income to the church.

Article XXI: Organizational Assets

Organizational property shall include the main and adjacent buildings, all the land which surrounds the buildings, the parking areas, and the remaining adjacent acreage.

Any proposed decisions, including the expansion, sale or other decisions regarding the said property will be handled by the Administrative and Trustees Boards and voted on by the congregation.

Disposition of Organizational Assets in the event of Church dissolution:

Board of Directors shall oversee the sale of assets to discharge outstanding debts and donation of remainder of proceeds to be donated to an approved charity of choice.

Article XXII: Amendments to the Bylaws

Any proposed revision, addition, or amendment to these bylaws must first be submitted in writing to the Administrative Board for consideration. The Administrative Board will determine whether the item warrants amending. These bylaws may be amended at any annual or special meeting by a 2/3 majority vote of the members present and voting. Proposed amendments shall be published in a notice of such meetings only after announcing the intent by notice prior to such vote. Approved amendments shall be applied, and made effective on the day of the following year's annual congregational meeting. Any such amendment shall strictly comply with all aspects of the Federal Income Tax law pertaining to exempt organizations, then in existence.

Article XXIII: Dissolution of Organization

Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future or Federal Tax Code, or shall be distributed to the Federal Government, or to a State or local government for a public purpose or such other 501(c)(3) eligible organization of the Church's choosing. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Westmoreland County, Pennsylvania, as this is the County of which the principal offices of the Organization are located, exclusively and for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes. This corporation prohibits the use of any surplus funds for private inurement to any person in the event of a sale or dissolution of the corporation.

Bylaw Revision History:

These bylaws have been read and approved by the LWC Administrative board at the regular Board meeting in draft form the 15th day of February 2011:

Vote to accept was unanimous.

These bylaws have been read and approved by the LWC Administrative board at the regular Board meeting in draft form the 22nd day of February 2011:

Vote to accept was unanimous.

Bylaws Edited by Attorney James L. Annas Jr. with comments highlighted in bold and italics and in the electronic format highlighted in yellow. March 29, 2011.

Bylaw edits and recommendations from Attorney James L. Annas Jr incorporated. 6 June 2, 2011.

Amendments to LWCC Bylaws from the 2013 Congregational Meeting

1. Article VII: Associate Licensed Ministers – Letter H – page 23

States: Shall perform duties and responsibilities as outlined in the Associate Pastor Employee Job Description and shall report to the Senior Pastor in all matters.

Add: Shall oversee Baptismal Services as scheduled and conduct Saturday Sermon Services.

2. Article VIII: Youth Pastor – Prohibitions for Youth Pastor; Number 5 – page 24

States: Shall not transport any youth alone in his vehicle and/or without written permission of parents.

No change

3. Article IX: Elders – D. and F. – page 24

D. States: Elders shall officiate monthly at Communion services

Add: and conduct Baby Dedications as scheduled

F. States: Elders shall teach class and will be called upon to preach at times.

Add: Elders should also have a rotating schedule to teach Sunday morning classes.

4. Article X: Deacons – C. and E. – page 25

C. States: Upon request, Deacons may be called upon to conduct Baby Dedications, Baptisms, and Communion (if an elder is unavailable).

Remove: Baptisms

E. States: Deacons shall submit quarterly written reports to the Director of Church Ministry on the condition of each ministry. The Director of Church Ministry will then present the findings of these reports to the Administrative Board.

Change to: Deacons shall submit monthly written reports to the Administrative Board. These reports will contain condition of ministries, deacon activities, and other related information necessary to the needs of the church.

Amendments to LWCC Bylaws from the 2014 Congregational Meeting

1. Article XIII: Administrative Board – C. – page 17

C. States: Creates church policies

Change to: Recommends and approves church policies

2. Article XII: Church Administrator – Role of the Administrator – page 16

Add: Administrator shall create church policies as required or recommended by the Administrative Board and submit to the Administrative Board for final approval.

3. Article IX: Elders – Number of Elders – page 24

Add: The number of Elders should always be maintained as an odd number.

4. Article IX: Elders – Term of Elders – page 24

States: The term of office for an Elder is seven (7) years; one Elder being placed each year.

Remove: The number of years for term of office

Change to: Elders will be considered either active or inactive. Active Elders are those who are currently attending monthly meetings and involved in making decisions, etc. Inactive Elders will still be called upon for ministry to the congregation; once an Elder, always an Elder.

5. Article X: Deacons – Number of Deacons – page 25

Add: The number of Deacons should always be maintained as an odd number.

6. Article X: Deacons – Term of Deacons – page 25

States: The term of office for a Deacon is five years; one Deacon being replaced each year.

Remove: The number of years for term of office

Change to: Deacons will be considered either active or inactive. Active Deacons are those who are currently attending monthly meetings and involved in making decision, etc. Inactive Deacons will still be called upon for ministry to the congregation; once a Deacon, always a Deacon.

Amendments to Bylaws from the 2014 Congregational Meeting (page 2)

1. **Article III: Organizational Structure – Voting Rights of Complete Members – D. – page 15**

D. States: Shall have the right to vote for the position of school board members

1. Nominees for school board members will be taken at the annual congregational meeting. It is at this time that the names will be submitted to the congregation for a vote. The persons with the majority will be first considered and so on to the person with the least amount of votes. The number of positions available will determine how many names will be submitted to the Board of Directors for a final vote of 51% or higher to pass.
2. Christian Fellowship Academy, (hereinafter “CFA”) families that are NOT Living Word Church, Inc. (hereinafter “LWCC”) voting members shall have One (1) vote per family in the voting process for CFA School board members.
3. CFA families that are also LWCC voting members will vote as individual LWC members.

Remove: D. 1, 2, and 3 entirely

2. **Article IV: Leadership – Balance of Power – D. – page 18**

D. States: The congregation shall be vested with the authority to elect the School Board, Deacons, and Elders through voting process.

Remove: School Board

Amendments to Bylaws from the 2015 Congregational Meeting

1. Article XIII: Administrative Board – Letter I page 27

States: Creates and implements a network system of communication for the organization

Remove: I entirely

2. Article XIII: Administrative Board

Seats of the Administrative board - #1 – page 28

States: The Church Administrator (Guides the board in the daily operations of the organization as an ex-officio board member, does not possess a vote on the Administrative Board except when necessary to break a tie vote, and is an employee of the church)

Edit: refers to position already in existence: Article XII: page 27 – Church Administrator

3. Article XIII Administrative Board

Seats of the Administrative board – 37 – page 28

States: Director of Networking Systems (develops control models for our network system of communication)

Remove: #7 entirely

Amendment to the Bylaws from the 2016 Congregational Meeting

1. Article V: Senior Pastor

Add: Shall approve all newly created ministries