## Constitution of Center Point Church

## Preamble

We, the gathered members of Center Point Church, adopt this constitution that we may be a light for the Gospel to our community. We commit to serving our city, pointing to Jesus in all things, and remaining diligent to adhere to the values and governance set forth by our Constitution and by-laws. We further acknowledge that this Constitution is premised on the authoritative, inerrant, Living Word of God, the Bible.

## ARTICLE I - Name

The name of this church is Center Point Church of Covington, Kentucky Inc.

## ARTICLE II -Purpose

Center Point Church exists to bring glory to God and to commune in fellowship with those seeking to make Jesus Known. We are a Christ centered family of hope pointing others to Jesus Christ.

## ARTICLE III - Church Government

The government of this church is vested in the body of believers who compose it and no superior authority above its own membership is recognized save Christ as the Head of the church. The business and ministries of the church will be determined by consensus among the selected Elders of the congregation or the appropriate ministry teams under the oversight of the Elders. All business meetings will be announced at least 72 hours prior to the meeting.

## Section 1 - Elders

Center Point Church is led by Biblically Qualified Elders. Candidates for Elder are nominated by the membership. It will be the responsibility of the current Elders to background check, investigate, and interview each candidate to determine their fitness to serve. The focus of Elder selection will be on Biblical Qualifications (1 Timothy 3 and Titus 1), personal credibility, and their desire to shepherd the membership of Center Point Church by exercising the giftedness the Lord has given to them. These men should be a member in good standing for at least one year, or men selected by the current elders and affirmed by the membership to serve as vocational or bi-vocational pastors.

## Section 2 - The Number of Elders to Serve and the Duties of the Elders

No specific number of Elders is mentioned in the Bible. Qualified Men that feel called to shepherd, teach, and lead should express their desire to the current Elders. A period of examination and training is preliminary to determination of suitability with the office of Elder. Minimum of two Lay Elders.

1. Elders have Administrative Responsibilities to be Overseers of the Church. In Acts 20:28-35, the role of caring for, feeding, leading, and providing for the flock is emphasized. The Elders will encourage staff and volunteers, review the annual teaching menu of the pastors and discipleship leaders for doctrine and balance, and will
participate in the annual staff review process.
2. Elders have a Shepherding Role within the Church. In 1 Peter 5:2, Elders are told to "care for the flock that God has entrusted to you. Watch over it willingly, not grudgingly but because you are eager to serve God." The Elders will represent the congregation in step three of the Matthew 18 discipline process, direct people to use peacemaking principles for conflict resolution, and will respond to concerns and questions from the congregation and the staff. The Elders will be available to pray for congregation members by request (James 5:14).
3. Elders have teaching Responsibilities. Elders must be able to teach and engage the members doctrinally ( 1 Timothy $3: 2$ ). They must be theologically astute, biblically articulate, and ready to instruct individuals or groups as the need arises. Elders must be aware of the doctrines and teaching within the church. 3 John 9-10 tells us that deceitful behavior must be exposed before it harms the church. Likewise, Elders and spiritual leaders must stand firm against divisiveness and promote unity and harmony within the church body. As required, Elders must be able to clearly articulate and explain a given doctrine and its application at Center Point Church.
4. Elders have a Responsibility to Lead in the Functions of the Church (Hebrews 13:17). The Elders are ultimately responsible for the ministerial teams and committees and any group that is charged with carrying out the ministry of the church.
5. Elders must serve as Representatives of the Church. The New Testament has many examples of Elders functioning as representatives of the church, both before the congregation and to the general public (Acts 15:22, Acts 20:17). Whenever new churches were established in the New Testament, the Apostles appointed Elders to leadership roles within the church and exhorted them to care for the flock. The pattern of shared pastoral leadership is very consistent in New Testament Churches. The expectation is that the Elder would lead his family in such a way that the Elder's family would love and serve the church and congregation.

## Section 3 - How the Elders function

Elders will meet on a monthly basis, or more frequently if needed, to discuss matters of the church that impact the spiritual life and health of the body. Items for discussion may come from the members themselves who bring questions or items of concern to the Elders. Various committees and ministers may also have standing times at the meeting to update the Elders on the health of their ministries. Within an Elders' meeting, unanimous decisions will be sought and if there is dissent, an item will be tabled until all the Elders reach a mutual consensus on the
issue. All Elders have an equal say in the decision-making process.

## Section 4 - The Term of Service and Removal of an Elder

The Scriptures do not indicate a term of service for Elders. At Center Point Church Elders will remain Elders for life. The Senior Pastor will remain an Elder while he serves as Pastor. Elders may opt to resign should their life circumstances change (vocationally, physically, relationally, spiritually, etc.) Should the need arise, an Elder may be removed from service by the unanimous decision of the remaining Elders.

## BY-LAWS

## ARTICLE I-Becoming a Member

We view church membership as both a wonderful privilege and a joyful responsibility. Christian commitment involves the stewardship of our total lives, and meaningful church membership is one of the foundations of authentic discipleship. Thus, we do not encourage people to consider church membership casually or without knowing something of the doctrine and character of our church. We do not seek to make membership difficult, but we do want it to be meaningful.

## Section 1 - Presentation as a Candidate

A person may present themselves as a candidate for membership by baptism, by making a confession of their personal faith, or by transferring their membership from a previous church. The distinctions of these three entry points are as follows:

## Joining by Baptism

A person may become a membership candidate upon a declaration of repentance and faith in Jesus Christ followed by being baptized in the church and indicating that he or she desires to proceed with the membership process. However, one does not have to join the church in order to be baptized.

## Joining by Confession of Faith

A person may become a membership candidate by confessing their faith in Jesus Christ as their personal Savior and by indicating that they have been baptized in accordance with the doctrinal commitments of this church.

Those who have come to Christ and expressed their discipleship through baptism of a different mode or meaning will be requested to be baptized by immersion as a continuing reaffirmation of their faith, as a witness to the biblical understanding of believer's baptism, and as an act of unity with this congregation.

Joining by Transfer
A person may also become a membership candidate by informing the church of their previous membership in a church of like faith and practice. In such cases, it will be the duty of this church to promptly notify the other church and to request a letter to be granted on behalf of this membership candidate.

Regardless of the means by which one enters the membership process, once a person becomes a candidate, they must complete the following process in order to become a member of the church.

## Section 2 - Membership Process

An individual may become a candidate by presenting themselves at any regular worship service of the church or by meeting with a church leader personally to indicate their intentions to join the church. At the time of presentation, the candidate will be welcomed warmly and given an explanation of the membership process. Until the individual has completed the membership process as follows, he/she will be considered a candidate for membership.
A. When any person presents himself for membership in the church, he/she will be given a new member's packet of material, including a Membership Application that will give him/her an opportunity to personally affirm the covenant of this church.
B. All prospective new members will be accepted as "Candidates for Membership" when they indicate their intent to join the church and receive their Membership Application.
C. Candidates will then be expected to attend a New Member Orientation Class, which will introduce them to the leaders, vision, doctrine, and structure of this church. The class will explain clearly the church covenant that must be affirmed by the candidate and all membership responsibilities.
D. Subsequent to attending this class, the candidate will be expected to complete a Membership Interview with an approved leader of the church at which time the person will submit their Membership Application, indicating their own testimony of conversion and their personal affirmation of the church covenant.
E. After Membership candidates have completed this process, they will be presented at a regular Elder's meeting for vote and acceptance into the church.
F. New Members who have completed the Membership Process will then be introduced to the church body and welcomed into the church family.

## ARTICLE II - Removal \& Restoration of Membership

## Section 1 - Death

In the event of the death of a member and upon receipt of information as to that fact, the Clerk will remove the person's name from the membership rolls and advise the church at the next regular Elder's meeting.

## Section 2 - Request

A member will have the right to request that his/her name be removed from membership rolls at any time. Such a request may be stated at any regular Elder's meeting, orally or in writing, by the person requesting such action. This request will be granted after the church has contacted the person and attempted to secure their continuance in the fellowship or helped shepherd
them toward a church of like faith and practice when appropriate.

## Section 3 - Joining Church of Like Faith and Practice

A member may obtain a letter of transfer to join another church of like faith and practice. In recognition of this church's responsibility to assist members in discharging their obligation under the church covenant, application for such a letter will be accepted when submitted by the other church.

## Section 4 - Joining Church of Unlike Faith and Practice

When a member of this church unites with a church not of the same faith and practice and information of that fact is made known to the Elders, it will be the duty of the Elders to order the Clerk to remove the person's name from the membership roll. The Elders should seek to contact the person and attempt to secure their continuance in the fellowship or help shepherd them toward a church of like faith and practice when appropriate.

## Section 5 - Un-Christian Conduct

If any member engages in un-Christian conduct, or acts in opposition to the Articles of Faith and/or the church covenant, it will be the duty of the Elders to pursue resolution and restoration in the most appropriate method(s) possible. The Elders will discuss with the offending member the nature and the effect of their conduct and labor with them in love and in truth to promote reconciliation. However, should such offenses continue and the individual remain unrepentant, then it will be the duty of the Elders to prepare a written report for the other Elders to consider. Should it be deemed necessary, the Elders, by consensus, may withdraw the privileges and standing of membership from the person. If deemed necessary and appropriate by the Elders, this information may be given to the entire congregation.
Scriptural References: Galatians 6:1; Matthew 18:15-20; I Corinthians 6:1-8.

## Section 6 - Restoration

According to biblical teaching, the clear intention of any act of church discipline, including removal of membership, is to bring a fallen brother or sister to a place of repentance and, eventually, restoration to membership and active service. Because there are many variables involved in each individual situation, the Elders will lay out a course of action for disciplined members before they may be reinstated and allowed opportunities of service.

## ARTICLE III - Church Participation

Active church participation as defined in the church covenant is a vital part of authentic discipleship and is an integral part of Christian commitment. Such participation is expected of all church members unless they are providentially hindered.

## Section 1 - Voting Rights

Each person who has been received into membership and is fulfilling their obligations as outlined in the church covenant and is at least 16 years of age may vote on issues the Elders
bring to the church for a congregational vote.

## ARTICLE IV - Church Officers

## Section 1 - Pastor

The Pastor will cast vision for the Elders and congregation, and serve as one of the Elders of the church. Whenever a vacancy in the office of Pastor occurs, the Elders will select an Interim Pastor. The church will nominate a Pastor Search Team, consisting of at least two active Elders and five lay people. The total team will be comprised of four men and three women, who will be charged with seeking out a suitable Pastor candidate. Only one member per household will be eligible to serve on this Team. Nominations will be submitted in writing from the congregation at large without limit to number. Any member in good standing will be eligible to serve. The nominees will be reviewed by the Elders. The team will be affirmed by the congregation by secret ballot at a regular Sunday worship service, with three-fourths of the votes cast by the members present being necessary to affirm. A statement announcing the affirmation vote for this Team will be made at a regular worship service at least two weeks prior to the vote.

After the Pastor Search Team has approved a potential candidate and after that candidate has been approved by the Elders, a special congregational meeting will be held for the purpose of voting approval of the candidate. The candidate must affirm and commit to teaching in accordance with the articles of faith set forth by the church. The Pastor's election will take place at a meeting called for that purpose, announcement of which will have been made at a previous regular worship services of the church. Before his name is presented, however, it will be the duty of the Pastor Search Team to bring to his attention the provisions of the constitution and by-laws, policies and to secure a commitment to the effect that he will use his influence and the weight of his office to sustain and support both their letter and spirit. Should there be any reservations to this commitment, the church will be advised of the nature of such and the reasons therefore. Election of the Pastor will be by secret ballot, an affirmative vote of three fourths of the votes cast by the members present being necessary to affirm.

The Pastor, thus elected, will serve at the mutual pleasure of the Pastor and the church. If at any time a Pastor should conduct himself in any manner which discredits his office or brings the church into disgrace, this behavior may be cause, upon recommendation of the Elders, for the church to ask for his immediate resignation.

The Pastor will be an Elder, the responsible leader of the church and, along with the other Elders, an ex-officio member of all committees.

## Section 2 - Elders

See Article III on Church Government for a full explanation of Biblical Eldership

## Section 3 - Deacons

In consultation with the Elders, the Deacon body will establish the number of active Deacons to
serve at a given time. A Deacon candidate must be at least 22 years old, who has been a member in good standing of the church for at least one year. The candidate must exemplify the qualities of a Deacon as found in Acts $6: 3$ and I Timothy 3:8-13. The term of service will be three years, at which point the Deacon will need be voted on again by congregation. Vacancies in the diaconate which occur during the year may be filled by the Deacon body from those who have already served as Deacons of Center Point Church. Such Deacons will serve out the unexpired term of service and will be eligible for the next election.

## Deacon Nominating Procedure:

1. Suggestions for nomination for Deacons will be accepted from church members only.
2. Notice will be given to members to suggest names to be considered by the Deacons. Suggestions for nominations will be in writing, using forms provided through the church. These forms must be received by the submittal date to be considered.
3. There will be no limit to the number of suggested nominees a member may wish to make.
4. Every name submitted will be considered by the Elders.
5. The Elders will determine from these suggested nominees a list of nominees.
6. The nominees will be queried as to their fitness as Deacons. These questions will take the form of a written survey of doctrine, giftedness, and desire to serve, along with an interview conducted by representative deacons and Elders.
7. Those nominees who pass this initial review will be contacted about their names being submitted to the church as candidates.
8. A list of candidates will be presented to the church in a timely manner preceding affirmation for congregational reflection and prayer.
9. Deacon selection will be by a majority of votes of members present and voting.

The duties and responsibilities of the Deacons will be as follows:

1. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
2. They will care for the physical and practical ministry needs of the members. This will include, but not be limited to, bereavement, hospital visitation, etc. The spirit of servant hood should mark the ministry of Deacons and all who labor for the Lord at Center Point Church.
3. Deacons may also be appointed to serve over specific ministries assigned by the Elders. Their responsibilities would include the oversight of assigned ministry and the inculcation of that ministry into the church congregation.

## Section 4 - Trustees

There will be up to five Trustees, who will hold in trust the property of the church. As servants of the church, they will have the actual care of the place of worship and general charge of the
grounds and buildings but will have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Elders authorizing such action. And depending on the issue at hand, the Elders may decide to call for a vote of the church on a given issue.

The Trustees will recommend a person for each expiring term no later than the October Elder's meeting. Upon Elder approval, the new Trustee(s) candidate should attend subsequent meetings prior to the start of their term
in order to get acclimated to their responsibilities. During this preliminary term, input can be provided by the incoming trustees but they will not have voting authority until the beginning of their term. The term of office will be from January to December on a three-year rotating basis. Vacancies that occur during the year will be filled in like manner at a regular monthly Elder's meeting.

The duties and responsibilities of the Trustees will be as follows:

1. To advise and represent the church in all legal transactions pertaining to real property and any consequence arising against the church as an organizational entity.
2. To review annually with the Elders real property requirements for the purpose of forecasting property and building modifications or additions.

The Trustees will also serve as a general finance committee. They will organize themselves as they deem best for this part of their work, calling to their assistance other members of the church as they see fit. The duties of this general finance committee will be as follows:

To advise in matters of insurance, budget planning, and accounting practices. Additionally they will receive and approve an audit report from an outside auditing firm whenever one is deemed necessary during the budgeting process or is required by loan documents or a governmental agency.

## Section 5 - Clerk

The Clerk of the church will be elected annually by the Elders and will keep suitable records of all the actions of the church, except as otherwise provided herein.

The Clerk will maintain a copy of this constitution and these by-laws as finally approved, together with any and all amendments thereof. All of the records of the Clerk will be considered the property of the church.

The Clerk will keep a suitably bound register of the names of members, with dates of admission, or death, together with a record of baptisms. These records may be duplicated in other forms as deemed necessary. The Clerk will make every effort to keep the church records in good order, being prompt in making the necessary record notions, requesting and forwarding letters of dismissal from and to other churches.

## Section 6 - Employees and Staff Members

All employees are subject to the authority of the Elders. The Pastor and Elders, acting for the congregation are to supervise all employees directly.

The Elders, will have the responsibility of recommending the establishment of new or added
staff positions to the church and will draft a job description and make a salary recommendation for the new position duties, salary, and other benefits attendant to the created position. All ministry staff will be brought to the church for approval.

At the time of employment, the employee will be subject to the terms of the job description and the policies and procedures of the Constitution and By-Laws of Center Point Church.

## Section 7 - Other Officers

The Elders, staff ministers, and Trustees may from time to time create other offices as they may see fit, and the principles in these by-laws with respect to the manner of nomination and election to such other offices will be observed. No person will be elected to office within the church who is not a member of this church. If any officer conducts himself in any manner unbecoming his office, he will be subject to the discipline of the Elders and removed from office if the Elders so direct. All officers not otherwise specified, will be approved annually by the Elders and take office.

## ARTICLE V - Committees

The following policies and procedures are recommended to help Committees function properly:
A. Each Committee will have a leader and a recorder will keep records of its work for the purpose of reporting to the Elders.
B. Each Committee, except special and budget planning team, will be on a rotation basis as needed.
C. Each Committee will meet as often as is necessary to accomplish that team's God-given task. D. Vacancies on each Committee will be filled according to the following procedure:

1. The Committee Leader, or his/her designee, will secure from the person whom the committee would like to fill the vacancy, that person's permission indicating a willingness to serve.
2. With the candidate's permission, the Committee Leader will report the vacancy and the proposed candidate to the Elders for approval.

No Committee will be established until the duties of and a purpose statement for that Committee has been written.

Committees will be classified as regular (working throughout the year) or special (a job that terminates when that special task is completed).

All Committees will work in consultation with Trustees in regards to committee expenditures.
Job descriptions for each Committee, as well as a complete listing of all Committees, will be available in the church office.

## ARTICLE VI - Revision Procedure

The Constitution and By-Laws with Covenant and Articles of Faith may be altered or amended by two-thirds consensus of the members present at a business meeting, the specified proposed alteration or amendment having been called for by the Elders, announced and distributed in
writing to the church at least twenty-eight (28) days in advance of a decision. They may be temporarily suspended for a given time in a designated particular instance by unanimous vote.

A copy of this constitution and these by-laws will be given to new members upon completion of the membership process. Upon final adoption, this constitution and these by-laws, subject to amendment, will govern the affairs of this church.

## Revision Control

Revision: A
Date: 7/1/2021

Revision Description: Original issue

Revision: B
Date: 1/7/2024

Revision Description: added "or men selected by the current elders and affirmed by the membership to serve as vocational or bi-vocational pastors." to end of Article III, section 1.

Revision:
Date:

Revision Description:

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