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# Constitution & Bylaws

Established 1991 • Revised in 2009

**ELDERS**

Rev. Tim Tyler  
Pastor Charles Hess  
Steve VanBecelaere

**STAFF**

Rev. Tim Tyler • Senior Pastor  
Pastor Ron Zettle • Associate Pastor  
Pastor Steve Carlson • Youth Pastor & Administrator  
Pastor Emily Snider • Children's Pastor  
Pastor Charlie Hess • Pastor Emeritus  
Denise Wojtkowski • Church & Financial Secretary

# CHRIST COMMUNITY CHURCH CONSTITUTION AND BYLAWS

## *PREAMBLE*

We are an incorporated body of people believing in the Lord Jesus Christ for eternal life. We believe that Christian fellowship, mutual edification and evangelical effort in and through the local church is God's ordained order for His people. We assemble ourselves together for worship, fellowship, counsel, instruction in the Word of God, and personal involvement in the work of ministry. This is accomplished by exercising mutual gifts and offices provided for in the New Testament.

We have accepted the following Statement of Fundamental Truths and have adopted the Constitution and Bylaws that herein do appear. We shall seek by the grace of God to be governed by the Constitution and Bylaws as herein set forth and will seek to teach and propagate the doctrines as contained in the Statement of Fundamental Truths.

## ARTICLE I - NAME

The corporate name of this church shall be  
***Christ Community Church***

## ARTICLE 2 - PURPOSES

### Section One – Purpose Statement

***“The purpose of Christ Community Church  
is to effectively impact our community  
by making disciples of Christ.”***

## Section Two – Reach Out

... to demonstrate the relevance of Christianity in a contemporary, creative, credible and caring way both at home and abroad through the preaching of the Word of God and the ministry of the Holy Spirit. Luke 14:21-23; Matt 28:19; Mark 16:15; 1 Cor 1:21, 12:7-11; 2 Cor 10:4,5; Rom 15:18,19; Mark 16:17-20.

## Section Three – Receive

... to provide a place to encounter Jesus in worship, praise and prayer in order to cultivate true fellowship.

## Section Four – Raise Up

... to train, teach, support and disciple individuals to attain their full potential in Christ. The designed intention is that believers of this Assembly shall be:

- A. Trained for the work of the ministry.
- B. Built up and strengthened as a collective group.
- C. United in the faith once for all delivered unto the saints.
- D. United in the knowledge of the Son of God Himself.
- E. Transformed into a closer character likeness of Jesus.
- F. Stabilized in doctrinal belief, organizational loyalties and Christian zeal. Eph 4:11-16.

## Section Five

To establish and maintain such organizational structures, committees, departments, and institutions as may be necessary for the propagation of the Gospel and the work of this Church.

## Section Six

To have the right to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as may be needed for the advancement of its work.

# ARTICLE 13 - AMENDMENTS

## Section One

The Constitution and Bylaws may be amended at any regular or special business meeting by two-thirds (2/3) majority vote. Public announcement of the proposed changes must have been made at least two (2) Sundays before the date of the business meeting. A quorum (ART.12 Sec. 7) must be present at this meeting. The Elder Board shall have announced the proposed change at least five (5) days before the meeting to every voting member by written notice to the address of record.

# RESOLUTION

## CHURCH LEADERSHIP LIABILITY

*Legal counsel has advised in favor of adopting statements into the constitution that will serve to guard its leadership from personal financial penalties as follows:*

No Board Member or Ministry Leader of Christ Community Church shall be personally liable for any action or omission related to his/her responsibility as such, unless he/she has breached or failed to perform the duties of his/her office as described in Michigan law.

Christ Community Church (C3) may, by resolution adopted by a majority of a quorum of disinterested members of the Elder Board then in office, or if such a quorum is not obtainable, by written opinion of independent legal counsel, indemnify any person who was or is a party to any threatened, pending or completed action, suit or proceeding. This shall apply in every action, whether civil, criminal or investigative, by reason of the fact that he or she is or was a representative of C3, or is or was serving at the request of C3 as a representative of another organization or enterprises, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred, unless such a person's actions or omissions in connection with the matter giving rise to the claim for indemnification have been determined by a court to have constituted willful misconduct or recklessness. Christ Community Church may also advance payments for such expenses to such persons prior to final disposition or such action, suit or proceeding. Christ Community Church may maintain a reserve, or may purchase and maintain insurance for the purpose of indemnification on behalf of any or all persons to the full extent permitted under Michigan law.

## Section Six – Meeting Notice

Notice of regular or special business meetings of the church must be given at least two Sundays before the date of the meeting. A written notice is recommended be sent to each active member at least five (5) days before the business meeting.

## Section Seven – Quorum

No record of any regular or special business meeting of the Church shall be made unless one quarter (1/4) or more of the voting members are present. For election or termination of a Pastor, no less than two thirds (2/3) of the Voting Membership shall be present at a meeting duly called for that purpose.

## Section Eight – Differences

Where a divided opinion persists within the congregation after mutual counsel, the Pastor or the Elder Board may appeal to the Officers of the IFCA for counsel.

## Section Nine – Confidentiality

It shall be incumbent upon the Pastor, Elders and leadership of this Assembly to hold inviolable information shared with them in confidence. In this respect even before magistrates of law, communication of the total ministry of this Assembly shall be privileged, excepting where such confidence shall lead to criminal action.

# ARTICLE 12 - PROPERTY RIGHTS

## Section One – Ownership

All property of the Church, real or chattel, shall be taken, held, sold, transferred, or conveyed by the Church in its corporate name, Christ Community Church.

## Section Two – Negotiation

No real property of the church in excess of \$5000 shall be sold, leased, or mortgaged, or otherwise alienated unless the same shall have been authorized by a two-thirds (2/3) majority of the votes cast at any regular or special business meeting called for the consideration for the proposal. The Chairman of the meeting shall certify that for any such conveyance, lease, or mortgage the same has been duly authorized. Such certification shall be

# ARTICLE 3 - FUNDAMENTAL TRUTHS

*This Assembly shall accept the Holy Scriptures as the revealed word of God and the all-sufficient rule of faith and practice. The following list of fundamentals is but a brief overview and does not include the full breadth or depth of their reality and teaching.*

For maintaining general unity it adopts the following Statement of Fundamental Truths:

## Section One – Bible

We believe and accept the entire Bible as the infallible Word of God, inspired by the Holy Spirit. It is the only and perfect order of our faith and manner of living. This faith is the power of God unto salvation to the believer. The Bible is superior to conscience and reason. Nothing can be added or taken away from its content. 2 Pet 1:20; 2 Tim 3:16,17; Rom 1:16.

## Section Two – God

We believe in the One True God, perfect and infinite in His being, holiness, love, wisdom and power. He is transcendent above the world as its Creator, yet immanent in the world as the Preserver of all things. God is self-existent and self-revealing in the three divine Persons of the Father, the Son and the Holy Spirit. They are equal in power, glory and nature. Eph 4:6, Matt 28:1, Acts 5:35, John 1:1, Isa 6:1-1, Psa 90.

## Section Three – Jesus

We believe that the historical Jesus of Nazareth is the eternal Son of God, and Messiah. He is the image of the invisible God made flesh through the virgin birth. Being true God and true man these two natures are without confusion, without change, without division and without separation.

He lived a sinless life in which He taught and wrought mighty works, wonders and signs exactly as revealed in the four Gospels. He gave Himself in death upon the Cross as the Lamb of God not only for original sin imputed to man, but also for the actual sins of man. He bore sin and its penalty in our stead.

*Jesus (continued)*

After three days Jesus was raised and glorified in the same body in which He had suffered and died. He ascended as our Lord and Savior into Heaven and is at the right hand of the Father where He is head of the Church and intercedes for believers.

Jesus Christ will come again personally and visibly to raise and translate His waiting Church. He shall establish His Kingdom upon the earth over all nations. He will raise and judge those both alive and dead. John 1:14; Acts 1:11; Heb 1:1-4; Rev 19-21; 1 Cor 15:24-28.

### **Section Four – Spirit**

We believe the Holy Spirit is the third person of the Godhead, the divine Life-giver and Artist in creation, history and redemption. He indwells, baptizes, seals, empowers, guides, teaches and perfects all those who become children of God through Christ. Acts 1:8, 5:3-5; John 14,16; Eph 4:30; Rom 8.

### **Section Five – The Fall of Man**

We believe man was the direct creation of God made in His divine image. By transgression man became a fallen creature, alienated from the life of God, universally sinful by nature and practice, and has within himself no means of recovery. Gen 1:27; Gen 3; 1 Cor 15:20-23.

### **Section Six – Salvation**

**A.** We believe that salvation is by grace through faith in the atoning work of Jesus Christ. Jesus was a perfect sacrifice for sin. He redeemed us from the curse of the law by becoming a curse for us. Therefore on the simple and single ground of His shed blood we are saved and justified. Perfect righteousness and every spiritual blessing needed for life and godliness are entirely apart from good works, baptism, Church membership or man's effort. The forgiveness of sins, the impartation of a new nature, the adoption into the family of God and the hope of eternal life are all received through the grace of God. Eph 2:3-10; Rom 3:25; 2 Cor 5:21; Eph 1:7; 1 John 1:7.

## **ARTICLE 11 – MEETINGS**

### **Section One – Public Worship**

Meetings for public worship shall be held on each Lord's Day and during the week as deemed by the Elder Board and Pastor.

### **Section Two – Elders**

The Board of Elders with the Pastor shall meet regularly for the transaction of the routine business of the Assembly. No meeting shall convene in the absence of the Pastor, except by his permission or in the event of his death, disability or departure.

### **Section Three – Business Meetings**

**A.** The Annual Business Meeting of the Church shall be held as soon as possible after the closing of all calendar records and accounts. All questions for discussion must be submitted to the Elders one week in advance of the meeting. The Chairman may open the floor for topic-related questions at his or her discretion.

**B.** Public Notification of Business Meetings shall be publicized two weeks in advance of the meeting. Written notification is recommended, to be sent to each voting member five (5) days before the meeting.

### **Section Four – Parliamentary Law**

All Business Meetings of the church shall be conducted according to the two-fold rule of Christian courtesy and Robert's Rules of Parliamentary Procedure.

### **Section Five – Special Meetings**

**A.** The Board of Elders may call a Special meeting of the Church whenever necessary, with proper notice.

**B.** The membership may call for a Special meeting by petition, said petition having been signed by no less than one-third of the active membership and placed in the hands of the Pastor or Secretary.

**C.** The Board of Elders may be called by a petition of the majority of the Elders to a Special meeting. Said petition having been issued to the Church Administrator, who shall announce the meeting to the Pastor and remaining members of the Board.

## Section Seven – Dissolution

In the event that the church herein described ceases to function as a Church body, the property, real or chattel, shall be assigned to the General Council, International Fellowship of Christian Assemblies (IFCA) with headquarters in Transfer, PA. The IFCA, through its Executive Board, shall have full authority to use or dispense of the properties at their discretion. In the event of the sale of said properties by the IFCA, all proceeds derived therefrom and remaining, after satisfying all outstanding debts and liabilities, shall be used in the furtherance of the Gospel of Jesus Christ, with particular application to Church Planting; safeguarding that no monies shall in any event inure to the benefit of any person or corporation that does not enjoy status of the IRS Code 501(c)3.

## Section Eight – Church Definition

For purposes of property ownership, a Church shall legally cease to exist when the number of Voting Members decreases to a total of the number required on the Board of Elders plus one (Article 8, Section Two, 4); or in the event the number of Voting Members decreases to double the number required on the Board of Elders plus one, but that 50% or more of the membership of the Board of Elders are related genetically or through marriage.

## Section Nine – Division

In the event the Church should be divided over doctrinal issues, the property of the Church shall remain with the group adhering to the Statement of Fundamental Truths herein set forth, the controversy being settled by the Executive Board of the IFCA.

## Section Ten – Severance

Withdrawal from the General Council, IFCA may occur by a decision of two-thirds of the Voting Membership convened for that purpose, in conjunction with at least two each of appropriate National and District Officers of the IFCA, who shall be given opportunity during this public meeting to provide counsel and respond to any reasons presented for the proposed withdrawal.

## Section Eleven – Emergencies

The Board of Elders shall be authorized to declare a state of emergency in order to claim custody of monies in all Departments, Funds and Groups by ratification of two-thirds vote of the voting membership. Such funds should be re-stored in a reasonable time to said departments.

## *Salvation (continued)*

**B.** The believer is assured of his/her salvation by the inward witness of the Holy Spirit. The outward evidence is a progressive life of righteousness and true holiness in confession and action. Godly love is the identifying mark of the Christian life. Rom 10:9-10; Heb 12:14; 1 Tim 2:2; Rom 5:5; Rom 8:16.

## Section Seven – Sanctification

We believe the Christian is credited with Christ's righteousness while in daily pursuit of righteous living. By the power of the Holy Spirit the Christian can live separate from voluntary sin, though not free from the temptation to sin. Rom 7, 8.

## Section Eight – The Church Body

We believe the true Church of Christ is both a universal and local body of Christians that exists inter-denominationally but consists exclusively of those persons who through the New Birth are in Christ. The Church has been divinely commissioned as a holy priesthood to offer true worship to God. As ambassadors of His Kingdom it is called to show mankind the way of the Lord. Matt 13:24-30; Rev 2:1; John 3:3,5; 1 Pet 2:5; John 4:23,24; Matt 5:13-16; Acts 1:8; 2 Cor 5:30.

## Section Nine – Ministry

We believe in the priesthood of all believers and the gifting of each believer for edification and ministry within the body. Jesus uniquely commissions some to leadership, but not lordship over the flock of God. Because of this calling, leaders should receive the love, honor, respect, deference, and material support of the people of God.

All believers are called to be witnesses of the Lord Jesus Christ to all people everywhere. 1 Pet 2:5, 5:2; 1 Thes 5:12,13; Heb 13:17; Gal 6:6; Eph 4:8-12; 1 Cor 9:7,14,12.

## Section Ten – Water Baptism

**A. Conditions** – We believe the ordinance of baptism by symbolic burial and resurrection with Christ should be observed by all who have repented of their sins and believe in Jesus Christ as their Savior. This is a public act of obedience and submission to Christ, displaying the work of salvation that has already taken place in the believer. Rom 6:3,4.

**B. Administration** – We believe immersion is the best illustration of our union into Christ's death and that it should be administered in the name of the Father, and of the Son, and of the Holy Spirit by a member of the Pastoral Staff. (*Exceptions are made for physical or other handicaps.*) Matt 28:19; Acts 10:47; Rom 6:4.

## Section Eleven – The Lord's Supper

We believe the ordinance of the Lord's supper should be regularly observed. The elements of bread and the fruit of the vine are used to symbolize the body and blood of our Lord. This is a witness to the unity of all believers in Christ and a reminder of His coming Kingdom.

## Section Twelve – Holy Matrimony

Marriage is a sacrament (*or ordinance or rite*) of the Church. [*Alternative: Marriage has been ordained (or established or instituted) by God.*] This Church defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in these Articles.

## Section Thirteen – Spirit Life

We believe that all of the gifts of the Spirit are in operation today for the edification of the Church to operate decently and in order, so that the Church lacks nothing until the coming of Christ. 1 Cor 1:7, 1 Cor 14.

# ARTICLE 10 - FINANCES

## Section One – Offerings

All finances needed for the maintenance of the Church shall be provided for by regular Freewill offerings.

## Section Two – Freewill Offering

It is expected that every member shall decide before God what he or she will determine to freely and cheerfully give in support of the Lord's work in this church. The 10% tithe is not a New Testament teaching. New Testament giving is based upon the direct influence of the Holy Spirit, in which faith and obedience to Christ is the only measure of giving. 1 Cor 16:2; 2 Cor 9:6-8; Rom 12:8.

## Section Three – Fiscal Year

The fiscal year of the Church shall be the calendar year.

## Section Four – Wages

The Pastor and other staff members shall be given regular and adequate financial support. The amount and manner of which shall be determined by the Board of Elders in response to recommendations made annually. During these deliberations the affected parties, upon request, shall absent themselves from said meeting.

## Section Five – Fiscal Reports

Departments shall submit a detailed account of their receipts and disbursements to the Pastor and Treasurer quarterly. Although liberty is given to disbursements of such funds, each Department should feel constrained to consult the Pastor and Board of Elders in a general way regularly, concerning their financial policy and expenditures.

## Section Six – Soliciting

All solicitation of the Membership for the purpose of making purchases or promoting projects shall constitute a breach of Church Policy, except where such has been authorized first by the Pastor or the Board of Elders.



**D. Installation** – The Installation of Deacons will be at a public service by the Laying on of Hands from the Pastor and Elder Board.

## **Section Four – Treasurer**

The Treasurer of the Church shall be elected by a majority of the Board of Elders, including the Pastor. The Treasurer shall not be subject to limited tenure of service

## **Section Five – Ministries**

**A. Appointment** – Appointments of all positions shall be by the duly authorized Board of Elders.

**B. Term of Office** – The term of office for any ministry shall be for one (1) year. This term may be repeated for as many terms as the Pastor and Elders are satisfied, and subject to a yearly review. Termination must be by 2/3 approval of the Elder Board, with clearly communicated reason in advance of the new term.

## **Section Six – Vacancies**

**A.** Any office of the Church, excluding that of the Pastor, may be declared vacant by the Board of Elders when the incumbent has resigned, disqualified himself by unscriptural conduct, by a change of doctrine, by an attitude of insubordination to the Pastor and Officers of the Church, by being out of harmony with the practices of the Church, by incompetence in office, or when the vacancy has been created by death or removal from the city.

**B.** Any incumbent under charges shall have an opportunity for a fair and impartial hearing of his case before the Board of Elders if he so desires.

**C.** Any member of the Board of Elders who purposely absences themselves without cause for two consecutive Board meetings shall have their office automatically declared vacant.

**D.** The Elders shall be empowered to appoint qualified members to fill vacancies, excluding the office of Elder at any regular Board meeting. This may be done without the ratification of the voting membership. A vacancy in the Board of Elders may be filled by a nomination from the Pastor and supported by a majority vote of the remaining Elders. A special meeting of the Board of Elders shall be called for such a purpose.

## ***Spirit Life (continued)***

We believe that the Baptism in the Holy Spirit may be participated in by all believers for the endowment of divine power for life and service. This experience indicates that the believer at that moment has voluntarily surrendered his faculties to the Spirit's control by speaking in tongues. Acts 1:4-8; 2:4,38-43; 10:44-46; 19:1-7; Jas 3:1-10; 1 Cor 12; 1 Cor 14.

## **Section Fourteen – Divine Healing**

We believe healing and deliverance (*including the services of a physician*) are the will of God, provided for in the New Covenant as a privilege for all believers, and manifested according to God's sovereign will. Healing may be administered consistent to New Testament precedent of anointing with oil by the elders and the laying on of hands, as well as through the believing prayers of the Church. Isa 53:4; Matt 8:16,17; Luke 17:14; John 9:6,7; Luke 18:42; Jas 5:14; Mark 16:18; Acts 19:12.

## **Section Fifteen – Christ's Return, The Future**

We believe Jesus Christ will return to this world physically to receive His Bride (the Church) in the air. The dead in Christ shall rise first and those alive will be caught up to be changed instantly into His likeness with glorified bodies. This is the first Resurrection or Rapture of the Church. Acts 1:9-11; 1 Thes 4:16,17; 1 Cor 15:54; 1 Thes 5:9.

## **Section Sixteen – Millennial Reign**

We believe that Jesus Christ and His followers will rule the world in righteousness for 1,000 years in fulfillment of God's promise to David and the prophetic image of the rise and fall of nations revealed in Dan 2:44,45; after which the earth will be cleansed by fire and a new heaven and a new earth will be established for eternity. 2 Sam 7:16; 2 Pet 3:7,10; Rev 20:1-7.

## Section Seventeen – Satan

We believe in the presence of a personal devil, who is himself a fallen angel of God. With a highly organized host of evil spirits he seeks the control of mankind through obvious and devious ways, against which the Christian must daily fortify himself. The Devil was defeated through the finished work of Jesus, who disarmed the powers and authorities and made a public spectacle of them, triumphing over them by the cross. Satan and his hosts are destined for eternal punishment in the Lake of Fire. Isa 14:12; 2 Pet 2:4; Eph 6:11-18; Dan 10:12,13; 1 Pet 5:8,9; 2 Cor 11:14; Jas 4:7; Matt 25:41; Col 2:15.

## Section Eighteen – The Lake of Fire

We believe the devil and his angels, the antichrist, the false prophet, and whosoever does not have their name written in the Lamb's Book of Life, shall be consigned to everlasting punishment in the lake that burns with fire and brimstone. This is the second death. Rev 19:20, 20:10-15.

## Section Nineteen – Eternity & New Creation

We believe in the eternal Kingdom of God where Christians shall eternally rule and reign together with Christ. Luke 1:33; 2 Pet 3:13; Rev 5:10; 2:26; 3:21; 21:1,4; 22:2.

## Section Twenty – Human Sexuality

Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as “porneia”) including but not limited to: adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.

## *Elders (continued)*

**B. Appointment** – Elder appointments will be given a one-month disclosure for public response. If there are any concerns or information contrary to the appointment, they may be presented confidentially to the Elder Board by letter or appointment. The charges will then be investigated. After the one-month period is satisfied, with any and all protests resolved, the Elder-elect will be appointed to an indefinite term by the Elder Board.

**C. Term of Office** – The appointment of an Elder is for an indefinite term with no re-election. This office is considered a calling equal to that of a Pastor. Dismissal will therefore follow the same procedures for that of a Pastor, as found in Article 9, Section One, D.

**D. Installation** – The Installation of Elders will be at a public service by the Laying on of Hands from the Pastor and Elder Board.

## Section Three – Deacons

**A. Selection** – Selection of all Deacons shall be by recommendation of the Head Deacon and confirmed by the Pastor and Elder Board. Deacons shall be selected from among voting members of the congregation.

**B. Appointment** – Deacon appointments will be given a one-month disclosure for public response. If there are any concerns or information contrary to the Deacon-elect they may be presented confidentially to the Elder Board or Head Deacon by letter or appointment. The charges will be investigated. After the one-month period is satisfied, with any and all protests resolved, the Deacon-elect will be installed into office at a public service by the Laying on of Hands from the Pastor and Elder Board.

**C. Term of Office** – The term of office for a Deacon shall be two years. The Deacon may or may not be re-nominated by the Head Deacon or Pastor, or may wish to retire his/her position after their term of office. A Deacon has the potential for unlimited terms as long as the Head Deacon and Elders agree with the spiritual fitness of said Deacon.

## ARTICLE 9 - ELECTIONS & VACANCIES

### Section One – Pastor

**A. Nomination** – The Pastor shall be nominated by the Board of Elders, who shall serve the Assembly as the Pulpit Committee.

**B. Call to the Church** – A Pastor shall be called to serve the Church as a result of a two-thirds member vote, by secret ballot of the members present at a duly called business meeting convened for that purpose.

**C. Term of Office** – The term of office shall be for an indefinite period of time. The tenure of office in the Pastorate shall be terminated by resignation, removal, disqualification or death.

#### **D. Removal from Office**

1. The Pastor may be terminated for any conduct unbecoming to a minister. Indiscretions involving morals, general inefficiency in the ministry, a failure or inability to correctly represent the Pentecostal testimony, a contentious or non-cooperative spirit, an assumption of dictatorial authority over an Assembly, an arbitrary rejection of the District Council of the IFCA, a declared open charge in doctrinal views, a habit of running into financial debt that brings reproach upon the cause, or gathers people around himself for independent purposes and in such fashion as to create in effect a division in the Church.

2. Procedure for Hearings (Article 11, Section 6) shall be followed to determine the necessity of calling for a scheduled business meeting to vote on termination.

3. Termination shall be decided upon two-thirds vote by voting members of the congregation in good standing. The vote will be conducted at a scheduled business meeting called for by the Board of Elders. This meeting shall be held as a special meeting, and a quorum (Article 11, Section 7) must be present.

### Section Two – Elders

**A. Nomination** – Nominations of all Elders shall be by the Elder Board. Candidates shall be selected from qualified members according to Article 8, Section Two, A. Acts 14:23; 1 Tim 3:1-7.

## ARTICLE 4 - CHURCH PRINCIPLES

### Section One – Commitment

As a member of Christ Community Church we are committed to love everyone who enters our Church. It is our goal to never cause anyone to suffer because of our words or actions. In every circumstance we will seek to help and support in a Christ like manner. When discipline becomes necessary, it will always be administered in love with reconciliation as our priority.

We are committed to pray for each other as well as aid each other in sickness and distress. We will be faithful to maintain the Lord's instruction concerning offence as prescribed in Matt. 18:15 in order to maintain the unity of the body.

Every member shall affirm their agreement with the Articles of Faith and behave in a manner that is consistent therewith.

### Section Two – Stewardship

We pledge to contribute cheerfully and regularly to support the expenses of the Church, the relief of the poor and the spread of the Gospel through a Free Will offering.

### Section Three – Personal Devotion

Each believer is responsible to maintain and grow in their faith, setting a Godly example for their children through prayer, study and personal devotion to Christ.

### Section Four – Witness

We shall walk in righteousness. We will be just in our dealings, faithful in our engagements, and above reproach in our conduct. We will avoid all gossip, backbiting and unrighteous anger. We will be zealous in our effort to advance the kingdom of our Savior and to seek the salvation of our family and friends.

### Section Five – Freedom of Conscience

We believe in the freedom of the individual conscience and in the voluntary principle and not the coercive principle in religion. Members have the right to freely respond to the Gospel without coercion or duress.

## ARTICLE 5 - ORDINANCES & PRACTICES

### Section One – Ordinances

**A. *The Ordinance of Baptism*** by immersion in water shall be administered to all those who have repented of their sins and trust in the Lord Jesus Christ for their salvation. Matt 28:19; Rom 6:4-5.

**B. *The Ordinance of the Lord's Supper*** shall be regularly observed as enjoined in the Scriptures, and scheduled by the Elders and Pastors. Luke 2:19-20; 1 Cor 11:23-26.

### Section Two – Practices

**1. Prayer Ministry** – Healing prayer, deliverance, anointing with oil, the laying on of hands. Mark 16:18; Jas 5:14.

**2. Prayer for the gifts, outpouring and infilling of the Holy Spirit.** Acts 8:15-17.

**3. Dedication of Children.** Mark 10:13-16; Luke 18:15,16.

**4. Christian Marriage.** 2 Cor 6:14 (*as outlined in the Articles of Faith, Article 3, Sec. 12*).

**5. Christian burial of the dead.**

## ARTICLE 6 - AFFILIATIONS

### Section One – Sovereignty

While maintaining its inherent rights to sovereignty in the conduct of its own affairs, this Church voluntarily declares itself to be affiliated with the International Fellowship of Christian Assemblies (IFCA). Through the IFCA, Great Lakes District it shall share in the privileges and assume the responsibilities enjoined by this affiliation.

### Section Two – Church and State

We believe that the Civil Government is of divine appointment established to maintain order and peace to any society. We believe all authority is derived from God, and believers are to pray, honor and obey civil authorities except if doing so violates any clear commands and principles of God's word. The Church and the State have separate spheres of authority, therefore the state has no jurisdiction over the ministry of the Church. 1 Tim 1:1-2; Rom 13:1-5; Acts 5:29.

### Section Five – Treasurer/Administrator

**A. *Qualifications*** – Qualifications of the Church Treasurer shall be the same as for a Deacon, with special attention to those talents required for the efficient discharge of a Treasurer's task.

#### **B. *Duties***

**1.** The Treasurer shall keep an itemized account of all receipts and disbursements of all kinds committed to his/her trust in a manner prescribed by the Elder Board.

**2.** Deposit all funds in a responsible bank and shall handle all finances according to the directions of the Board of Elders.

**3.** He/she shall regularly make an itemized report to the Board of Elders, as well as at the regular annual business meeting of the church.

**4.** He/she shall submit the books to a certified public accountant for annual examination if requested. In the event that a computerized financial system is in use, the Treasurer will deliver all financial data to the person entering this information into the computer.

**5.** When a Treasurer is removed or replaced by the Board of Elders they will immediately turn over all financial information they have. All Church records are open to scrutiny by any member in good standing, and when requested, the Treasurer shall arrange for this examination to take place.

### Section Six – Pastoral Staff

A Staff may be provided to aid the Pastor in carrying out his duties. Each office is to be established by the Board of Elders upon recommendation of the Pastor, and based upon the current needs of the Assembly. Such assistants are to report to, and be directly responsible to the Pastor. They are to share in carrying out his responsibilities and duties as delegated by him. These assistants may be terminated at any time for due cause by the Pastor. The Staff may, by invitation, be advisors to the Board of Elders.

3. Every minister, board member, employee or volunteer shall affirm their agreement with the Articles of Faith and shall conduct themselves in a manner that is consistent therewith.

**B. Purpose** – The purpose of the Deacon Ministry is to meet the essential needs of individual congregants as they arise, as well as assimilating new attendees into the life of the Church.

1. **Support:** This ministry is to provide immediate support and care to the regular attendees of C3 through short-term assistance. Deacons are not to provide any monetary, medical, or counseling needs. The Deacon ministry is not to overshadow the extended family's responsibilities or concerns for the member.

2. **Hospital & Medical Needs:** Deacons shall give support ministry for births, hospital visits, sickness and shut-ins. The assistance is limited to no more than 3- 4 weeks, except when continuing care is deemed necessary by the Head Deacon and/or Pastors.

3. **Assimilation of New Attendees:** Deacons will make contact with new attendees within the first 2-3 weeks of their initial visit to the Church.

## PURPOSE

- To determine people's needs.
- Assess their giftings (Spiritual Gifts Survey).
- Direct people to classes and ministries for involvement.
- Help members to connect with like-minded people.

**C. Deacon Requirements** – The deacons will attend monthly meetings; baptismal prayer as needed; assist with baptisms as required; assist on Communion Sunday (communion distribution and altar prayer for both services); participate in Communion Sunday pre-service prayer; assist the Pastoral staff and Elders as they direct the church; mix and mingle during fellowship hour with new families and those that are not plugged into the church.

# ARTICLE 7 - MEMBERSHIP

## Section One – Purpose

Membership is walking in faith with the vision and purpose of this local Assembly based on Amos 3:3 – “Can two walk together unless they be agreed?” Membership is necessary to engage in ministry at Christ Community Church. Each active member of the Church has a voice in its government, plans and order through proper channels of communication.

## Section Two – Eligibility

Only those persons shall be eligible for membership who:

**A.** Give satisfactory evidence of having been Born Again and have been or are willing to be baptized according to Matt 28:19; Rom 6:3; John 3:3,7.

**B.** Accept fully the Constitution and Bylaws of this Assembly.

**C.** Regularly attend services at Christ Community Church for approximately three consecutive months.

## Section Three – Classification

Membership in this Church shall be classified as Voting, Non-voting and Provisional Membership.

**A. Voting Membership** – The legal voting membership of the Assembly shall consist of those who have officially applied for membership through the formal application and received into the congregation by public ceremony to register their name on the official membership roll.

Voting members must:

1. Be 18 years of age or older,
2. Regularly attend worship services,
3. Regularly receive Holy Communion,
4. Regularly contribute financially to this Assembly.

All leaders for the Church and its departments shall be supplied by active members, except where temporary need for special ministry or emergency may dictate otherwise.

**B. Inactive Membership**

1. Description: Inactive Membership of this Church shall consist of members who by intention or neglect absent themselves from the worship services of the Assembly for three (3) consecutive months.

2. Voting Privileges: Inactive members forfeit their rights to deliberate at the business sessions of the Church.

3. Inactive members may be restored to full membership as they fulfill the qualification of membership according to Article 7, Section 3A.

**C. Provisional Membership** – Provisional Members are either voting or non-voting members of this Church under specific charges of Church Discipline. Their standing shall be settled by the definite action of the Elder Board. While under charges of neglect or misbehavior the provisional member will lose all voting rights in this assembly.

**Section Three – Admission**

**A. Application** for membership is to be filled out and submitted to the office at any time, for Pastoral and Elder Board approval.

**B. Preparation** – Applicants shall attend a mandatory membership class to ensure that they receive a comprehensive knowledge of the Constitution and Bylaws and Church Ministries.

**C. New Members' Service** – At an occasion deemed advisable by the Pastor the applicant shall be publicly welcomed into membership.

**Section Four – Termination**

**A.** When a member chooses to leave the church, it is advised that a Pastor or the office be notified, out of respect for the Body of Christ.

**B. Letter of Transfer** – Any member in good and regular standing who desires a letter of dismissal and recommendation to any other Church is entitled to receive this upon his/her written request.

**Section Three – Clerk of Elders****A. Qualifications**

1. Qualifications shall be the same as required for an Elder with special attention to those clerical talents required for the discharge of this office.

**B. Duties**

1. The Clerk of the Church shall serve as Secretary to the Board of Elders and keep accurate records of all Elder Board meetings.

2. He shall preserve an accurate record (minutes) of all Church business meetings (or designate a secretary for these meetings). These minutes shall be retained on the Church property. He shall write (or designate) the minutes of all official meetings in such manner as to include:

- a. A record of all matters discussed.
- b. A record of all resolutions passed.
- c. A record of the names of the voters and their respective choices in the balloting of each resolution. This record need not be kept in the ballots of nomination and election.
- d. A topical index of all items discussed in official sessions.

3. Upon the election of a new Clerk, all papers, documents and official Church items shall be transferred into his custody.

4. In the absence of an official Clerk the Board of Elders may appoint a temporary Secretary to the Board in order to conduct its business in a timely manner.

**Section Four – Deacons****A. Qualifications**

1. To fill the office of Deacon a person shall have been a member of the Church for at least one year and shall be at least 18 years of age.

2. A Deacon shall be a male or female whose public reputation is good; who has a servant's heart; and have evidence that the call of God is upon them. They must be qualified according to the standards for leadership in 1 Tim 3:8-13. They must also be one who has been or is actively seeking the Baptism of the Holy Spirit.

*Elders (continued)*

2. The Elders shall be stewards of all church property.
  - a. Subject to the right of the congregation to limit it in the exercise of its powers, the Elder Board shall have the power to lease, grant, sell and dispose of all or any part of the property of the church, both real and personal; to borrow money for the purpose of the corporation and to give bonds and mortgages therefore on any part of the property consistent with the laws of the State of Michigan; to have the management, direction and control of all the civil and temporal affairs of the congregation.
  - b. It shall be their right and duty to fix the Pastor's salary annually and to attend to the payment of the same as well as fix and pay wages to Church employees. During these salary deliberations all affected parties shall at request absent themselves from said meeting. They shall receive and disburse general revenues of the Church and shall administer all temporal affairs to the general advantage of the members. They shall not however, without the consent of the Church given at a business meeting, negotiate, mortgage, or incur debts beyond what is necessary for the administration of the temporal affairs and to care for the property of the organization. They shall not encumber or transfer, sell or purchase any real property of the church except by express authorization given by a majority vote of the members present at a constitutionally called business meeting. No obligation shall be incurred to spend more than \$5,000.00 on any one item without the authorization of the congregation unless said item appears in an adopted budget by the congregation.
3. In the event the Assembly, through resignation or dismissal, is temporarily without a Pastor, the Board of Elders shall be empowered to provide for its own Chairman from its membership in order to transact business for the Assembly.
4. In the event of a vacancy they shall arrange through the District Presbytery for all supply ministers. They shall be responsible for submitting to the Church the name or names of ministers deemed acceptable to be Pastor.

**C. For Extensive Absence** – The Elders, after due notice of concern, may terminate the membership of persons who do not attend for the space of six (6) months.

**D. Certain Offenses** – Should a member become an offense to the Church and to its good name by reason of immoral or un-Christian conduct, or by persistent breach of *Church Principles* in the following manner, he/she shall be dismissed from membership.

1. Living an immoral life. 1 Cor 5:3-5, 11-13.
2. Persisting in believing or propagating false doctrine. Tit 3:10.
3. Persistent immodest apparel or behavior. 1 Tim 2:9, 10; 1 Pet 3:3,4.
4. Disorderly conduct and anything that seriously disturbs the union and peace of the Church. 1 Thes 3:6,11,14; Pro 6:16,19. Violent or irreconcilable harassment and opposition to the Pastor or leaders shall be viewed as a violation of the Scriptural command to seek the unity of the Spirit in the bond of peace and the Scriptural pattern for achieving reconciliation. Behavior of this type shall constitute cause for adjustment of membership status by the Church through its Board of Elders. Eph 4:3; Matt 18:15-17.
5. Dividing the Church: It shall be considered a breach of the Scriptural purpose and structure of the Church for a member to draw around himself numbers of Church Members without the oversight of the Pastor, Elders, or Deacons for independent purposes to create a division in the Church. 1Cor 1:10-13; Php 3:15,16; Rom 16:17.

**E. Hearing** – It shall be the duty of the Board of Elders to investigate carefully any credible information coming to their attention suggesting that any member of the Assembly is guilty of the foregoing offenses.

1. At any hearing by the Board of Elders on written charges against any Church member, the Board shall not be bound by legal rules of evidence, but may receive any evidence it considers relevant to the charges. The accused member shall have the right to question any witnesses against him. He shall be given full and ample opportunity to call witnesses on his behalf and to present any evidence pertinent to his defense. If a majority of the members of the Board hearing the charges find the accused member guilty of any of the offenses specified in Article 7, Section 4E, hereof the Board shall establish a process of restoration, discipline and/or dismissal of the case.

2. Officials of the Church who are relatives or friends of the accused shall not sit in judgment of the case. Any member of the Board who is an accuser of a Church member shall not vote on the charges.

3. In the absence of the Pastor the Elder Board shall be responsible for the resolution of such issues.

**F. Appeal** – If any member feels that his membership has been unjustly terminated, he may appeal to the Board of Elders for a second hearing.

**G. Loss of Rights** – If disciplinary action occurs, the disciplined member shall forfeit his rights until he is restored to full membership in the Church.

**H. Restoration** – Any person whose membership has been terminated for any offense may be restored by action of the Board of Elders upon evidence of his/her repentance and reformation; or, if because of continued absence, upon satisfactory explanation.

## ARTICLE 8 - OFFICERS

### QUALIFICATIONS AND DUTIES

#### Section One – Pastor

**A. Qualifications** – The Pastor shall be a man of sound judgment, devout, zealous of good works, apt to teach, not given to anger, and pursuant of those ideals set forth in the scriptures for the Pastoral office. 1 Tim 3:1-7; 2 Tim 2:15, 3:16,17; Tit 1:5-10; 1 Pet 5:1-4; ordained to the ministry both by God and by the General Council of the International Fellowship of Christian Assemblies (IFCA) or in pursuit of such ordination.

**B. Duties** – The Pastor is designated in the Scriptures as the head of the Church under the leadership of the Lord Jesus, and is referred to under the title “Pastor” (Eph 4:11), “Overseer” (Acts 10:28), “Shepherd” (1 Pet 5:13) and “Ruling Elder” (1 Tim 5:17), serving in the strength and humility of Christ without abusive actions or manipulation. The Pastor will also serve as the President of the corporation and Ruling Elder of the church. He shall act as Chairman of all business meetings and the Board of Elders. He shall be an Ex-Officio member of all committees and departments of the Church.

2. The Pastor will oversee the order of ministry of all regular Church services and special services. No person shall be invited to speak or preach in the Church or any of its departments without his approval.

3. Every minister, board member, employee or volunteer shall affirm their agreement with the Articles of Faith and shall conduct themselves in a manner that is consistent therewith.

#### Section Two – Elders

##### A. Qualifications

1. To fill the office of Elder a person shall have been a member of the church at least two years and shall be at least 21 years of age.

2. An Elder shall have served faithfully in the capacity of Spiritual Leadership or office of Deacon for at least one year and be nominated by recommendation of the Elders.

3. An Elder shall be a person whose public reputation is good; a spiritual individual; a wise person, capable of deliberating on spiritual and secular matters that pertain to the Church; a leader willing to take the lead and to follow through completely in the execution of all Church policies; baptized in the Holy Spirit – “of honest report, full of the Holy Spirit and wisdom” (Acts 6:3); and generally, qualified according to the standards for leadership in 1Tim 3:1-7.

4. There shall be no fewer than two Elders serving on the Elder Board of this Assembly at any time in addition to the Pastor.

5. Every minister, board member, employee or volunteer shall affirm their agreement with the Articles of Faith and shall conduct themselves in a manner that is consistent therewith.

**B. Duties** – Elders are elected to serve the Lord by assisting the Pastor in leading the congregation. Their goal is to achieve those ideals set forth in the New Testament for the Church, and accordingly, shall act in a supportive capacity to the Pastor on all matters pertaining to the Assembly in its spiritual life and when requested by the Pastor in the administration of its ordinances. Elders will also be involved in the administration of Church discipline.