

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 1 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Article I - Church Name

This Church shall be called **Grace Community Church of the Valley**, and is incorporated under the laws of the State of Arizona.

Article II - Church Objective

The members of Grace Community Church of the Valley are united for the worship of God, the spiritual training of lives and the sharing of our faith in Jesus Christ as Savior and Lord at home and around the world.

Grace Community Church of the Valley, maintaining its exempt status, is committed to the housing and care of the poor and needy, including, but not limited to, fostering affordable housing as one of the exempt purposes of the corporation.

Grace Community Church of the Valley, incorporated, shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustees, and to own, hold in trust, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattel as may be necessary for the pursuit of this objective. Signing and executing legal instruments on behalf of the Church shall be done in accordance with the Constitution & Bylaws of the Church.

Article III - Statement of Faith

Section 1: Our Creed

Our faith is expressed in "The Apostles Creed":

"I believe in God the Father Almighty, Maker of heaven and earth.

I believe in Jesus Christ, His only begotten Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried. He descended into Hades. The third day He rose again from the dead. He ascended into heaven, and sits on the right hand of God, the Father Almighty. From thence He shall come to judge the quick and the dead.

I believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen."

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 2 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Section 2: Doctrinal Statement

We affirm these truths for our faith and witness:

1. **Scripture.** We believe the Bible to be the inspired and only infallible, authoritative Word of God (2 Timothy 3:15-17; 1 Peter 1:23-25; Hebrews 4:12; John 20:30-31).
2. **God.** We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Deuteronomy 6:4; Psalms 90:2; Matthew 28:19; Luke 1:35; 1 John 5:20; 1 Corinthians 8:6; 2 Corinthians 13:14).
3. **Jesus Christ.** We believe in the deity of our Lord Jesus Christ (Isaiah 9:6; John 1:1-2, 10:30; 14:9; Colossians 1:15-20); in His virgin birth (Matthew 1:23; Luke 1:35), sinless life (Hebrews 4:15), miracles (John 2:11; John 10:38), atoning death through His shed blood (Romans 3:23-26; 1 Corinthians 15:3; Colossians 1:13-14, 22; 1 John 1:7; Hebrews 10:19-22), bodily resurrection (Matthew 28:6; Acts 2:23-24; Romans 1:4; 1 Corinthians 15:4), ascension to the right hand of the Father (Luke 24:51; Acts 1:9-11; Ephesians 1:20; Colossians 3:1; Hebrews 8:1), and future personal return in power and glory (Act 1:11; Titus 2:13).
4. **Mankind.** We believe mankind was created in the image of God (Genesis 1:27), to be like Him in character, the supreme object of God's creation. Mankind is marred by a disposition of disobedience toward God called sin which separates one from God (Isaiah 53:6; Romans 3:23; Ephesians 2:1-3).
5. **Salvation.** We believe salvation is a gift of God's grace (Ephesians 2:8-9) received through repentance of sin (Acts 2:38) and by faith in Jesus Christ as one's personal Lord and Savior (Romans 10:9). Through this acceptance one becomes a child of God (John 1:12), through the Holy Spirit Christ comes into one's life (Romans 8:9; Galatians 2:20; 1 John 4:15), sins are forgiven (1 John 1:9; 1 John 2:2), new life in Christ begins (2 Corinthians 5:17; John 10:10b), and eternal life with Christ is assured (Luke 23:42-43; John 3:16; John 11:25-26, 14:2-3, 17:3).
6. **Holy Spirit.** We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a life pleasing to God (Romans 8:13; 1 Cor. 6:19; Galatians 5:22-23; Ephesians 4:30, 5:18).
7. **Church.** We believe all believers in the Lord Jesus Christ are members of the body of Christ, the one true Church universal (1 Corinthians 12:27; Ephesians 3:6), and that spiritual unity is to be expressed among all

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 3 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

believers with acceptance and love for one another (Ephesians 4:1-4). The local Church is a group of believers, each gifted by the Holy Spirit with spiritual gifts for service to others (1 Corinthians 12:7-11), who gather as a community of faith for worship, prayer, instruction, encouragement, mutual accountability, and as a witness to the world, making disciples of all nations (Matthew 28:18-20).

8. **Baptism.** We believe the Lord Jesus Christ has set forth the ordinance of believer's baptism as an outward testimony of one's belief in Christ (Matthew 28:18-20; Acts 2:41).
9. **Communion.** We believe communion (the Lord's Supper) is an ordinance given to all believers by Jesus Christ to remember His sacrifice for us and to symbolize the new covenant. The elements of bread and fruit of the vine are symbols of Christ's broken body and shed blood. Communion is not a means of salvation, but rather a proclamation of one's faith in Christ's atoning work on the cross until He returns (1 Corinthians 11:23-26).
10. **Marriage.** We believe God ordained marriage to be the union of one man and one woman (Genesis 2:24) in a covenant relationship (Matthew 19:6) where they are committed to each other in steadfast love, devotion and marital fidelity (Ephesians 5:21-30; Exodus 20:14) as representatives of Christ's love for His bride, the Church (Ephesians 5:25; Revelation 19:7-8). Sexual intimacy is only acceptable within the covenant relationship of marriage (Hebrews 13:4).
11. **Christ's Second Coming.** We believe in the imminent personal return of Jesus Christ, appointed by God the Father to judge the living and the dead (Acts 10:42; Luke 12:40; 1 Thessalonians 5:2, 9-10; Titus 2:11-14), granting eternal life to those who belong to Jesus Christ and subjecting those outside of Christ to God's eternal wrath (John 5:24-29; 1 Corinthians 15:20-23; Revelation 20:11-15).

Section 3: Interpreter of Scripture

For purposes of Church doctrine, practice, policy, and discipline, the Elder Council is the Church's final interpretive authority on the Bible's meaning and application. Any changes to the Doctrinal Statement shall be approved by the Elder Council and submitted to the membership for ratification in accordance with Article XIV.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 4 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Article IV - Membership

Section 1: Membership Qualification

Church membership shall be open to all who meet these requirements:

1. Have attended all sessions of a membership class.
2. Read, subscribe to and fully support the Statement of Faith (Article III) and rules of membership (Article IV) by signing the statement of membership.
3. Willingly sign this "Personal Commitment":
 - I believe Jesus Christ is the Son of God, and I have accepted Him as my own personal Savior and Lord. I accept the Statement of Faith (Article III) of Grace Community Church.
 - I resolve, with God's help, to serve the Lord Jesus Christ, to keep His commandments, to become a growing and useful member of His Church, to attend its services, to take, as far as possible, an active part in its work and unselfishly to seek to make His will effective in my home, community, and the world. I shall, at all times, seek to lead a consistent Christian life and honor Christ in all of my relationships.
 - I shall give regularly to the support of Grace Community Church by following the scriptural method of giving as expressed in 2 Corinthians 9:6-8.

Section 2: Membership Classification

1. **Full Membership:** Members are those who are 16 years of age and over, and have fulfilled the requirements of Section 1 above. These members shall have full voting and office-holding rights.
2. **Associate Membership:** Associate members are those who are committed to the fellowship and ministry of the Church but who either are under 16 years of age or do not desire full membership status with the Church. They may serve in various areas of the Church, but do not have the right to vote or hold office. They are accepted as Associate Members by fulfilling the requirements of Section 1 above. Associate Members may become full members following written request and subsequent approval by the Elder Council.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 5 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Section 3: Discipline of Members

The Lord has entrusted the local Church with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error with the goal of restoring the offender, maintaining Church purity, and deterring others from sin.

This discipline is the responsibility of the Elder Council and is to follow the Biblical pattern set forth in Scripture (Matthew 18:15-20; 1 Corinthians 5; 2 Thessalonians 3:6; Titus 3:10-11; 2 John 7-11). Discipline may involve revocation of membership, exclusion from participation in ministry and/or the Lord's Supper, and other actions the Elder Council deems appropriate for the specific circumstance.

Once the Elder Council becomes aware of a member's actions that may require disciplinary action, any request for withdrawal or termination of membership by that member shall be set aside until the disciplinary process has been completed to the satisfaction of the Elder Council.

Section 4: Membership Termination

Membership may be terminated at the request of the member/associate member or by action of the Elder Council. They may take such action for the following reasons:

1. Member requests termination of their membership or transfer of their membership to another Church, which shall be accepted by the Elder Council, with the exception as stated in Article IV, Section 3.
2. By affirmative action, including a two-thirds vote, of the Elder Council at a properly announced meeting in cases of continued disregard of the "Personal Commitment". In such cases, the member shall be given ample opportunity for restoration, and, if requested, a hearing before the Council.

Article V - Elder Selection

Section 1: Elder Nominating Committee

Candidates to the Elder Council shall be nominated by an Elder Nominating Committee, consisting of seven (7) people: four (4) non-elder members selected from the Church and three (3) elders appointed by the Council, one of which shall function as Committee Chairman.

This will be a standing committee for one (1) year and its members may serve only one (1) year in succession. The Elder Council will determine the number of

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 6 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

open positions on the Elder Council to be filled in accordance with Article VI, Section 3.

The Elder Nominating Committee shall present potential Elder candidates to the congregation for written comment in all public Worship Services at least six (6) weeks prior to the Annual Business Meeting of the Church.

Section 2: Selection of Committee Members

The Elder Nominating Committee shall ask the congregation to submit names of potential candidates to serve on next year's Elder Nominating Committee in all public Worship Services at least six (6) weeks prior to the Annual Business Meeting.

The Elder Nominating Committee will then select six (6) member names from submitted names to present to the membership at the Annual Business Meeting for a vote of four (4) to serve on next year's Elder Nominating Committee.

The Elder Council will appoint three (3) members from the Elder Council and Elder Emeriti to serve on this committee.

Section 3: Elder Qualifications

An elder candidate must be an active male member of the Church, have completed (or completes within one year of the beginning of the Elder's term) the Church's course of study on Biblical leadership and possess the qualifications described in I Timothy 3:1-7, Titus 1:6-9 and 1 Peter 5:1-4. An elder completing just one consecutive three-year term is eligible to serve a second term.

Section 4: Ratification of Elders

One elder candidate for each open position shall be presented to the Church membership at the Annual Business Meeting for ratification by a two-thirds (66-2/3%) affirmation vote by those members present and voting, including proxy and absentee ballots (see Article XII, Section 2.6). An elder completing just one consecutive three-year term is eligible to serve a second term.

Section 5: Affirmation of Elder Emeriti

The Elder Nominating Committee shall review the list of former Elders annually, confirm they want to serve in the role as Elder Emeriti and that they meet the qualifications stated above in Section 3. Qualified candidates will be submitted to the congregation at the Annual Business Meeting for ratification by an affirmative vote by members of the Church.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 7 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Article VI - Elder Council (also referred to as the “Council”)

Section 1: Duties

The Elder Council shall provide direction and oversight for the affairs of the Corporation, including but not limited to such matters as establishing an annual budget for the Church, hiring and terminating pastors and staff, oversight of performance of Lead Pastor, protecting the doctrine of the Church, and addressing the spiritual needs and health of the congregation.

Section 2: Composition

The Elder Council shall be composed of duly ratified members of the congregation and the Lead Pastor. Other Church staff members are not eligible to serve on the Council.

Section 3: Size of Council

The Elder Council shall be comprised of ten (10) to twelve (12) Elders, including the Lead Pastor. All members of the Council shall serve as voting members.

Section 4: Term and Succession

Members of the Elder Council shall serve a three-year term. Members may serve a successive three-year term upon ratification by the Church membership (see Article V, Section 4). A one-year absence from membership on the Council is required after serving two consecutive three-year terms before the Elder Nominating Committee may consider them for a subsequent term of service.

The Lead Pastor shall serve until his position is declared a vacancy by the Elder Council and Elder Emeriti (see Article VIII, Section 6).

Section 5: Elder Vacancy

In the case of a vacancy on the Elder Council prior to term completion, a replacement candidate may be nominated by the Elder Nominating Committee and voted on in like manner for the remainder of the vacant term, either at the Annual Business Meeting or at a Special Business Meeting called for such purpose at the discretion of the Council.

The Council may also be allowed to appoint, by a minimum of two-thirds (66-2/3%) majority vote of the entire Council, an Elder Emeritus who has not served on the Council for at least one year as a replacement to serve a maximum of one year on the Council until such time as a newly ratified candidate can take office.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 8 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Section 6: Removal from the Elder Council

Any Elder may be removed from the Council at his request. He may also be removed if he becomes physically incapacitated, spiritually unqualified, inactive, or his inability to serve is established in the minds of the Council, as established by a two-thirds (66-2/3%) majority vote of the entire Elder Council.

Section 7: Officer Appointments

1. **Chairman:** The Council shall elect a Chairman prior to the Annual Business Meeting for a one-year term commencing subsequent to the Annual Business Meeting.

The Chairman or designee shall preside at all Council and Business Church Meetings. The Chairman shall call meetings of the Council when needed. The Chairman shall serve as the President of the Corporation.

The Chairman may not serve more than two (2) consecutive years. The Lead Pastor is not eligible to serve.

2. **Secretary:** At the first meeting of the Council following the Annual Business Meeting the Council shall elect a Secretary to serve a one-year term.

The Secretary of the Council shall keep the official minutes of all Council and Church Business Meetings. These minutes shall be part of the Church records. He shall keep the official minute books at the Church. He shall, in cooperation with the Church staff, maintain the Church membership roll. The Secretary of the Council shall serve as Secretary of the Corporation.

The Secretary may not serve more than three (3) consecutive years. The Lead Pastor is not eligible to serve.

3. **Treasurer:** At the first meeting of the Council following the Annual Business Meeting the Council shall elect a Treasurer to serve a one-year term.

The Treasurer of the Council shall be responsible for the collection, banking, and disbursement of Church funds. The Treasurer of the Council shall serve as Treasurer of the Corporation.

The Treasurer may not serve more than three (3) consecutive years. The Lead Pastor is not eligible to serve.

4. **Additional Officers:** The Council may create such additional officers for the Council as it deems necessary and appropriate by a majority vote at a regularly scheduled meeting of the Council. The Lead Pastor is not eligible to hold any officer position.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 9 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Section 8: Committees

The Council shall provide for the establishment and supervision of standing and ad hoc committees to accomplish the ministry of the Church. Committee leadership will be selected as provided for by the Council. Reports will be prepared by all committees as provided for by the Council. All appointees of committees may be removed from office as provided for by the Council.

Section 9: Meetings

The Council shall meet as often as deemed necessary, however six (6) official meetings each year shall be the minimum. Said meetings may be called by the Chairman, the Lead Pastor, or a majority of the full Council. The first meeting of the Elder Council shall be within 30 days of the Annual Business Meeting.

A minimum of one half (50%) of the Council shall constitute a quorum except when stated otherwise within this Constitution & Bylaws. A majority vote of those present shall be a valid vote on any matter before the Council except when stated otherwise within this Constitution & Bylaws.

The Chairman shall confirm the agenda at the beginning of each meeting. "Roberts' Rules of Order" shall be followed only when invoked by the Chairman.

Article VII - Elders Emeriti

Section 1: Annual Affirmation

Elder Emeriti shall be reviewed each year by the Elder Nominating Committee to confirm their interest and qualification to serve and then referred to the Church membership for an affirmation vote (see Article V, Section 5).

Section 2: Responsibilities

Their service shall include but not limited to serving communion, serving on committees of the Council, and shepherding the congregation. They shall vote with the Council on the disposition of property (Article XI, Section 2), calling of a Lead Pastor (Article VIII, Section 3), and the disqualification of the Lead Pastor (Article VIII, Section 5).

Section 3: Qualifications

Each man that has completed his term on the Council under the guidelines of this Constitution shall be eligible to receive the designation "Elder Emeritus" provided he desires to serve and meets the following criteria: He has remained a participating member of the Church in good standing since his term on the Elder

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 10 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Council has expired; he has remained faithful in his financial stewardship to the Church; he has continued to serve the Church ministry faithfully.

Section 4: Removal of Elder Emeritus Status

Any Elder Emeritus may be removed at his request. He may also be removed if he becomes physically incapacitated, spiritually unqualified, inactive or his inability to serve is established by a two-thirds (66-2/3%) vote of the entire Elder Council.

Article VIII - Lead Pastor

Section 1: Search Process for Lead Pastor

The Elder Council will determine the calling of a Lead Pastor and shall appoint a Search Committee (in accordance with Article VI, Section 8) of not fewer than ten (10) members of the Church to conduct the search.

The Committee shall investigate the merits of a pastor under consideration with regard to his personal character, ministerial record, preaching ability, and educational background.

The Committee shall submit suitable pastoral candidates to the Elder Council for consideration.

Section 2: Qualifications

The Lead Pastor of the Church must be a man of mature experience, in complete agreement with the doctrinal statement and practice of this Church, and possess the qualifications described in 1 Timothy 3:1-7, Titus 1:6-9 and 1 Peter 5:1-4.

Section 3: Candidate Approval for Lead Pastor

A pastoral candidate for Lead Pastor will be approved subject to a three-quarters (75%) majority vote of the entire Elder Council and Elder Emeriti, and presented to the Church membership for a pastoral call vote at a Special Business Meeting called for that purpose.

Section 4: Vote to Call Lead Pastor

The vote to call a pastoral candidate as Lead Pastor shall be held at a Special Business Meeting called for that purpose conducted in conjunction with a regularly scheduled public Worship Service.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 11 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Notice of such meeting and its purpose shall be read from the pulpit in all public Worship Services on the four (4) Sundays prior to the meeting.

A member may vote in person, by proxy, or by absentee ballot executed in writing by the member or by his duly authorized attorney in fact. The quorum shall be determined by the number of member votes cast. An affirmative vote by three-quarters (75%) of the quorum shall be necessary to extend a call.

Section 5: Lead Pastor Disqualification

Disqualification for reasons of faith, practice, morals, or inability to fulfill the requirements and duties of the Pastoral office shall be reason for a declaration of vacancy in the Pastoral office, subject to a four-fifths (80%) majority vote of the entire Elder Council and Elder Emeriti, excluding the Lead Pastor.

Section 6: Lead Pastor Vacancy

A vacancy shall be declared by the Elder Council by resignation, disqualification, or death.

Article IX - Personnel

Section 1: Personal Selection

All personnel shall be selected and approved as provided for by the Elder Council. All positions of employment shall contribute to the religious mission of the Church.

Section 2: Disciplinary Action

All employees must sign acceptance of the doctrinal statement of the Church. Disciplinary action, including dismissal from employment, may be taken for acting in opposition to the Statement of Faith as stated in Article III.

Section 3: Salaries

All salaries shall be established and reviewed annually as provided for by the Elder Council.

Article X - Finances

Section 1: Funds

All funds for the Church shall be administered by the Elder Council consistent with Scripture (including Malachi 3:10; Luke 6:38; 1 Corinthians 16:1-2;

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 12 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

2 Corinthians 9:6-8) and in furtherance of the ministry of the Church. This Church shall be free to support materially, spiritually, and physically, missionaries, schools, programs, and projects of its choosing in accordance with the Church's stated purpose.

Section 2: Special Projects and Preferred Funds

Offerings for projects, programs, and missionaries may be given through the Church. All preferred funds will be used in accordance with rules established by the Elder Council and in compliance with applicable state and federal regulations.

Section 3: Disbursements

Disbursements shall be made in accordance with policies and budgets as provided for by the Elder Council.

Section 4: Annual Audit

An Annual Audit shall be made and a financial report given at the Annual Business Meeting.

Article XI - Property

Section 1: Property Deeds

All property of the Church shall be deeded to the Church and held in its name.

Section 2: Property Disposition

No real estate or building belonging to the Church shall be sold, purchased, leased, mortgaged, or otherwise disposed of until such action shall have been approved by a two-thirds (66-2/3%) majority vote of the entire Elder Council and Elder Emeriti.

Section 3: Authorization

The President and Secretary of the Corporation shall certify in such conveyance, lease, or mortgage that the same has been authorized by the Elder Council.

Section 4: Dissolution

In the event of dissolution, all property and assets shall be given to a nonprofit organization or organizations, qualified by the Internal Revenue Service, and approved by the Elder Council. For the giving of real estate, Elder Council approval is also required.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 13 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Section 5: Liability

No Elder of the Church shall be held personally liable to the Church or its members for monetary damages for breach of fiduciary duty as an Elder except upon grounds specifically set forth in Arizona Statutes.

Article XII - Church Meetings

Section 1: Public Worship

Meetings for Public Worship shall be held each Sunday and during the week as determined by the Elder Council.

Section 2: Annual Business Meeting

1. The Annual Business Meeting will be held the first Sunday of October unless otherwise determined and announced by the Elder Council, but not later than October 31.
2. The meeting shall be publicly announced two Sundays prior to the date of the meeting at regularly scheduled public Worship Services. The purpose of the meeting shall be stated in the announcement.
3. The meeting shall follow this order: a) prayer, b) approval of minutes, c) election of Elders and Nominating Committee members, d) reports, e) unfinished business, f) new business, g) adjournment, and h) closing prayer. The Chairman may change this order with approval of the Council.
4. "Roberts' Rules of Order" shall be followed only when invoked by the Chairman.
5. All items of business shall be submitted to the Elder Council at least two weeks prior to the Annual Business Meeting.
6. In order to cast a vote upon a matter a member must be present in person at the duly called Annual Business Meeting of the Church, except for the matters of Elder ratification (see Article V, Section 4) and in approving Constitutional Amendments (see Article XIV) in which cases a member may vote in person, by proxy or by absentee ballot executed in writing by the member or by his duly authorized attorney in fact.
7. In the exceptional cases stated above the quorum shall be determined by the number of member votes cast; otherwise, the quorum shall be the number of members present and voting.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 14 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Section 3: Special Business Meetings

1. Special Business Meetings may be called by a majority vote of the Elder Council or by petition by not less than one-tenth (10%) of the membership of the Church.
2. The meetings shall be publicly announced the two Sundays prior to the date of the meeting at all regularly scheduled public Worship Services, except when calling a Lead Pastor (see Article VIII, Section 4), approving Constitutional Amendments (see Article XIV) and when the Elder Council deems it an emergency situation, in which case the Council shall determine reasonable procedure for giving appropriate notice to the members. The purpose of the Special Business Meeting shall be stated in the announcement.
3. Special Business Meetings shall follow this order: a) opening prayer, b) special business, c) adjournment, and d) closing prayer. The Chairman may change this order with the approval of the Elder Council.
4. "Roberts' Rules of Order" shall be followed only when invoked by the Chairman.
5. In order to cast a vote upon a matter a member must be present in person at the duly called Special Business Meeting of the Church, except in the event of Elder ratification (see Article V, Section 4), calling a Lead Pastor (see Article VIII, Section 4), and Constitutional Amendments (see Article XIV) and with these exceptions a member may vote in person, by proxy or by absentee ballot executed in writing by the member or by his duly authorized attorney in fact.
6. In the exceptional cases stated above the quorum shall be determined by the number of member votes cast, otherwise the quorum shall be the number of members present and voting.
7. All items of business shall be submitted to the Elder Council at least two weeks prior to the Special Business Meeting.

Section 4: Town Hall Meetings

The Elder Council shall hold at least one Town Hall meeting with the congregation in the Fall and Spring of each year.

Section: Organization and Leadership	Index: 101
Subject: Constitution & Bylaws	Page: 15 of 15
Date: As Amended Jan 2015 (Rev F)	Approved: 1-18-15

Article XIII - Church Affiliation

The Church shall be free of affiliation with any denomination or ecclesiastical Church group.

Article XIV - Constitutional Amendments

This Constitution & Bylaws may be amended by a two-thirds (66-2/3%) majority vote of those present, or by proxy, or by absentee ballot executed in writing by the members or by their duly authorized attorney in fact at a business meeting of the Church, provided the proposed change is set forth in writing and made available in all public Worship Services four weeks prior to the meeting.

Article XV - Effective Date

These Bylaws and Constitution shall be effective from and after the Annual Business Meeting of the Church in 1994, with amendments effective as of the Annual Business Meetings in 1997, 2002, 2009, 2010, 2012 and 2015.