



# BYLAWS

Church of the Saviour

Wayne, Pennsylvania

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## ARTICLE I      CONGREGATION

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### SECTION 1.1      GENERAL

Church of the Saviour is a congregation composed of those who acknowledge Jesus Christ as Savior and Lord of their lives and who agree with the Statement of Faith, Article III of the Constitution.

### SECTION 1.2      FULL MEMBERSHIP

#### SECTION 1.2.1      REQUIREMENTS

Any person 12 years of age or older who has received Jesus Christ as his/her personal Savior, has received a recognized Christian baptism, outlined below in Section 1.2.1.1, and who desires to promote the fellowship and witness of this church, shall be eligible for membership. In the case of those under 18 years of age, the consent of at least one parent or natural guardian is required.

##### *SECTION 1.2.1.1      BAPTISM REQUIREMENT FOR MEMBERSHIP*

For the purpose of membership, Church of the Saviour requires individuals to affirm one of the following statements regarding their baptism:

- a. A baptism as an adult/youth was performed as an expression of their salvation in Christ, having believed and embraced the gospel of Jesus Christ. They understand that their baptism did not remove sin or provide salvation.
- b. A baptism as an infant was performed as an expression that salvation in Christ was anticipated in the future when they would believe and embrace the gospel of Jesus Christ. They understand that their baptism did not remove sin or provide salvation.

Candidates for membership who are not able to affirm one of the above statements are required to be baptized prior to becoming a member.

#### SECTION 1.2.2      PROCEDURE

Any person who desires to unite with this church shall be required to successfully complete a membership-orientation class series, followed by an interview with an elder. This interview is to determine the sincerity of his/her faith in Christ, desire to involve him/herself in the life and mission of this church, and willingness to be subject to the leadership and discipline of the church. Upon approval by the elder, new members will be introduced at a Sunday service.

Former members may be reinstated upon review and concurrence of the Elder Board.

#### SECTION 1.2.3      REMOVAL FROM MEMBERSHIP

The privilege of church membership requires involvement in the life and mission of the church, unless prevented by a legitimate reason, such as illness. Members may be removed from membership for one of the following reasons:

- a. Transfer to another church.
- b. No longer involved in the life and ministry of the church.
- c. Discipline as outlined in Section 1.2.4.

The procedure for membership removal is administered by the Elder Board.

## SECTION 1.2.4 DISCIPLINE

### SECTION 1.2.4.1 THE PURPOSES OF DISCIPLINE

- a. To restore the offending member to fellowship with the Lord and his people.
- b. To preserve the peace and purity of the church.
- c. To protect younger or less mature members of the church from spiritual harm.
- d. To maintain the testimony of the church.

### SECTION 1.2.4.2 THE CAUSES OF DISCIPLINE

- a. The introduction of heretical doctrine that threatens the well-being of the church.
- b. The causing of divisions within the church body that threaten the unity of the fellowship.
- c. Conduct that threatens to bring disrepute upon the name of Christ and his church or to damage members of the church.

### SECTION 1.2.4.3 THE PROCEDURE IN DISCIPLINE

Where a member fails to seek forgiveness for his/her conduct from the person(s) he/she has offended, and there appears to be cause for disciplinary action against a member of the church, under normal circumstances the following steps as outlined in Scripture (Matthew 18:15-20) should be taken:

- a. An elder shall go privately to the offending member, attempting—in a spirit of meekness and love—to restore such a member to fellowship with the Lord (Galatians 6:1).
- b. If this does not lead to a solution, the elder shall refer the case to the Elder Board. A committee shall be established by the Elder Board to consult with the individual involved to discuss his/her conduct and, if the belief of inappropriate conduct remains, the committee shall exhort him/her to repent.
- c. If this effort fails and the Elder Board deems it necessary to pursue his/her removal from church membership, the member will then be given an opportunity to appear before the Elder Board for review.
- d. If the member chooses not to appear, or if a fair and impartial hearing of the Elder Board indicates that the member is indeed in serious error and refuses to forsake his/her offensive actions, then upon a majority vote of the Elder Board the erring member shall be notified in writing and sanctions put in place, such as being denied participation in the Lord's table and the right to vote or to hold any position of leadership with the church.
- e. All disciplinary action shall be followed by repeated appeals for repentance.

- f. If the offender steadfastly refuses to forsake his/her offense, the Elder Board upon a two-thirds majority vote may dismiss the person from membership.

#### *SECTION 1.2.4.4 RESTORATION TO FELLOWSHIP*

The church shall reinstate a previously disciplined member upon his/her request if that member demonstrates an expression of repentance and satisfactory evidence that he/she has made the necessary correction. A two-thirds vote of the Elder Board shall be required for reinstatement.

#### *SECTION 1.2.4.5 DISCIPLINE OF NONMEMBERS*

If someone has maintained regular attendance at the church, but is not a member, and falls into error, the church should warn him/her out of Christian love. Appropriate disciplinary action may also be taken if such an attendee is guilty of one of the items of Section 1.2.4.2.

### *SECTION 1.3 ASSOCIATE MEMBERSHIP*

- a. Any friends who worship with this church regularly, but who need to retain membership in their home church, may become associate members and enjoy all the privileges of membership, except that they will not be permitted to vote or be counted to establish a quorum. Qualifications for associate membership will be the same as for full membership.
- b. Any member who moves to a location so removed that regular attendance is impractical may retain membership, albeit as an associate member. Such person may enjoy the privileges of membership, except that he/she will not be eligible to vote. Should he/she return to the area and resume regular attendance, he/she can be reinstated to full membership following an interview with an elder, and the elder's recommendation.

### *SECTION 1.4 MEETINGS*

#### *SECTION 1.4.1 ANNUAL MEETINGS*

##### *SECTION 1.4.1.1 TIME AND ANNOUNCEMENT*

The congregation shall hold an annual business meeting during the last quarter of the fiscal year, the date and time to be determined by the Elder Board.

Notice of the date, time and place of the meeting, as well as the agenda and support information on matters requiring voting by the congregation, shall be given in all the services on at least three Sundays preceding the meeting.

##### *SECTION 1.4.1.2 PURPOSE OF THE ANNUAL MEETING*

- a. To ratify the men being appointed as elders.
- b. To elect a moderator of the congregation from the elders.
- c. To consider and approve a budget for the following fiscal year.

- d. When applicable to receive ministry updates and reports.
- e. To consider such other and further matters that may properly come before the congregation with regard to the affairs of the church. Any additional matters to be voted on shall be included in the call and announcement of the annual meeting.

#### SECTION 1.4.2 SPECIAL MEETINGS

A special meeting of the congregation may be called at any time by the Elder Board or by a petition of 10% of the membership of the church who are eligible to vote in accordance with Section 1.4.5. Announcement of the call of such special meetings shall be made in the services on two consecutive Sundays at all services preceding the meeting, and all matters to be voted on in the meeting must be stated in the call.

#### SECTION 1.4.3 RULES

Congregational meetings shall be conducted in accordance with Robert's Rules of Order except where the Bylaws state otherwise, in which case these Bylaws take precedence.

#### SECTION 1.4.4 QUORUM

A quorum shall consist of 25% of the members who are eligible to vote in accordance with Section 1.4.5.

#### SECTION 1.4.5 ELIGIBILITY TO VOTE

All full members of the congregation who are members of record, in good standing and 18 years of age or older, are eligible to vote. To cast a vote, a person must be present at the meeting at which the vote is taken.

#### SECTION 1.4.6 MODERATOR OF THE CONGREGATION

An elder shall be elected by the congregation each year at the annual meeting to serve as moderator of the congregation for the coming year. The moderator's role is to serve as chairman of the annual meeting or any duly called special meeting. If the moderator is unable to chair a meeting, the Elder Board shall elect a temporary moderator from its ranks for that meeting. The secretary of the Elder Board shall take minutes and assist the moderator as required.

The moderator of the congregation shall serve no more than four consecutive years in this position. After two years off, he will be eligible to serve again as moderator.

### SECTION 1.5 WORSHIP

The congregation shall meet each Sunday for divine worship.

## SECTION 1.6      SACRAMENTS

### SECTION 1.6.1      NUMBER AND NATURE OF THE SACRAMENTS

We recognize two sacraments instituted by our Lord: the Lord's Supper and baptism. We believe that in these sacraments the gospel is set forth in visible symbols but that there is no saving efficacy in the sacraments per se.

### SECTION 1.6.2      THE LORD'S SUPPER

The Elder Board will assure that Communion is celebrated regularly. The Lord's table shall be open to all who sincerely trust in Jesus Christ as Lord and Savior, and who are not currently under the discipline of the church. The Lord's Supper shall be administered under the oversight of the Elder Board. The Lord's Supper shall be provided to shut-ins if desired.

### SECTION 1.6.3      BAPTISM

Baptism pictures the work of Christ on behalf of the believer. This church accepts the mode of water baptism preferred by the subject, either sprinkling or immersion. In the case of those who have reached an age sufficient to understand the gospel, a credible profession of faith shall be required prior to baptism. Upon request of the parents, provided that at least one parent is a Christian, the church will administer either infant baptism or dedication. Baptism and dedication shall be administered under the oversight of the Elder Board.



## ARTICLE II      ELDERS AND GOVERNANCE

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### SECTION 2.1      THE OFFICE OF ELDER

Church of the Saviour shall be governed by a plurality of elders as modeled in Scripture (Acts 15; 14:23, 1 Timothy 3:1-7; 5:17-25; Titus 1:5-9). Elders are men appointed to manage God's household (the church), teach sound doctrine, refute error and set an example for others to follow (Titus 1:5-9). The elders are also called on to pray for and shepherd the flock (James 5:14-15).

### SECTION 2.2      QUALIFICATIONS OF AN ELDER

Any man aspiring to be an elder shall meet the Biblical qualifications of elder as set forth in 1 Timothy 3:1-7 and Titus 1:5-9. According to these passages, an elder must not be a new convert, and he must have exhibited in his personal life, and in the example he sets within and outside the home, the following qualities:

- a. Proven ability to exhort and refute with respect to Biblical doctrine (Titus 1:9).
- b. Proven ability to teach, discipline and give sound Biblical counsel (Titus 1:9; 1 Timothy 3:2). Teaching may include, but not be limited to, public proclamation.
- c. Proven ability to manage, govern or rule, the demonstration of which is to include the home, particularly the raising of a godly family (1 Timothy 3:4-5).
- d. Proven demonstration of Christ-like character qualities (1 Timothy 3:2-3; Titus 1:7-8), including a positive reputation in the community (1 Timothy 3:6,10).
- e. A Christian for at least five years and a member of this congregation for at least two years (1 Timothy 3:6,10).

### SECTION 2.3      SELECTION, APPOINTMENT AND APPROVAL OF ELDERS

#### SECTION 2.3.1      SELECTION

- a. Following the Biblical pattern, elders will be selected from the membership of the congregation who have been found to have the qualifications and aspirations for the responsibilities of elder. Such men will be invited to participate in an elder training program.
- b. Members of the congregation may recommend candidates to the Elder Board for consideration for elder training.

#### SECTION 2.3.2      APPOINTMENT

- a. The Elder Board, after examining the candidates with regard to the Biblical criteria, will with careful and prayerful diligence select men to be nominated to become an elder.

- b. The Elder Board must call a Session of All Elders (defined in Section 2.5.1.1) to appoint an elder nominee. Each elder so nominated must receive approval from three-fourths of all elders in order to be appointed.
- c. Each man so appointed shall indicate his willingness to serve by certifying in writing that he agrees with the Elder Code of Conduct as established by the Elder Board, has the time and ability to serve, and that he meets the qualifications for office (as outlined in Section 2.2).

### SECTION 2.3.3 AFFIRMATION (COMMITMENT) BY THE CONGREGATION

- a. At the annual meeting, or at a duly called meeting, the members of the congregation shall be asked to commit themselves to the leadership of the men appointed by the elders. Each man, before taking office, must receive a vote of confidence by two-thirds of the members present and voting at the meeting.
- b. Elders shall be installed before the congregation at a regular worship service within two months thereafter.
- c. At the annual meeting, the members of the congregation shall be asked to recommit themselves to one-third of the elders, such that in three years the congregation shall have been requested to recommit themselves to all elders. Each man must receive a vote of confidence by two-thirds of the members present and voting at the meeting to retain the position of elder.

## SECTION 2.4 DISTRIBUTION OF ELDER RESPONSIBILITIES

### SECTION 2.4.1 OVERVIEW

There is only one office of elder in Scripture. Church of the Saviour has chosen to organize our elders such that the role of governance will be vested in a subset of the elders, referred to as the Elder Board and described in Section 2.4.3.1, with the gifting appropriate to the identified needs of the church. Elders not currently serving on the Elder Board will remain active in the ministry of the church and as indicated in Section 2.4.2 below, according to their gifting and interests, and the current needs of the church as identified by the Elder Board. All matters of governance shall be fully vested in the Elder Board except as specified in Section 2.4.2 below.

### SECTION 2.4.2 RESPONSIBILITIES OF ALL ELDERS

All elders shall exhort and refute doctrinal error (Titus 1:9), shepherd the flock and be an example to all (1 Peter 5:1-3), and devote themselves to prayer and ministry of God's word (Acts 6:3-4). They will assure that the church is faithful to its mission, and remains consistent with its Constitution, Statement of Faith and Bylaws. Elders shall also, according to their gifting, lead, teach and preach (1 Timothy 5:17).

Elders who are not members of the Elder Board described in Section 2.4.3.1 shall not have governing authority in any matters other than those explicitly stated in the Bylaws.

Responsibilities of all elders:

- a. Shepherd, protect, pray for and encourage the church.
- b. Remain active in personal ministry within the congregation.
- c. Support, uphold and model the mission of the church.
- d. Serve on committees established by the Elder Board, and be active in ministry as requested by the Elder Board.
- e. Upon nomination of the Board, appoint men to serve as elders.
- f. Upon nomination of the Board, appoint men to serve on the Elder Board.
- g. Upon nomination of the Board, appoint a man to serve as the Senior Pastor.
- h. Upon recommendation from the Board, approve any change to the Statement of Faith, Constitution or Bylaws.
- i. Attend elder meetings as described in Section 2.5.

## SECTION 2.4.3 RESPONSIBILITIES OF THE ELDER BOARD

### SECTION 2.4.3.1 DESCRIPTION OF THE ELDER BOARD

#### Section 2.4.3.1.1 Size, Composition and Organization of the Elder Board

- a. The Elder Board shall consist of a minimum of eight to a maximum of 16 elders.
- b. No staff member other than the Senior Pastor may be a member of the Elder Board.
- c. The Elder Board shall establish any functional organization it deems necessary for its proper functioning and the fulfillment of its responsibilities.

#### Section 2.4.3.1.2 Selection of Elder Board Members

In order to ensure that new Elder Board members are selected whose gifts and talents fill the identified needs of church governance, the Elder Board shall lead the process of nominating new Board members, presenting them to a Session of All Elders for approval. To be appointed, each person nominated must have a two-thirds vote of the elders present.

#### Section 2.4.3.1.3 Officers of the Elder Board

The Elder Board shall annually elect from its membership the following officers, who shall also be the officers of the corporation:

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Treasurer

An officer may not serve more than three consecutive years in any one office. The Senior Pastor may not serve as an officer of the Board.

#### Section 2.4.3.1.4 Term of Elder Board Members

- a. Terms shall be three years and no Board elder shall serve more than two consecutive terms.
- b. An elder will be eligible to serve again following at least two years off the Elder Board.
- c. Term limits shall not apply to the Senior Pastor.

#### SECTION 2.4.3.2 ROLES AND RESPONSIBILITIES OF THE ELDER BOARD

The duties and responsibilities of the Elder Board are to lead the church in establishing and implementing its mission, including:

- a. Oversight of the Constitution, Bylaws, Statement of Faith and organizational structure.
- b. The complete role of governance for all matters of the church except for those reserved for all elders and the congregation as specified in these Bylaws.
- c. Establishing committees that include elders and other leadership within the church to accomplish the work of governance (Exodus 18:13-25).
- d. All matters relating to the Senior Pastor and his performance.
- e. Determination of the financial policies of the church, monitoring of all church expenses, supervision of the annual audit, and approval of the annual budget for presentation to the congregation for approval.
- f. Maintenance and care of all real property owned or operated by the church, and the presentations of proposed acquisitions and divestitures to the congregation.
- g. Assign elders to assist and participate in church ministries consistent with the elders' gifts and talents.
- h. Identify, train and nominate men to serve as elders.
- i. Oversight of the worship services of the church.
- j. Nominate candidates to the role of Senior Pastor and present them for appointment to a Session of All Elders.
- k. Oversight of the installation of all elders, including the Senior Pastor.
- l. Oversight of the Diaconal Board, including the training, nomination and installation of new members to the Diaconal Board.
- m. Oversight of the examination of applicants for church membership.
- n. Oversight of the sacraments of Communion and baptism.
- o. Ensure that there is effective shepherding of the church.
- p. Effectively and regularly communicate through multiple channels our mission and key decisions with the congregation.
- q. Administer church discipline and restoration.

- r. Hold each elder accountable for conducting his life and ministry in accordance with Section 2.2 and the Elder Code of Conduct.
- s. Hold each member of the Elder Board accountable for carrying out his role in accordance with the Elder Board Code of Conduct.
- t. Manage the process of commissioning, licensing and ordination for qualified members of Church of the Saviour.
- u. The Elder Board has the responsibility to call a Session of All Elders for the discipline and removal of an elder or deacon.

## SECTION 2.5 ELDER MEETINGS

All elder meetings are called by and conducted under the leadership of the Elder Board and its officers.

### SECTION 2.5.1 MEETINGS OF ALL ELDERS

- a. Elders shall attend the annual congregational meeting, any special congregational meeting and any Session of All Elders (Section 2.5.1.1.a) called by the Elder Board.
- b. Elders shall meet at least quarterly for the purposes of prayer, training and alignment with the priorities and activities of the church.

#### SECTION 2.5.1.1 ORGANIZATION AND FREQUENCY OF MEETINGS

- a. A meeting of all elders will be referred to as a Session of All Elders.
- b. A Session of All Elders is called by and conducted under the leadership of the Elder Board.
- c. The Elder Board may call a Session of All Elders whenever necessary to fulfill its responsibilities for governance.
- d. Upon petition of 25% of the elders, the Elder Board must conduct a Session of All Elders. These sessions will be conducted under the leadership of the Elder Board.

### SECTION 2.5.2 MEETINGS OF THE ELDER BOARD

- a. The Elder Board shall meet at least monthly. Special meetings may be called by the chairman or upon request of any five or more members.
- b. Board meetings shall be conducted in accordance with Robert's Rules of Order, except where these Bylaws state otherwise, in which case these Bylaws take precedence.
- c. All elders are welcome to attend and observe meetings of the Elder Board.
- d. When the Elder Board conducts a closed executive session, it shall notify all elders within 24 hours of any topics discussed.

### SECTION 2.5.3 QUORUM

A quorum for the transaction of business at any meeting of the elders shall be a majority of its membership.

### SECTION 2.6 TERM

All elders shall serve as long as they meet the qualifications of Section 2.2, are able and willing to continue to serve, and are reconfirmed in accordance with Section 2.3.3.

### SECTION 2.7 REMOVAL OF ELDERS

To remove an elder, the Elder Board shall call a Session of All Elders. A two-thirds vote of the elders present is required for the removal of an elder.

## ARTICLE III      DIACONAL BOARD

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### SECTION 3.1      QUALIFICATIONS

The Biblical qualifications for the Diaconal Board are set forth in 1 Timothy 3:8-13. According to the passage, each member must be a convert who has exhibited in his/her personal life, and in the example he/she sets within and outside the home, the following qualities:

- a. Lives honorably, is worthy of respect, demonstrates a Christ-like character and holds a positive reputation in the community.
- b. Holds the truths of faith with a clear conscience, and demonstrates sound understanding and belief in the purpose and mission of Jesus Christ.
- c. Manages family and home well, and sets an example of spiritual leadership.
- d. Demonstrates the ability to carry out the diaconal responsibilities to offer mercy and compassion for the material needs within the body of Christ and within the community (Acts 6: 3-6).

### SECTION 3.2      APPOINTMENT

The Elder Board shall appoint members by a two-thirds vote to a three-year term. Members of the congregation may suggest members of the congregation as potential candidates for the Diaconal Board. Candidates must have been members of the church for at least two years and a Christian for at least three years.

### SECTION 3.3      SIZE

The Elder Board shall determine the number of Diaconal Board members; however, it shall be not less than one for every 100 full members of the church.

### SECTION 3.4      OFFICERS

The Diaconal Board shall annually choose from its own membership the following officers: Chairman, Vice-Chairman, Secretary and Treasurer.

### SECTION 3.5      MEETINGS

The Diaconal Board shall meet at least monthly. Special meetings may be called by the chairman and shall be called upon the request of any two or more members of the Diaconal Board. Meetings shall be conducted in accordance with Robert's Rules of Order, except where these Bylaws state otherwise, in which case these Bylaws take precedence.

## SECTION 3.6 QUORUM

A quorum for the transaction of all business of the Diaconal Board at any meeting shall be a majority of its membership.

## SECTION 3.7 COMMITTEES

The Diaconal Board shall establish any functional, temporary or permanent committees it deems necessary for its proper functioning and the fulfillment of its responsibilities.

## SECTION 3.8 DUTIES

The Diaconal Board shall be responsible for the compassion ministries of the church, and display the compassion of Christ to members of the church and to the community around the church. They shall show the love of Christ by administering care and concern for the temporal needs of those in the congregation and those in the community.

The Diaconal Board shall encourage the congregation to support the work of benevolence with gifts and direct involvement with those in need.

The Diaconal Board shall continue in abundant deeds of mercy by visiting and comforting the distressed and needy within Church of the Saviour in particular, and within the community.

## SECTION 3.9 INSTALLATION

New members of the Diaconal Board shall be installed in office during a regular Sunday morning service, during the first month after appointment.

## SECTION 3.10 REMOVAL OF DEACONS

To remove a deacon, the Elder Board shall call a Session of All Elders. A two-thirds vote of the elders present is required for the removal of a deacon.



## ARTICLE IV      CHURCH STAFF

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### SECTION 4.1      SENIOR PASTOR

#### SECTION 4.1.1      QUALIFICATIONS

- a. The Senior Pastor must possess the gifts, skills and experience sufficient to enable him fully to teach and preach the word of God, exalt the name of Jesus, seek the inspiration of the Holy Spirit, diligently intercede in prayer on behalf of the congregation, and lead the congregation in its search for, and obedience to, God's will. The Senior Pastor must be eager to perform the necessary functions incumbent upon the position. He must also wholeheartedly accept the mission, Constitution, Bylaws, Statement of Faith and organizational structure of the church.
- b. His daily life shall be consistent with the Christian life as set forth in Scripture; he shall be a testimony to the love and grace of God; and he must set an example of spiritual leadership in his home.

#### SECTION 4.1.2      SELECTION AND APPOINTMENT

If the Elder Board decides to employ a Senior Pastor, he shall be selected in accordance with the following procedure:

##### *SECTION 4.1.2.1      SELECTION*

- a. The Elder Board will lead the search process for this position.
- b. The Elder Board will provide opportunity for the congregation to present names of potential candidates to the Board.
- c. The Elder Board will conduct a thorough interview of potential candidates. The interview will include doctrine, ministry experience and Christian walk.
- d. The Elder Board will vote to recommend a successful candidate to present to the elders. The candidate must receive a 90% vote of the total membership of the Board.

##### *SECTION 4.1.2.2      APPOINTMENT BY ALL ELDERS*

- a. The Elder Board will convene a Session of All Elders to vote on whether to appoint the candidate. To be appointed, the candidate must receive a 90% affirmative vote of all elders.
- b. The candidate so appointed must declare in writing his acceptance of the call, his willingness to serve in the capacity designated, and his agreement with the mission, Constitution, Bylaws, Statement of Faith and organizational structure of the church.
- c. The appointment shall be for an unrestricted term, unless so stated in the letter of call.

##### *SECTION 4.1.2.3      APPROVAL (COMMITMENT) BY THE CONGREGATION*

- a. At the annual meeting, or at a duly called meeting by the Board where a quorum has been established, the members of the congregation shall be asked to commit

themselves to the leadership of the Senior Pastor appointed by the elders. A vote of confidence of at least 75% of those eligible to vote in accordance with Section 1.4.5, and who are present and voting at the meeting, is required before his ministry officially begins.

- b. The congregation will be provided an opportunity to hear the Senior Pastor candidate preach and will be given an opportunity to interface with him before the vote is taken.

#### **SECTION 4.1.2.4      MEMBERSHIP**

The Senior Pastor will automatically become a member of Church of the Saviour, an elder and a member of the Elder Board when his service begins. At the same time, his spouse will become a member of the church and encouraged to attend a church membership class.

#### **SECTION 4.1.3      DISMISSAL**

The Senior Pastor serves at will and can be dismissed by recommendation of the Elder Board, requiring the approval of all elders by a two-thirds majority vote.

### **SECTION 4.2      MINISTRY STAFF**

#### **SECTION 4.2.1      QUALIFICATIONS**

- a. Members of the ministry staff must possess the gifts and abilities to perform the duties for which they are being called.
- b. Members of the ministry staff shall indicate in writing their wholehearted acceptance of the Constitution, Bylaws and Statement of Faith of the church, and their willingness to perform the necessary functions incumbent upon their positions.
- c. Any male member of the ministry staff shall be eligible to serve as an elder in accordance with Article II. Any member of the ministry staff shall be eligible to serve on the Diaconal Board in accordance with Article III.

#### **SECTION 4.2.2      SELECTION AND APPOINTMENT**

The Senior Pastor will select and appoint individuals to serve on staff who in his judgment meet the qualifications for their positions.

#### **SECTION 4.2.3      MEMBERSHIP**

Ministry staff will automatically become members of Church of the Saviour when their service begins. Their spouse becomes a member at the same time and is encouraged to attend a church membership class.

#### **SECTION 4.2.4      DISMISSAL OF MINISTRY STAFF**

After advising the Elder Board the reasons and grounds for staff member dismissal, the Senior Pastor may dismiss ministry staff.

## SECTION 4.3      SUPPORT STAFF

### SECTION 4.3.1      QUALIFICATIONS

- a. Members of the support staff must possess the gifts and abilities to perform the duties for which they are being called.
- b. Members of the support staff shall indicate in writing their wholehearted acceptance of the mission, Constitution, Bylaws and Statement of Faith, and their willingness to perform the necessary functions incumbent upon their positions.
- c. Any male member of the support staff shall be eligible to serve as an elder in accordance with Article II. Any member of the ministry staff shall be eligible to serve on the Diaconal Board in accordance with Article III.

### SECTION 4.3.2      SELECTION AND APPOINTMENT

The Senior Pastor will select and appoint individuals who in his judgment meet the qualifications as stated in the applicable job description, and may dismiss those who in his judgment fail to meet the qualifications.

## **ARTICLE V      BUDGET, FINANCE AND PROPERTY**

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### **SECTION 5.1      FINANCIAL POLICY**

The financial policy shall be the responsibility of the Elder Board.

### **SECTION 5.2      FISCAL YEAR**

The fiscal year of the church shall be July 1st – June 30th.

### **SECTION 5.3      BUDGET**

It shall be the responsibility of the Elder Board to assure that detailed budget(s) are established by the Senior Pastor within the overall budget limits and philosophy set by the Bylaws, and propose the annual budget to the congregation for discussion, modification and approval. Expenditures on major budgeted categories shall not exceed the budget(s) in excess of 20% without approval of the Elder Board. The Elder Board may approve items not included in the budget(s), provided that such additional items do not cause the total expenditures to exceed the budget(s) by more than 10%. Total expenditures shall in no case exceed the budget for the fiscal year in excess of 10% without the approval of the congregation.

### **SECTION 5.4      BORROWING MONEY**

The Elder Board is authorized to borrow money in the name of the church, as and when needed, provided that the total aggregate sums borrowed under this section at any time do not exceed 15% of the current year's operating budget. If it is required for larger sums than this to be borrowed, the Elder Board shall first obtain approval of the congregation. In no case shall the amount borrowed exceed the assets of the church.

### **SECTION 5.5      GIFTS**

The Elder Board shall evaluate gifts of significant value, either of money, real or material property, in terms of their intended use by the church. The Elder Board shall accept a gift only if its use is consistent with the purposes and plans of the church.

## **ARTICLE VI      DISSOLUTION**

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In the event of the dissolution of the corporation, all assets shall be contributed to another tax-exempt organization that is in agreement with the mission and Statement of Faith of this church.

## **ARTICLE VII      AMENDMENTS**

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Amendments to these Bylaws shall require a two-thirds majority of those qualified voters who are present and voting at an annual or special meeting of the congregation.

Any amendments proposed to the Bylaws shall be submitted in writing to the congregation at least 60 days prior to a duly called meeting. The Elder Board shall provide a written explanation for each proposed amendment.

Members may submit written comments regarding proposed amendments in 500 words or less. The member or members sponsoring the comment must sign such comments. The comments will be submitted to the congregation at least 30 days prior to the meeting to enact the amendment. The Elder Board may elect to incorporate such comments in the proposed amendments and resubmit the amendments to the congregation at least 20 days prior to the meeting.

The Elder Board shall hold an announced open forum to discuss the proposed amendment(s) and the comments thereto, at least seven days prior to the meeting.

No new amendments will be permitted from the floor during the congregational meeting, and debate on any of the amendments shall be limited to a total of one-half hour.