

BYLAWS
of
St. Matthew Christian Church (08/10/2023)

ARTICLE 1
NAME AND PURPOSE

- A. Name: This congregation of believers shall be known as **St. Matthew Christian Church**. The church is incorporated as a non-profit corporation under the laws of the state of South Carolina.
- B. Purpose: This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (IRC) of 1986, for such purposes including, but not limited to, proclaiming the gospel of the Lord Jesus Christ; establishing and maintaining religious worship; educating believers in a manner consistent with the requirements of the Bible and supporting missionary activities in the United States and around the world.
- C. Mission Statement: To bring people into loving and growing relationships with Jesus Christ and others.
- Love God-(Worship) We give reverence and honor to God in everything we do.
Love the Lord your God with all your heart and with all your soul and with all your mind. (Matthew 22:37)
 - Love our Neighbors-(Ministry) We use our gifts and talents to serve all people.
Love your neighbor as yourself. (Matthew 22:39)
 - Love the Lost-(Evangelism) We proclaim the good news of Jesus Christ through our words and actions.
For the son of man came to seek out and to save the lost. (Luke 19:10)
 - Love our church family-(Fellowship) We support and grow relationships within our congregation.
A new command I give you: Love one another, as I have loved You. So, you must love one another. (John 13:334)
 - Love to Learn-(Discipleship) We study God's word so that we are equipped for daily Christian living.
Your word is a lamp to my feet and a light to my path. (Psalm 119:105)

ARTICLE 2 STATEMENT OF FAITH

- A. The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the statement of faith accurately represents the teachings of the Bible and, therefore, is binding upon all members, staff, and volunteers. All literature, whether print or electronic, used in the church shall be in complete agreement with the statement of faith. All activities permitted or performed in any facilities owned, rented, or leased by this church, or engaged in by any member of the church staff (volunteer or paid), and all decisions of the administration of this church shall not conflict with the statement of faith. In all conflicts regarding interpretation of the statement of faith, the Administrative Council and the Pastor, on behalf of the church, have the final authority.
- B. Statement of Faith
1. Beliefs on Doctrine
 - a. **The Church:** We believe the Christian Church is the community of all true believers under the Lordship of Christ. It is the fellowship in which the Word of God is preached, and the sacraments are duly administered. Under the discipline of the Holy Spirit the church exists to worship (I Chronicles 16:29), teach (Matthew 28:20), fellowship (Hebrews 10:24-25), evangelize (Mark 16:15), and serve (I Peter 4:10).
 - b. **The Holy Bible:** We believe in the Holy Bible, which reveals the word of God as it is necessary for our salvation. All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work. (2 Timothy 3:16-17).
 - c. **Apostles' Creed:** I believe in God, the Father Almighty, maker of heaven and earth;
And in Jesus Christ, his only Son, our Lord:
who was conceived by the Holy Spirit, born of the Virgin Mary,
suffered under Pontius Pilate, was crucified, died, and was buried;
the third day he rose from the dead; he ascended into heaven,
and sitteth at 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 catholic church,
the communion of saints, the forgiveness of sins,
the resurrection of the body, and life everlasting. Amen. (Hymnal pg. 881)
 - d. **Two Sacraments:** They are means of grace by which God works invisibly in us.
 - i. Baptism- signifies repentance, forgiveness from sin, receiving the gift of the Holy Spirit and it represents new birth in Christ Jesus and Christian discipleship. (Acts 2:38)
 - ii. The Lord's Supper- Is a representation of our redemption, a memorial of the sufferings and death of Christ, and a token of love and union which Christians have with Christ and with one another. Those who rightly, worthily and in faith eat the broken bread and drink from the blessed cup, partake of the body and blood of Christ in a spiritual manner proclaiming the Lord's death until he comes again.
(I Corinthians 11:23-26)

- e. **Sin and Free Will:** We believe man is fallen from righteousness and inclined to evil. Except by being born again, he cannot enter the Kingdom of Heaven. In his own strength, and without divine grace, man cannot do good works pleasing and acceptable to God. We believe, however, man influenced and empowered by the Holy Spirit is responsible for exercising his free will for good.
- f. **Justification and Regeneration:** We believe we are never accounted righteous before God through our works or merit, but that penitent sinners are justified or accounted righteous before God only by faith in our Lord Jesus Christ.
We believe regeneration is the renewal of man in righteousness through Jesus Christ, by the power of the Holy Spirit, whereby we are made partakers of the divine nature and experience newness and are enabled to serve him.
We believe, although we have experienced regeneration, it is possible to depart from grace and fall into sin; and we may even then, by the grace of God, be renewed in righteousness.
- g. **Good Works:** We believe good works are necessary, but they do not have the virtue to remove our sins or to avert divine judgment. We believe good works, pleasing and acceptable to God in Christ, spring from true and living faith, for through and by them faith is made evident.
- h. **Judgement:** We believe all men stand under the judgement of Jesus Christ. We believe in the resurrection of the dead, the righteous to eternal life and the wicked to endless condemnation.
- i. **The Sabbath Day:** Six days you shall labor and do all your work but on the seventh day you shall rest. The Lord blessed the Sabbath day and made it holy. (Exodus 20:8-11)
- j. **Government:** There is no government anywhere that God has not placed in power. Therefore, those who refuse to obey the law of the land are refusing to obey God and punishment will follow. (Romans 13:1-2)
- k. **Property:** We believe all forms of Church property are to be held in solemn trust and used responsibly to support the church's mission in the world and for human good under the sovereignty of God.
- l. **Marriage and Sexuality:**
 - i. We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9)
 - ii. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined in (a) above. We believe that any

- other type of sexual activity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)
- iii. We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)
- m. Sanctity of Life:**
- i. We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder and constitutes the unjustified, unexcused taking of unborn human life. (Job 3:16; Ps. 51:5; 139:13-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:36, 44)
 - ii. We believe that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia. (Ex. 20:13; 23:7; Matt. 5:21; Acts 17:28)
- n. Love:** We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 Peter 3:8-9; 1 John 3:17-18)
- o. Protection of Children:** We believe that children are a blessing from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. (Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)

ARTICLE 3 MEMBERSHIP

- A. **Qualifications For Membership.** Members of the church are those members who were previously members of the St. Matthew United Methodist Church. Those seeking new membership must:
1. Must be at least 14 years of age.
 2. Through their actions, words, lifestyle, and affiliations, evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior.
 3. Attend a confirmation class led by the pastor or his delegate in which they will review the church's statement of faith, bylaws, general practices and policies, and expectations of members.
 4. Be interviewed by the pastor, to ensure they fully subscribe to the statement of faith contained herein.
 5. Membership will be granted upon the recommendation of the pastor, and upon compliance with any one of the following conditions:
 - a. By baptism at this local church;

- b. By letter of transfer from another Bible-believing church of like faith and practice, or other written statement of good standing from the prior church if the applicant has been baptized; or
 - c. By testimony of faith, having been baptized in another Bible-believing church of like faith and practice.
- 6. Membership will be confirmed through a reception into St. Matthew Christian Church with commendation and welcome by the church members present.

B. Privileges of Membership

- 1. Only members who are physically present at a duly called meeting of the church shall be entitled to vote. There shall be no proxy or absentee voting. Members may not vote to initiate any church action; rather the vote of a member is to confirm and ratify the direction of the church as determined by the Administrative Council and the Pastor.
- 2. This congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the under-shepherd along with the Administrative Council. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor and Administrative Council shall oversee and/or conduct all aspects of this church. The Administrative Council shall give counsel and assistance to the pastor as requested by him.
- 3. Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The pastor or individual designated by the Administrative Council has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor or person designated by the Administrative Council, be treated as a trespasser.
- 4. A member may inspect the prepared annual financial statement of the church and the minutes of the proceedings of church and committee meetings, provided he/she shall have made a written request upon the church stating the precise records requesting to be viewed and the reason for the request, and the church has received the written request at least five business days before the requested inspection date. Requests may be denied if such request is deemed to be frivolous by a majority vote of the Administrative Council. Church council meeting minutes and discipline committee meetings, as well as other information involving privacy interests such as, but not limited to, donor records, lists of names and addresses of church members, individual benevolence, individual salaries, health information, background checks, and social security numbers, are exempt from this provision and are not subject to inspection without a court order. Members may not copy or take digital images or records of any ministry record without authorization from the pastor or chairman of the Administrative Council. Members agree that information obtained from any inspection of records will be kept in the strictest confidence.

C. Termination of Membership

- 1. The membership of any individual member shall be considered for termination without notice if:
- D. the member in question has not attended a regular worship service of the church in the preceding two years. This provision may be waived at the discretion of the pastor and the Administrative Council upon the showing of good cause.
- E. the member unites in membership with another church.
- F. the member files a lawsuit in violation of the statement of faith.
 - a. the member dies.

2. For any memberships terminated in accordance with the above provisions, with the exception of memberships terminated under e above, the church may send a letter informing the prior member of the termination, but this is not required.
- D. Transfer or Resignation of Membership: Members not under the disciplinary process of Article 3 section E may request a letter of transfer be sent to another church. A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the pastor. Any member seeking to transfer membership must notify St. Matthew Christian Church of where membership will be transferred and if they wish to be removed from the active member list or added to the affiliate member list.
- G. Resolution of A Member
1. When a member becomes aware of an offense of such magnitude (example: Criminal Offense) that it hinders the spiritual growth and testimony of an individual in the local church or the body as a whole, he or she is to go to the offending party and seek to restore the offender. Before going, the confronter should first examine him or herself and go with a spirit of humility and the goal of restoration.
 2. If reconciliation is not reached, a second member is to accompany the one seeking to resolve the matter in going again to the offending party. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
 3. If the matter is still unresolved after taking the steps outlined in section E.1 and E.2 above, the two members aware of the offense shall, in keeping with Matthew 18, bring the issue before the pastor and Administrative Council, who are representatives of the church body.
 4. If the pastor and Administrative Council agree with the member that the offending conduct is of such magnitude that it hinders the spiritual growth and testimony of the member or the body, they shall attempt to meet with the offending brother or sister. If reconciliation is not reached, the pastor and Administrative Council as representatives of the church body, shall, upon a majority vote of those present at a meeting of the Administrative Council, terminate the offending individual's membership without further notice to the him or her. Unless the matter involves an issue of safety or security to the members of the church at large, the specifics of the matter shall not be addressed in a public forum or with the general church membership.
 5. The pastor and Administrative Council shall be entitled to the same steps as other church members and be subject to the same discipline. If the pastor or Administrative Council member is the subject of a disciplinary matter, he or she shall not be permitted to vote on his or her own membership termination.
 6. For any memberships terminated in accordance with this provision, the pastor may cause a letter to be written informing the prior member of the termination, although he or she is not required to do so.
 7. The procedures provided in this section are based on Matt. 18:15-20; Rom. 16:17-18; 1 Cor. 5:1-13; 2 Cor. 2:1-11; Gal. 6:1; 1 Thess. 5:14; 2 Thess. 3:6, 10-15; 1 Tim. 5:19-20; and Titus 3:10-11.

Affiliate Members: Those desiring fellowship, accountability and opportunities for service with this church on a temporary basis but who maintain membership in a like body of believers outside this locality may be granted affiliate member status with this church. The affiliate member may be eligible to serve in certain capacities determined by the pastor and Administrative Council and may attend member fellowship events. This affiliation does not, however, grant membership or the rights of membership to the individual(s) so affiliated. Affiliate members shall not be entitled to hold any office, vote in, or have any say in any church matter, and shall not be counted for quorum purposes. A person wishing to become an affiliate member with this church must make a request to the pastor or his designee who will determine if affiliate member status should be granted to the individual. If the pastor or his designee so determines, the person may be granted affiliate member status.

ARTICLE 4 OFFICERS

- A. Designation of Church Officers: As an accommodation to legal relationships outside the church, the Chairman of the Administrative Council shall serve as president of the church; the church secretary shall serve as secretary of the church; and the church treasurer shall serve as treasurer of the church.
- B. Church Officers: The church officers are the Chairman of the Administrative Council, the Pastor, the Lay Leader, the Sunday School Superintendent, the Financial Secretary and the Treasurer, and any other officers the church deems necessary. The church shall have at least three Administrative Council members.
- C. Eligibility For Church Officers
 - 1. The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the statement of faith set forth in Article 2. All church officers, upon request of the pastor, shall affirm in writing their agreement with the statement of faith.
 - 2. All church officers must be approved initially and thereafter annually by the Administrative Council to commence or continue in their offices.
 - 3. Only church members are eligible for election or appointment to any church office or position. Affiliate members with this church are not eligible for such election or appointment.
- H. Duties of Church Officers
 - 4. Chairman of Administrative Council
 - a. The Chairman of Administrative Council shall be nominated by the Nominations Committee and approved by Administrative Council.
 - b. Responsibilities include leading the Administrative Council in fulfilling its responsibilities which keeping in line with the prescribed Mission of the Church and adhering to the Statement of Faith listed in Article 2. Preparing and communicating the agenda of the Administrative Council meetings in consultation with the Pastor, Lay Leader, Sunday School Superintendent and the Committee Chairpersons.
 - c. Reviewing and assigning responsibility for the implementation of actions taken by the Administrative Council.
 - d. Communication with members of the Administrative Council and others as appropriate to permit informed action at council meetings.
 - e. Coordinating the various activities of the Administrative Council.
 - f. Providing the initiative and leadership for the Administrative Council as it does the planning, establishing of objectives and goals and evaluating.
 - g. Participating in leadership training and recommending to Administrative Council members, as well as church members training and educational opportunities to help leaders to fulfill the mission of the church.
 - 5. The Pastor
 - a. Duties and Responsibilities of The Pastor are listed in Article 5A.
 - 6. Lay leader

- a. The Lay Leader should be nominated by Nominations Committee and approved by Administrative Council.
 - b. Fostering awareness of the role of laity both within the congregation through their ministry in the home, workplace, community and the world and finding ways within the community of faith to recognize all these ministries.
 - c. Meeting regularly with the Pastor to discuss the state of the church and the needs for ministry.
 - d. Preaches Sermons, Leads Worships and assist the Pastor with Sacraments.
 - e. Assist or leads in Ministry Opportunities in the church and the community when the Pastor is away.
 - f. Member of the Finance Committee, Pastor Parish Relations Committee and Nominations Committee to insure, along with the pastor, a congruity and awareness of the church's various programs and missional opportunities to each individual committee.
 - g. Seeks outside training opportunities to foster an understanding of the church's reason for existence and the types of ministries that will be most effective to fulfill the church's mission.
 - h. Assisting in advising the church council of opportunities available and the needs expressed for a more effective ministry of the church through its laity in the community.
 - i. Informing the Laity of training opportunities in order to strengthen individuals in their spiritual walk, their ministries and their witness.
7. Sunday School Superintendent
- a. The Sunday School Superintendent should be nominated by the Nominations committee and approved by the Administrative Council.
 - b. Responsible for helping organize and supervise the Church's Educational Program that will build and enhance individuals' knowledge of the Bible and the Christian faith.
 - c. Set Up Bible Classes by either Age, Interest and Commonalities.
 - d. Recruit and Retain Bible Teachers who believe in the both the Mission of the Church and the Statement of Faith for each individual Class and Program
 - e. Either assist or Select Class Materials that provides information that supports the Mission of the church and adheres to Church's Statement of Faith.
 - f. Responsible for ordering class materials that enhances and supports the educational process.
8. Treasurer
- a. The Treasurer should be nominated by the Nominations committee and approved by the Administrative Council.
 - b. The church Treasurer shall maintain records of all money contributed and dispersed to the church's General Account. In doing so, recording income deposits as provided to the Treasurer by the church's Financial Secretary.
 - c. Treasure will also make timely payments to ensure that the church is administratively sound while keeping the church financially in good standing with the Pastor, vendors and other ministry partners.
 - d. Expense disbursements to appropriate budget accounts to ensure money, that is dispersed, is in alignment with Adminisintrative Council's approved budget amounts.

- e. Keep Pastoral Salary and Benefit records to provide CPA with accurate amounts to produce appropriate Governmental Records.
 - f. The Church Treasurer records and tracks Designated Contributions/Offering amounts as well as Dispersing these Funds in accordance with the designation unless instructed by Administrative Council to do otherwise.
 - g. Reconcile General Account Bank Statement.
 - h. Provide Balance and Trend Information to the Administrative Council.
 - i. Provide Finance Chairman with General Account records to produce annual audit.
 - j. The Treasurer is a member of the Finance Committee.
 - k. The Treasurer shall be adequately bonded.
9. Financial Secretary
- a. The Financial Secretary should be nominated by the Nominations committee and approved by the Administrative Council.
 - b. Counts Weekly offering, along with a designated assistant, Counter, that is approved by Administrative Council, and post Amount on Display Board that is located behind the Piano.
 - c. Post and keep a record of individual's contribution before making a weekly deposit. Provide individuals with an annual giving statement that shows each individual contribution and a quarterly and annual total.
 - d. After recording individual's contribution, make a weekly deposit.
 - e. A total of all funds received shall be given to the Treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the Finance Committee.
 - f. The Financial Secretary is a member of the Finance Committee.
 - g. The Financial Secretary shall be adequately bonded.
10. Secretary of Administrative Council
- a. The Church Secretary should be nominated by the Nominations committee and approved by the Administrative Council.
 - b. Makes a record of information from Administrative Council meetings. This involves who attended the meeting, a record of the items discussed including any Motions, who made the motions and who seconded a Motion.
 - c. Enters and Prints Minutes of Administrative Council meetings.
 - d. Keeps a Book of the Minutes and other addendums as part of actions of the Administrative Council.
 - e. Provide information from Minutes to Administrative Council and other church members as needed or requested.

D. Election of Church Officers: Members may submit nominations to the pastor and the nominations committee for church officers. The pastor and the nominations committee shall then conduct all general elections of officers. The pastor, from time to time as he deems appropriate, may appoint other church officers, subject to approval by the Administrative Council.

E. Terms of Service for Officers

- 1. The relationship between the senior pastor and the church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent, as outlined in pastor's contract. The severance of the relationship between the pastor and the church may be considered at any regular or special church business meeting by following the

procedures outlined in Article 6, provided notice of the meeting is given from the pulpit to the church two Sundays prior to the meeting. A majority of the eligible members present, and voting shall be required to remove the pastor from office. Disciplinary removal of the pastor from office automatically terminates their membership.

2. Any other church council member may be removed from office before his term expires for cause upon motion by any church council member and an affirmative majority vote of the Administrative Council members at a duly called meeting of the Administrative Council. No congregational vote is necessary for church council member removal. This process is intended to protect the personal or private information of any church council member being removed from office.
3. The term of service for all offices and positions in the church, except the pastor and board of trustees, shall be three years, at the expiration of which the officers may be re-elected or re-appointed.
4. A vacancy occurring in any office or on the church council, except in the case of the pastor, may be filled at any regular church business meeting by a majority vote of eligible members present.
5. All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed, unless removed for disciplinary reasons.

F. Calling a Pastor: Upon the resignation, death, or dismissal of the pastor, the church shall seek a candidate who subscribes to the statement of faith and bylaw provisions of the church and whose life aligns with the qualifications of a pastor as described in I Timothy 3:1-7 and Titus 1:6-9. The church shall abide by the following guidelines for calling a pastor:

1. The PPRC and up to five other members elected by a majority vote of the Administrative Council shall conduct a search for a replacement pastor and shall interview potential candidates and will only consider those who completely subscribe to the statement of faith and who have read these bylaws.
2. The interview process for selecting a pastoral candidate shall include, at a minimum, the following: a background check, a credit check, a reference check, and the filling out of a detailed application that explains the potential candidate's philosophy of ministry as well as his positions on issues of doctrinal significance.
3. Upon a majority vote of the Pastor Parish Relations Committee (PPRC), the PPRC will formally announce the candidate to the church, after which the candidate must preach at least two (New & Old Testament) regularly scheduled church services and be available for a church-wide question/answer time prior to being voted upon by the church membership.
4. Notice from the pulpit must be given 2 consecutive Sundays prior to a formal candidate's preaching service(s), and 2 consecutive Sundays prior to the church membership vote.
5. The candidate must be elected as pastor by a majority vote of members present and qualified to vote. This vote shall be taken by written, secret ballot at a meeting at which the candidate is not present.

ARTICLE 5

DUTIES AND POWERS OF LEADERSHIP

A. The Pastor

1. The pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God. He or she shall administer the ordinances of the church; act as moderator, or appoint a moderator, at all church meetings for the transaction of church matters; supervise the teaching ministries of the church; and watch over the spiritual interests of the membership. In all conflicts regarding interpretation of Scripture, the pastor has the final authority.
2. The pastor and nominations committee, on behalf of the church, shall establish committees and appoint the members of the various committees at the annual church business meeting or, in the case of a vacancy or newly created committee, at any duly called special meeting. He or she

shall publicly inform all newly elected officers of the functions and responsibilities of their respective offices. He or she shall extend the right hand of fellowship to all new members on behalf of the church and shall perform such other duties as generally appertain to the position of pastor. He or she shall be free to choose the means and methods by which he or she exercises the ministry God has given him.

3. All appointments for public worship and Bible study and the arrangements thereof, including time and place, and the use of the property belonging to the church for any other purposes, are under the control of the pastor, who, with the advice and counsel of the Administrative Council, shall be able to determine the appropriateness of all property use, as well as persons permitted to use the church property.
4. The pastor shall be responsible to fill the pulpit for each regularly scheduled church service as well as any special services. In the event of his absence, he, or she (or the chairman of the Administrative Council in the case of a vacancy in the office of pastor or where the pastor is temporarily unable to perform his duties) shall be responsible to invite speakers from within the membership or outside the church to preach in a manner consistent with the beliefs articulated in the statement of faith.
5. The Administrative Council with advice of The Pastor shall be responsible to establish mandatory safety and security procedures for all ministries and programs. There will be a zero-tolerance policy with regard to abuse of minors, and any reasonable suspicions of child abuse alleged to be perpetrated by staff, volunteers, members or non-members will be reported to the appropriate law enforcement or child abuse prevention authorities. The pastor or his designee will be responsible to provide yearly child abuse prevention training for all staff and volunteers.

B. The Administrative Council

1. The Administrative Council shall assist the pastor in promoting the spiritual welfare of the church, in conducting the church services, and in performing all other work of the church. The Administrative Council is responsible for making preparations to observe church ordinances and shall consider applications for church membership and affiliate members. The Administrative Council shall consider benevolence needs, disburse the benevolence fund in cooperation with the pastor, and assist the pastor in all other evangelistic efforts of the church. The Administrative Council shall assist the pastor in caring for the administrative needs of the church's various ministries. They shall provide the pulpit supply and choose a moderator for church meetings if the pastor is unavailable, or the office of pastor is vacant.
 - A) The Nominations Committee will be appointed by the Administrative Council and said committee will fill all of the committee appointments including Trustees
2. Following the annual church business meeting, the Administrative Council shall approve all appointments made by the nominations committee.
3. The Administrative Council with advice of the Pastor shall elect and appoint the Board of Trustees of the church. In addition to the various powers specifically granted the Board of Trustees under these bylaws, the Board of Trustees has authority to exercise the following powers, upon authorization by a majority vote of the eligible members at a duly called business meeting:
 - a. To purchase, lease, or otherwise acquire and maintain real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church.
 - b. To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church; to borrow money and incur indebtedness for the purpose and use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.

- c. To exercise all powers necessary for the dissolution of the church corporation.
 - d. To maintain the duties of loyalty to the church, confidentiality of church information, and fiduciary care regarding church finances, and a spiritual duty to pray for and support the church with their time, talents, and treasures.
4. All powers of the Administrative Council shall be compatible with the laws of the state of South Carolina.
 5. The Administrative Council shall, in conjunction with the pastor, conduct an annual ministry liability and safety review of the following policies and/or topics: child protection, including but not limited to worker screening procedures, child abuse reporting procedures, and worker training on child abuse prevention; building safety; security measures; insurance; financial accountability; transportation; sexual harassment; policies listed in IRS Form 990???, including a whistleblower policy, a document retention and destruction policy, and a church financial investment policy (if applicable).
 6. Each Administrative Council member shall review the bylaws annually and shall bring suggested changes to a meeting of the Administrative Council that has been designated for the purpose of reviewing the bylaws.

C. The Finance Committee

1. A Finance Committee or its equivalent composed of the committee Chairperson, the Pastor(s), the Chairperson of the Administrative Council, the Chairperson of the Pastor-Parish Relations Committee, the Chairperson of the Board of Trustees to be selected by that board, the Sunday School Superintendent, the Lay Leader, the Financial Secretary, the Treasurer and other members to be added as may be determined. Alternatively, the committee's responsibilities may be assigned to a different group. The chairperson of the Finance Committee shall be a member of the church council. The Financial Secretary, Treasurer, and church business administrator, if paid employees, shall be members without vote. The positions of Treasurer and Financial Secretary may not be combined and held by one person, and the persons holding these two positions should not be immediate family members. No immediate family members of any appointed clergy may serve as Treasurer, Finance Committee Chair, Financial Secretary, Counter, or serve in any paid or unpaid position under the responsibilities of the Finance Committee.
2. The Finance Committee shall oversee the stewardship of financial resources as their priority throughout the year, seeking as part of the ministry of discipleship to move members toward tithing and beyond, with an attitude of generosity.
3. All financial requests to be included in the annual budget of the local church shall be submitted to the Finance Committee. The Finance Committee shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The Finance Committee shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the Administrative Council. The committee shall carry out the Administrative Council's directions in guiding the Treasurer and Financial Secretary.
4. The committee shall designate at least two persons not of one immediate family residing in the same household to count the offering. They shall work under the supervision of the Financial Secretary. A record of all funds received shall be given to the Financial Secretary and Treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the Finance Committee. The Financial Secretary shall keep records of the contributions and payments. The Financial Secretary shall be adequately bonded.

5. The church Treasurer shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The church Treasurer shall make regular and detailed reports on funds received and expended to the Finance Committee and the Administrative Council. The Treasurer shall be adequately bonded.
6. The Finance Committee shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the Finance Committee.
The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons. The audit shall be conducted to reasonably verify the accuracy and reliability of financial reporting, determine whether assets are being safeguarded, and determine compliance with local law, local church policies and procedures. The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the Treasurer, Financial Secretary, Pastor(s), Finance Committee chair, Business Manager, those who count offerings i.e. Counter, Church Secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures; 3) a review of journal entries and authorized check signers for each checking and investment account; and 4) other procedures requested by the Finance Committee. The audit shall be performed by an audit committee composed of persons unrelated to the persons listed in #1 above or by an independent certified public accountant (CPA), accounting firm, or equivalent.
7. The committee shall recommend to the Administrative Council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.
8. Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be retained or used for any other purpose.
9. After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the Administrative Council.
10. The committee shall prepare at least annually a report to the Administrative Council of all designated funds that are separate from the current expense budget.

I. Pastor-Parish Relations Committee

1. A Pastor-Parish Relations Committee or its equivalent may be elected annually and composed of professing members of the local church. People serving on this committee must be engaged in and attentive to their Christian spiritual development to give proper leadership in the committee's responsibilities. In conducting its work, the committee shall identify and clarify its values for ministry. It shall engage in biblical and theological reflection on the mission of the church, the primary task, and ministries of the local church, and on the role and work of the pastor as they carry out their leadership responsibilities. The Chairperson of the Pastor Parish Relations Committee is a member of the Finance Committee.
2. No immediate family member of a pastor may serve on the committee. This Committee will be comprised of only non-kinship persons, meaning by marriage or blood. Only one person from the same family shall serve on the committee. The lay leader is automatically a member of the committee.
3. To secure experience and stability, the membership may be divided into three classes, one of which shall be elected each year for a three-year term. The lay leader is exempt from the three-year term on this committee. Members of the committee may succeed themselves for a second three-year term. When vacancies occur during the year, the Administrative Council shall elect successors.

4. The committee shall meet at least quarterly. The committee shall meet in closed session and information shared in the committee shall be confidential.
 5. The duties of the committee shall include the following:
 - a. To encourage, strengthen, nurture, support, and respect the pastor and their family.
 - b. To promote unity in the church.
 - c. To confer with and counsel the pastor on matters pertaining to their effectiveness in ministry; assessing their unique gifts and abilities; priorities in the use of gifts, skills, and time; relationships with the congregation; the person's health and self-care, including conditions that may impede their effectiveness of ministry; and to interpret the nature and function of the ministry to the congregation, while interpreting the congregation's needs, values, and traditions to the pastor.
 - d. To provide evaluation at least annually for the use of the pastor to enhance their effective ministry and to identify continuing educational needs and plans.
 - e. To communicate and interpret to the congregation the nature and function of ministry in St. Matthew Christian Church regarding open itinerancy and the preparation for ordained ministry.
 - f. To arrange with the Administrative Council for the necessary time and financial assistance for the attendance of the pastor at such continuing education, self-care, and spiritual renewal events as may serve their professional and spiritual growth.
 - g. To consult on matters pertaining to pulpit supply, proposals for compensation, travel expense, vacation, health and life insurance, pension, housing (which may be a church-owned parsonage or housing allowance in lieu of parsonage.), continuing education, and other practical matters affecting the work and families of the pastor, and to make annual recommendations regarding such matters to the Administrative Council, reporting budget items to the Finance Committee. The parsonage is to be mutually respected by the pastor's family as the property of the church and by the church as a place of privacy for the pastor's family. The committee will follow up to assure timely resolution of parsonage problems affecting the health of the pastor or pastor's family. The Chairperson of the Pastor-Parish Relations Committee, the Chairperson of the Board of Trustees, and the Pastor shall make an annual review of the church-owned parsonage to assure proper maintenance and to give immediate resolution to parsonage issues affecting the family's health and well-being.
 - h. The Pastor-Parish will also be the search committee for any potential new pastor for St. Matthew Christian Church, when the time comes.
- J. Trustees: The Administrative Council will establish a Board of Trustees to serve under its authority and oversee all real estate needs including legal issues, construction, repairs, and general upkeep. This board will elect its Chairperson and Secretary. The Chairperson is a Representative on the Finance Committee.
- D. Duties Of All Officers
1. All officers (Committee heads) shall prepare a written report of their work for the annual church business meeting and shall surrender all records in their possession to the church secretary at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office.
 2. Any officer who neglects his or her duties as outlined in the bylaws for a period of three months may be removed from office, at the discretion of the pastor and Administrative council, and

another may be appointed by the pastor and Administrative council to serve the un-expired term.

ARTICLE 6

CHURCH BUSINESS MEETINGS AND MEETINGS OF THE ADMINISTRATIVE COUNCIL

- A. Annual Church Business Meeting
 - 1. The annual church business meeting, for the election of officers and the transaction of other business, shall be held in the month of September. A quorum shall consist of the eligible members present. Public notice of the meeting shall be given from the pulpit for two successive Sundays immediately preceding the meeting.
 - 2. The Administrative Council chairman or his designee shall serve as moderator of church business meetings. Decisions will be made according to his/her sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter.
 - 3. For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers (or children, if circumstances so warrant) to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. If the moderator determines that compliance with his order of removal is unsatisfactory, he may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat the person as a trespasser.
 - 4. The fiscal year of the church shall begin January 1, and end December 31.
- B. Church Special Business Meetings: The pastor (or the Administrative Council, if the office of pastor is vacant or if the pastor is the subject of possible disciplinary action) may call a special church business meeting by giving notice from the pulpit to the church of such a meeting and the purpose for which it is called at least one Sunday and not less than one week prior to said meeting. A meeting for the calling of a pastor or for the discipline or removal of the pastor shall be called in accordance with the provision of Article 4 Section F.
- C. Voting: Voting at any church business meeting is limited to eligible members in good standing with the church who are physically present at the meeting; an exception to this in-person vote requirement exists if the church is meeting electronically as permitted by Article 6, Section A.5 of these bylaws. Absentee voting is not permitted, and any member who is undergoing church discipline at the time of a vote is not permitted to vote. A majority vote of those attending the meeting, whether in person or electronically, will constitute the requisite number of votes for passage of amendments and motions, whether by the Administrative council voting at an Administrative council meeting or by the members voting in a church business meeting.
- D. Motions: Members who desire that a certain motion be made, or subject matter be discussed during an annual, regular, or special business meeting must file a written recommendation with the Pastor and Administrative Council prior to the set meeting, who will then consider the proposal and proceed according to what they understand to be in the best interests of the church. All other motions will be presented by the pastor and/or chairman of the Administrative Council (or other moderator if the office of pastor is vacant) unless the pastor and/or the Administrative Council has delegated authority to another member and/or officer to raise certain motions. No motions will be made from the floor.
- E. Meetings of the Administrative council:
 - 1. Regular Meetings. These meetings shall be held at such time and place as the Administrative Council determines.

2. Special Meetings. The pastor or any two Administrative Council members may call a special meeting at any time, and nothing contained in this article shall be construed as limiting, fixing, or affecting the time or date when a meeting called by action of the Administrative Council may be held.
3. Notice of Meetings
 - a.—Method of Notice: Notice shall be sent by the “all call” system and by a Pulpit Announcement.
 - b. Content of Notice: Notice of any special meeting shall state the time, place, and purpose of the meeting.
4. Time of Notice: Notice of any special meeting shall be delivered by the person charged with giving notice, not less than two days before the date of the meeting.
- 5.—Quorum. A quorum for meetings shall consist of a majority of the council members then present.
6. Roles. At every meeting of the Administrative Council, the chairman, or in his absence, the officer designated by the chairman or in the absence of a designation, the person (who shall be one of the officers, if any is present) chosen by a majority of the Administrative Council members present, shall act as chairman and/or moderator, and shall conduct the meeting in an orderly manner as determined by the chairman. The Secretary of the Administrative council shall act as Secretary of all meetings and shall take accurate minutes at each meeting and promptly deliver such minutes to the church secretary. In the absence of the Administrative Council Secretary, the chairman may appoint another person to act as Secretary of the meeting.

ARTICLE 7 EDUCATIONAL MINISTRIES

- A. Purpose: The church believes that the home and church are responsible before God for providing a Christian education. To help fulfill this responsibility of imparting biblical truth and furthering the Great Commission, this church shall establish and maintain an educational program such as Sunday School and/or educational program (ex. Youth ministry programs and bible studies) for the purposes of winning souls to Christ and teaching Bible doctrine, godly worship, and biblical Christian living. To this end, the church shall engage in educational ministries.
- ~~B.~~ Church Participation: All educational programs or courses of instruction formulated and offered by the church shall be primarily for the benefit of the members of the church; however, non-church members may participate in church educational programs or courses of instruction.
- C. Agreement with Statement of Faith: All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the church and shall be taught and presented in full agreement with the statement of faith of the church and the inerrant Word of God. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or who expresses disagreement with the statement of faith or who adopts or lives a lifestyle inconsistent with the beliefs and practices of the statement of the faith, whether in or out of the classroom.

ARTICLE 8 COMMITTEES

- D. Actions of Committees: Committees have no authority to act on behalf of the church. Their primary function is to research and recommend. Committees shall make available upon request all records and materials to the pastor and church council, who shall have the right to overrule any plans or decisions made by the committee. Each committee shall have a secretary who keeps and timely

submit minutes of each meeting to the Pastor and Church Secretary to be filed with church records. If deemed appropriate by the pastor and church council, the committee secretary, in conjunction with the chairman, will submit an annual report to the church of the decisions and plans of the committee.

ARTICLE 9 DESIGNATED CONTRIBUTIONS

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. If the church receives a designated contribution for these funds or for any other designated purpose, the church will attempt to honor the designation; however, all designated contributions shall be deemed advisory rather than legally mandatory in nature and shall remain subject to the exclusive control and discretion of the Administrative Council with the advice of the Pastor. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Article 1.

ARTICLE 10 CONFLICT OF INTEREST POLICY

- A. Purpose: The purpose of this conflict-of-interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Definitions

1. Interested Person: Any trustee, officer, or member of a committee with governing church council-delegated powers who has a direct or indirect financial interest.
2. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any church with which the church has a transaction or arrangement.
 - b. A compensation arrangement with the church or with any individual or church with which the church has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any church or individual with which the church is negotiating a transaction or arrangement.
 - d. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Administrative Council of decides that a conflict of interest exists.
3. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. Church council: The Administrative Council, the Board of Trustees and the Pastor will determine procedures for determining a possible conflict of interest.

B. Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Administrative council and, if applicable, members of committees with governing Administrative council-delegated powers considering the proposed transaction or arrangement.
2. Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he

or she shall leave the Administrative council or committee meeting while the determination of a conflict of interest involving the transaction or arrangement is discussed and voted upon. The remaining Administrative council or committee members (as applicable) shall decide, by a majority vote, if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest
 - a. The chairman of the Administrative Council shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the Administrative Council or committee shall determine whether the church can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or church that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Administrative Council shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict-of-Interest Policy
 - a. If the Administrative Council has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Administrative council determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. Records of Proceedings
 - a. The minutes of the Administrative Council shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Administrative Council or committee's decision as to whether a conflict of interest in fact existed.
 - b. The minutes of the Administrative Council also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
6. Compensation
 - a. A voting member of the Administrative Council or any committee who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.
 - b. A voting member of the Administrative Council or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the church, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.
7. Annual Statements: Each director, officer, and member of a committee with governing church council-delegated powers shall annually sign a statement which affirms such person has received a copy of the conflict of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands the organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

8. Periodic Reviews: To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
 - b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the church's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.
9. Use of Outside Experts: When conducting the periodic reviews as provided for above, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the church council of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 11 BINDING CHRISTIAN ARBITRATION

- A. Submission to Arbitration: Members of the church must agree to submit to binding Christian arbitration any legal matters within the church that cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bring any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
- B. Arbitration Procedures: The procedures for arbitration shall be as adopted by the church council. If the church council has not adopted procedures, the church will use arbitration procedures provided by the National Center for Life and Liberty or similar Christian based arbitration provider. This arbitration provision is ecclesiastical and faith-based in nature and is intended to operate under the rules and guidelines of this local church. It is not intended to operate under any state or federal guidelines for arbitration.

ARTICLE 12 TAX-EXEMPTION PROVISIONS

- A. Private Inurement: No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof. (Clarification: non-profits money cannot be devoted to private uses.)
- B. Political involvement: No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. To the extent prohibited by law, the church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- C. Dissolution: Upon the dissolution of the church, the Administrative council shall, after paying or making provision for payment of all the liabilities of the church, dispose of all assets of the church to

such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as the Administrative council shall determine. Assets may be distributed only to tax-exempt organizations that agree with the church's statement of faith.

- D. Nondiscrimination Policy: The church shall not discriminate against members, applicants for membership, students, or others on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with the church's statement of faith, standard of conduct or other policies of the church. This policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local antidiscrimination laws or regulations.
- E. Limitation Of Activities: Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article I.

ARTICLE 13 AMENDMENTS

These bylaws may be revised or amended by a majority vote of the eligible members present and voting at any regular Administrative council meeting, provided that said revision or amendment is announced from the pulpit for at least two consecutive Sundays, and at least fourteen days before the vote is taken. Proposed amendments or changes must be made available to voting members for review at least one week prior to the meeting at which the vote to amend the bylaws will be taken. Amendments become effective immediately upon a majority vote approving same.

These initial bylaws were adopted by a majority vote of the council members present and voting at a duly called meeting of the Administrative council in which a quorum was present.

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| _____ | Date | _____ |
| Church Secretary | | |

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|---------------------------------|------|-------|
| _____ | Date | _____ |
| Chairman Administrative Council | | |

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| _____ | Date | _____ |
| Chair Board of Trustees | | |

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| _____ | Date | _____ |
| Pastor | | |

Member of Administrative Council