

GRACE

NEW HOPE

BYLAWS

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PREAMBLE

This church is committed to the authority of Jesus (as testified by the Holy Spirit and the Holy Scripture), to the Great Command, the Great Commission and to the body of Christ including as presently represented locally and globally. These bylaws are recognized to be the work of human hands and its purpose is to facilitate harmony and provide order. These Bylaws are (only) to provide direction to the Church in other matters not specifically addressed by the New Testament and to fulfill necessary legal and business requirements. This church was born out of the resources and relationship of the Grace Family of Churches and will continue to be a part of the Grace Family of Churches. This church shall abide by the Grace Living Essentials document for the Grace Family of Churches (the “Grace Essentials”) but in the event of actual or apparent conflict between these Bylaws and the Grace Essentials, the terms of these Bylaws shall prevail. Our purpose is to reach the Neighborhoods, Nations, and Next Generation with the Gospel of Jesus Christ

ARTICLE I NAME

The name of this corporation shall be Grace New Hope, Inc.

ARTICLE II PURPOSE

The specific purpose for which the corporation is organized is to establish and oversee places of worship, teach and preach the gospel to all people, conduct evangelistic and humanitarian outreach, create departments necessary to support missionary activities, license and ordain ministers of the gospel, and to also engage in activities which are necessary, suitable or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

ARTICLE III TENETS OF FAITH

As a member of the Grace Family of Churches, we adhere to the Statement of Faith expressed in the latest version of the Essentials Document of the Grace Family of Churches, August 2017 (Grace Essentials). Subsequent revisions thereof may be incorporated into our Tenets of Faith by addendum upon a two-thirds vote of the Board of Elders.

For historic and broader expressions of faith with which we align as a community, please see the Apostles’ Creed and the World Evangelical Alliance Statement of Faith.

Consistent with the Grace Essentials, Scripture references in these Bylaws are not meant to be “proof texts” conveying the entire sweep of the Biblical ideas in a few verses, nor do they represent all the passages about a particular subject. Rather, we hope these references can be a starting place for further exploration of our convictions about the great story of God.

ARTICLE IV ORDINANCES

WATER BAPTISM

Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the Name of the Father and of the Son and of the Holy Spirit (Matthew 28:19; Acts 2:38).

THE LORD’S SUPPER

A unique time of communion in the presence of God when the elements of bread and grape juice (representing or symbolic of the Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus’ sacrifice on the Cross (Matthew 26:26-29; Mark 16:16; Acts 8:12, 36-38; 10:47-48; 1Corinthians 10:16, 11:23-25).

ARTICLE V MEMBERSHIP

PURPOSE OF MEMBERSHIP

As a disciple of Jesus, the New Testament model calls us to commit to a local, spiritual community of faith that studies the Bible, gathers for worship and prayer, and looks to Jesus as the ultimate authority. We view members as partners in ministry and as such they commit to active participation in the advancement of God’s Kingdom.

Expectation of Members

- A. A commitment to reasonably gather consistently and regularly with this spiritual community as expressed on a continuum between large gathering (Sundays) and house- to-house in the community. (Acts 2:42)
- B. A commitment to reasonably serve Grace New Hope in a manner consistent with one’s unique place in the Body that produces joy. (Romans 12)
- C. A commitment to reasonably support Grace New Hope through prayer, finances, and the gifts God has given. (Proverbs 3:9-10)

OUR COMMITMENT TO MEMBERS

We provide support and resources for our members to help them as they engage their communities in their everyday life. We communicate with them frequently both to convey information, and to solicit their thoughts, feedback and ideas. We have regular member gatherings during the year, where we come together and share testimonies of God's faithfulness and provision, as well as where we believe God is calling us into the coming year. We also like to have fun and help build community within our Members by gathering together additional times during the year as a family on mission.

BECOMING A MEMBER

One needs to attend Encounter Grace New Hope, sign our Member Document and write out their testimony of faith.

Termination of Membership

- A. Any member for any reason may request to have their membership canceled.
- B. If, pursuant to Article XI, a member remains recalcitrant their membership may be revoked by a majority vote of the Board.
- C. Death

VOTING RIGHTS

Members in good standing will be called upon from time to time to affirm decisions of the Board including, but not limited to:

- A. Approval of an Annual Budget
- B. Affirmation of new Board Members as proposed by the Board in accordance with Article VII, Section 5 of these Bylaws
- C. Acquisition of real property or loans encumbering real properties of the corporation
 - a. Except as provided for in the approved budget, the Board of Elders shall not encumber with loan, buy, sell, or transfer any major property or real estate owned by the Church without authority from the Congregation. That authority shall be granted by an affirmative majority vote at a duly constituted meeting of the membership in which a quorum of 10% of the membership are present. The notice of such meeting shall be given no less than two Worship Services (or fourteen [14] days, whichever time is greater) before such vote.

ARTICLE VI GOVERNMENT

SECTION 1 BOARD OF ELDERS

- A. There shall be a Chairman.
- B. There shall be a Lead Pastor.
- C. There shall be a Secretary.
- D. There shall be a Treasurer.
- E. Other individuals may be added as needed.

DUTIES

The Board of Elders shall devote their time to prayer for, and the shepherding of, God's flock. The Board of Elders shall have oversight for equipping of the Membership for the work of the ministry. They shall encourage sound doctrine and practice, admonish and correct error, support the senior pastor and staff as they coordinate and promote the ministries of the church, and mobilize the church for world missions.

The Board of Elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share our fundamental convictions as summarized in the Grace Living Essentials Document of The Grace Family of Churches. They shall work closely with the staff to ensure a healthy spiritual atmosphere within the fellowship.

SECTION 2 OFFICIAL BOARD OF ELDERS AND VOTING POWER

- A. The Board of Elders is that group of men vested with the management of the business and affairs of the corporation.
- B. The official Board of Elders shall consist of individuals listed above and those added by official action of the Board of Elders.
- C. Except for full time staff serving on the Board by virtue of their position, Board members shall serve without remuneration. No Board members shall be related by blood or marriage.

- D. The Chairman shall be chairman of the Board of Elders and chief executive of the corporation.
- E. Each member of the Board of Elders shall have equal voting power among all the other members.
- F. A decision of the Board of Elders is considered valid with a simple majority vote unless otherwise specified in the Bylaws.

The Lead Pastor shall be an ex officio member of every committee and can, at their discretion, be the chair of such committee at the time of its creation.

SECTION 3 REMOVAL FROM THE BOARD OF ELDERS

Any Board of Elders member may be removed from office with or without cause by a two-thirds majority vote of the Board of Elders. The Chairman may be removed from office with or without cause by a two-thirds majority vote of the Board of Elders. The following reasons are considered cause for Board of Elders member removal by the Board of Elders:

- A. In absentia at three consecutive Board of Elders meetings;
- B. Violation of the mutual interest clause of Article XI;
- C. Not acting in the best interests of the organization;
- D. Willful nondisclosure of a conflict of interest as interpreted by a majority of the Board of Elders.

SECTION 4 PROCESS FOR REMOVAL FROM THE BOARD OF ELDERS

A Board of Elders member may be removed from the Board of Elders in the following manner:

- A. By letter of resignation submitted to the Chairman;
- B. By action of the Board of Elders in which a two-thirds majority of the Board of Elders vote in favor of removal.

ARTICLE VII OFFICIAL FUNCTIONS

The officers listed below are ultimately responsible to oversee that all listed duties are properly executed. The actual carrying out of necessary actions may be accomplished by any individual whom the Board of Elders sees fit.

SECTION 1 CHAIRMAN

QUALIFICATIONS

The Chairman shall have wisdom in handling the corporation's affairs. They shall be of sound doctrine, good character, discerning judgment and a demonstrated capacity to build community.

DUTIES

The Chairman shall be chairman of the official Board of Elders and preside over all corporation meetings.

Manner of Appointment

The Chairman shall be nominated by any member of the Board of Elders and appointed by a two-thirds majority vote of the Board of Elders.

TERM OF OFFICE

The term of office of the Chairman shall be reviewed every year. The number of consecutive terms that they may serve is unlimited. They are subject to removal at any time in accordance with Article VI.

SUCCESSOR

The Chairman may nominate a successor at any time. The nominee shall be confirmed by two-thirds majority vote of the Board of Elders.

NO SUCCESSOR APPOINTED

Should the Chairman fail to appoint a successor, the Board of Elders shall elect a new Chairman by a two-thirds majority vote.

SECTION 2 LEAD PASTOR

QUALIFICATIONS

The Lead Pastor shall have wisdom in handling the corporation's affairs, shall be of sound doctrine, in agreement with the Grace Living Essentials, of good character, discerning judgment and shall have a demonstrated capacity to build community, minister the Word and be devoted to prayer.

DUTIES

The Lead Pastor shall be the overseer of the church as provided by the Holy Scriptures and is accountable to the Board of

ELDERS

The Board of Elders is responsible for providing spiritual covering by prayerfully giving necessary aid, instruction, guidance,

protection and correction as well as counsel, wisdom and fellowship to the Lead Pastor.

The Lead Pastor shall be responsible for day-to-day decisions and shall have oversight of, and responsibility for, the operational affairs of the church in pursuit of the Vision under Article XIII. The Lead Pastor shall be responsible for the hiring and termination of all staff. In matters related to tenure of senior staff, the Lead Pastor shall seek the advice and counsel of the Board of Elders.

TERM OF OFFICE

The term of office of the Lead Pastor shall be reviewed every year. The number of consecutive terms that they may serve is unlimited.

REMOVAL

The Board of Elders may call a meeting into session without the presence of the Lead Pastor to investigate accusations against him and make a determination as to whether the Lead Pastor has committed any of the following actions which are grounds for dismissal:

- A. Adultery
- B. Embezzlement
- C. Compulsive Lying
- D. Sexual Impurity
- E. Conviction of a felony that is a violation of Scripture
- F. Not acting in the best interest of the church

The Board of Elders will determine if the Lead Pastor is guilty or innocent and whether to discipline or dismiss him from office. The Lead Pastor may be removed from office with or without cause by a unanimous vote of the non-staff members of the Board of Elders. The Board shall conduct meaningful and reasonable consultation with the Campus Pastors of the Grace Family of Churches for insight and spiritual counsel regarding removal.

SUCCESSOR

The Lead Pastor may nominate a successor at any time. The Board shall undertake meaningful and reasonable consultation with the Campus Pastors of the Grace Family of Churches and the Buddy Hoffman Foundation Board regarding the acceptability of the candidate. The nominee shall be confirmed upon unanimous vote of the Board of Elders.

NO SUCCESSOR APPOINTED

Should the Lead Pastor fail to appoint a successor, the Board of Elders shall undertake a search for and elect a new Lead Pastor under the same stipulations as provided in the "Successor" paragraph immediately above.

SECTION 3 SECRETARY

QUALIFICATIONS

The Secretary shall be a spiritually minded person of good character and of sound doctrine. They should be administratively minded and detail oriented.

DUTIES

By virtue of their office, the Secretary shall keep a true and accurate record of all meetings, including business meetings of the corporation. They shall be the custodian of all legal documents.

Manner of Appointment

The Secretary shall be nominated by any member of the Board of Elders and appointed by a simple majority vote of the Board of Elders.

TERM OF OFFICE

The term of office of the Secretary shall be reviewed every year. The number of consecutive terms that they may serve is unlimited. They are subject to removal at any time in accordance with Article VI.

SECTION 4 TREASURER

QUALIFICATIONS

The Treasurer shall be a spiritually minded person, of good character, sound doctrine and of wise business judgment. They shall be knowledgeable regarding the accounting and financial procedures required to maintain the corporation's financial books in good order and compliant with accounting standards.

DUTIES

By virtue of their office, the Treasurer shall keep, or cause to be kept, in a business-like manner, an itemized account of all receipts and disbursements of moneys committed to their trust and shall make reports to be presented during the official Board of Elders meetings.

MANNER OF APPOINTMENT

The Treasurer shall be nominated by any member of the Board of Elders and appointed by a simple majority vote of the Board of Elders.

TERM OF OFFICE

The term of office of the Treasurer shall be reviewed every year. The number of consecutive terms that they may serve is unlimited. They are subject to removal at any time in accordance with Article VI.

SECTION 5 ELDERS

QUALIFICATIONS

Elders shall be spiritually minded men, of sound doctrine, good character, discerning judgment and predisposed toward community.

DUTIES

By virtue of their office, Elders shall carry out the responsibilities that the Chairman or Board of Elders delegate to them.

MANNER OF APPOINTMENT

The Lead Pastor and current Board of Elders shall nominate additional Elders as God provides qualified men. The nominated individual(s) shall be interviewed by the Board or an appointed sub-committee thereof. Upon satisfactory completion of the interview process, the candidate shall be voted upon by the Board. Upon a two-thirds majority vote by the Board the candidate will be placed before the congregation for their affirmation by a simple majority vote at a duly constituted meeting of the membership in which a quorum of 10% of the membership are present. The notice of such meeting shall be given no less than two Worship Services (or fourteen [14] days, whichever time is greater) before such vote.

TERM OF OFFICE

The term of office of any Director serving on the Board of Elders shall be two years. Terms shall be staggered to provide for approximately 50 per cent of Board members standing for election each year. The number of consecutive terms that a Director may serve is unlimited. Elders are subject to removal at any time in accordance with Article VI.

ARTICLE VIII MEETINGS

SECTION 1 CHURCH SERVICES

In any established place of worship, the appointed Lead Pastor shall be responsible for the scheduling and conduct of regular church services.

SECTION 2 CORPORATION MEETINGS

The corporation's fiscal year shall coincide with the calendar year beginning on January 1st and running through December 31st. Proper notice of ten days shall be given to all Elders prior to any official Corporation Meeting.

The Chairman will call the official Board of Elders meeting(s) on a regular and recurring basis to discuss the direction of the corporation. The Chairman shall set dates and times for Board of Elders meetings. The Board of Elders may have invited guests present at any meeting so long as the Chairman has agreed to it.

The Secretary shall keep minutes of each Board meeting that shall provide an accurate account of significant discussions, all decisions and official acts. Minutes of a meeting shall be submitted for approval or correction at the next subsequent Board meeting. The Minutes shall be adopted upon approval by the majority of the Board of Elders.

SECTION 3 WAIVER OF NOTICE

Attendance of a Director at any meeting of the Board of Elders will constitute a waiver of notice of such meeting except where such Director attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

SECTION 4 MEETINGS BY REMOTE COMMUNICATIONS TECHNOLOGY

Subject to the notice provision in Section 2 of this Article, the Elders may also hold meetings by means of a remote electronic communications system, including video or telephone conferencing technology or the Internet, or any combination, only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

SECTION 5 ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the Board of Elders under any provision of law may be taken without a meeting, if all members of the Board of Elders shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Elders. Such action by written consent shall have the same force and effect as the unanimous vote of the Elders. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Elders without a meeting and that the Bylaws of this corporation authorize the Elders to so act and such statement shall be prima facie evidence of such authority.

ARTICLE IX QUORUM

A simple majority of the Board of Elders members (including the Chairman) at an official Board of Elders meeting shall constitute a quorum.

ARTICLE X ECCLESIASTICAL AUTHORITY

This organization is theocratic in government. In any growing congregation, there will be people at all stages of spiritual growth and maturity. For that reason, it is not proper to submit the affairs of the church to a democratic vote as the same is not God's way, for the purpose of the church is not to do the will of the majority, but the will of God. Any disputes that arise over the interpretation of these Bylaws shall be deferred to the Board of Elders as the highest authority of this church.

ARTICLE XI MUTUAL INTEREST

This church seeks to represent Jesus well and guard our witness according to 1 Timothy 2:3. Because of our commitment to live like Jesus and guard our witness, the behavior of anyone in this fellowship is of common interest to the staff and the Board of Elders.

There may be circumstances where the staff and/or Board of Elders must offer loving correction, healthy challenge, rebuke, and admonishment to someone in the fellowship according to Galatians 6:1. In any situation where correction, challenge, rebuke, or admonishment is appropriate, a Matthew 18:15-17 approach will be utilized. The goal is reconciliation where there has been a wrong and restoration where there has been a lapse of Christ-like behavior.

ARTICLE XII PROHIBITED ACTIVITIES

This church is prohibited from engaging in activities which violate The Grace Family Essentials as adopted August 2017. This church is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate The Grace Family Essentials as adopted August 2017.

ARTICLE XIII LEAD PASTOR'S VISION

To establish an efficient leadership infrastructure, the Lead Pastor shall be responsible to articulate in clear, concise and simple language the vision of the church. The purpose of this is to create a consistent and logical framework which empowers staff and volunteers to participate in the decision-making processes that reflect the Lead Pastor's heart and vision for the church.

ARTICLE XIV MEMBERSHIP REVIEW OF CHURCH RECORDS

SECTION 1 REQUESTS MADE BY MEMBERS

To ensure the trust of the membership and to also ensure that a public interest is being served, all church records, financial information and all kinds of financial transactions must always be available for membership inspection and review. At no time may information be supplied that would violate Section 4 of this Article or Article XXI. Any questions by any members shall be addressed to the treasurer either in writing or by scheduled appointment.

SECTION 2 REQUIRED PROVISIONS OF THE REQUEST

The request must state the name of the member, the reason for the request and that the information shall in no way be made public or shared with any other member in a way that will jeopardize the church.

SECTION 3 REQUIRED FEE

This corporation may require a reasonable per page fee for any copies that are required in order to accommodate approved records requests.

SECTION 4 CONFIDENTIALITY

In order to keep the records of the church confidential, records shall not be released to any outside agency, person or entity unless due process has been served and a certified subpoena has been personally delivered. This includes the IRS, except under the provisions of Section 7611 which shall be limited only to information deemed to be relevant to the inquiry being made. At all times the IRS will be expected to comply with all of the provisions of Section 7611.

SECTION 5 DENYING A REQUEST

The Board of Elders reserves the right to deny such a request for any of the following reasons:

- A. the request is considered by the Board of Elders and deemed to be frivolous;
- B. the member making the request has a history of being divisive;
- C. the member does not adequately provide the required information on the request as stated in this Article;
- D. the person making a request is a non-member, a member not in good standing, or a person whose membership was terminated.

ARTICLE XV PRIVACY

This church shall diligently watch to keep private all records concerning polity, doctrine, counseling and information on individuals in fellowship with this church. This church must not disclose any records that may compromise information about a member's attendance, membership status, giving and counseling records.

ARTICLE XVI ORDER

For the purpose of conducting business, the Chairman shall, in an orderly manner, preside over all the affairs of the corporation.

ARTICLE XVII FINANCES

SECTION 1 CHECKS, PAYMENTS AND WITHDRAWALS

The Board of Elders of Grace New Hope, Inc. shall adopt a Corporate Expenditures Policy detailing the procedure for properly executing checks, payments and withdrawals.

SECTION 2 SALARIES

All salaries shall be determined in the following manner:

- A. The Lead Pastor will prepare all salaries of employees and shall handle the hiring and firing of employees.
- B. The Board of Elders, under the guidance of the Chairman, will determine the salary of the Lead Pastor.
- C. Salaries will be reviewed yearly and approved as part of the annual budget approval process (see Section 3).

Only uncompensated members of the Board of Elders shall vote on any recommended compensation package.

SECTION 3 ANNUAL BUDGET

On an annual basis, Grace New Hope, Inc. shall determine an annual budget for the upcoming fiscal year. This process shall be led by individuals who are gifted in the area of Finance and can include staff and uncompensated members of Grace New Hope, as per the Lead Pastor's discretion. The Treasurer of the Board of Elders shall assist the Lead Pastor with oversight

of the development of the Annual Budget and shall present the Annual Budget to the Board of Elders prior to December 31 preceding the new fiscal year. The Annual Budget shall be approved by the Board of Elders by a simple majority vote, and approval shall be obtained prior to December 31. The Annual Budget shall then be presented to the members of the church, under the orders specified in Article V, 'Voting Rights'.

ARTICLE XIII PROPERTY RIGHTS

All property, real or chattel, shall be taken, held, sold, transferred or conveyed in the corporation's name.

No major real or chattel property of the corporation shall be sold, mortgaged, or otherwise alienated without authorization of the Chairman, and by a majority vote of the corporate membership.

In the event that the corporation ceases to exist, all assets of Grace New Hope, Inc. shall, at the discretion of the Board of Elders, be given to organizations that are exempt as described in Section 501(c)(3) and/or 170(c)(2) of the Internal Revenue Code of 1986. The receiving organization must be of similar purpose.

ARTICLE XIX MINISTERS OF THE GOSPEL

The Lead Pastor of this ministry shall by virtue of his office automatically be recognized as an ordained minister.

SECTION 1 CLASSES OF MINISTERS

This ministry shall have a set number of classes of ministers with distinct rights and privileges, as set forth below:

LAY MINISTER:

This recognition is automatically given to all believers in fellowship with this ministry. They are not authorized to perform any sacerdotal services, but primarily assist others in the Body of Christ. Individuals in this category may include but are not limited to: teachers, worship leaders, instructors, hospital and jail visitation, ministerial assistance, and lay persons.

LICENSED MINISTER:

This recognition is given by the Lead Pastor of this ministry. This recognition is for those who are somewhat seasoned in the ministry but need further experience. Many of these are individuals that have been working in their chosen vocation but have never entered full-time ministry or have only been in full-time ministry for less than three (3) years. Such persons are authorized to perform the following religious functions:

- A. Conduct religious worship
- B. Religious instruction
- C. Administer communion
- D. Provide spiritual counseling
- E. And other sacerdotal functions including
- F. Conduct baby dedication ceremonies
- G. Perform baptisms
- H. Conduct funerals
- I. Visit the sick and shut-in
- J. Minister in prisons

However, this person is not in charge of a congregation. Limited authority is granted to run the affairs of the ministry.

ORDAINED MINISTER:

This recognition is given by the Lead Pastor to those men who have an "established" or "proven" ministry. Ordained ministers are authorized to perform all functions of the Christian ministry and religious functions and must be capable of doing so. Ordained ministers are authorized to perform all religious functions:

- A. Conduct religious worship
- B. Religious instruction
- C. Administer communion
- D. Provide spiritual counseling
- E. Serve on the Board of Elders of a church
- F. Ministry administration
- G. And other sacerdotal functions including
- H. Conduct baby dedication ceremonies
- I. Perform baptisms
- J. Perform weddings
- K. Conduct funerals

- L. Visit the sick and shut-in
- M. Minister in prisons

He must be capable, as determined by the Lead Pastor, to take charge of a congregation.

SECTION 2 LEAD PASTOR'S AUTHORITY

The Lead Pastor of this ministry shall have ecclesiastical authority to decide who, how or if a person will be licensed by this ministry to hold any of the classes above (Matt. 16:13-19), and the decision must be confirmed by the Board of Elders.

ARTICLE XX OTHER CONSIDERATIONS

Anything that has not been discussed in these Bylaws shall be discussed and decided upon at an official Board of Elders meeting.

ARTICLE XXI AMENDMENTS

Amendment to these Bylaws may be amended at any meeting of the Board, if each of the following has been satisfied:

- A. The agenda for the meeting listed Amendment of the Bylaws as a topic of the meeting.
- B. The text of the proposed amendments was given to each of the Board members in writing at least seven days prior to the meeting.
- C. Any change in Bylaws must receive a positive vote by two-thirds of the Board members and shall take immediate effect.