



MARTINSVILLE  
BAPTIST TABERNACLE

**BYLAWS**

# **Bylaws of Martinsville Baptist Tabernacle, Inc.**

**Effective March 25, 2018**

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## **Article 1: Name and Purpose**

### **Section 1.01: Name**

This congregation of believers shall be known as Martinsville Baptist Tabernacle, Inc. It is incorporated as a non-profit corporation under the laws of the state of Indiana.

### **Section 1.02: Purpose**

The corporation is organized exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue law), including, but not limited to, proclaiming the gospel of the Lord Jesus Christ, establishing and maintaining biblical Christian worship, teaching the Scriptures to believers of all ages, maintaining missionary activities in the United States and in any foreign country, providing pre-primary, primary, and secondary education to children, and engaging in any other activity permitted to corporations under the Indiana Nonprofit Corporation Acts and Section 501(c)(3) of the Internal Revenue Code of 1986.

## **Article 2: Tax-Exempt Provisions**

### **Section 2.01: Private Inurement**

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services to or on behalf of the corporation and to make payments and distributions in furtherance of the purposes set forth in Section 1.02 hereof.

### **Section 2.02: Political Involvement**

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. The corporation 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.

### **Section 2.03: Dissolution**

Upon the dissolution of the corporation, after paying or making provision for payment of all its liabilities, the corporation shall dispose of all of its remaining assets to such organizations formed and operated exclusively for religious, educational, and charitable 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 (or the corresponding provision of any future United States Revenue Law). Assets may be distributed only to tax-exempt organizations which agree with the corporation's Statement of Faith.

### **Section 2.04: Limitation of Activities**

Notwithstanding any other provision of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law).

## Article 3: Core Beliefs, Statement of Faith, and Standard of Conduct

### Section 3.01: Core Beliefs

- (A) The Bible. We believe that the sixty-six books of the Old and New Testaments form the complete Bible. The Bible alone is God-breathed, inerrant, and infallible, and is the final authority for faith and life.
- (B) The Trinity. We believe that there is one living and true God and that he eternally exists in three persons: Father, Son, and Holy Spirit. The persons of the Trinity have the same power and attributes but fulfill different roles.
- (C) Creation. We believe that the Genesis account of creation is a literal, historical account of God's creation of the universe in six literal, consecutive 24-hour periods.
- (D) The Fall of Man. We believe God created the first man morally innocent and sinless. However, Adam disobeyed God, and as a result, the human race became inherently sinful and alienated from God and was condemned to death and eternal punishment. Man is completely unable to change his inherent sinfulness, to atone for his sins, or to earn God's favor.
- (E) The Person and Work of Christ. We believe that the second person of the Trinity took on human flesh such that he is fully God and fully man in one person, the Lord Jesus Christ. He was miraculously conceived by the Holy Spirit and born of the virgin Mary. He lived a sinless life and then suffered, bled, and died on a cross as a sacrifice to atone for the sins of all people. He was buried, rose bodily from the dead on the third day thereafter, and ascended bodily to Heaven. He will personally, bodily, and visibly return to judge the earth and to establish his millennial kingdom on the earth.
- (F) Salvation. We believe that salvation includes the forgiveness of all sins, reconciliation to God, the new birth, and eternal life. We believe that God offers salvation to man as a free gift and that it can be received only by repentance to God and personal faith in the Lord Jesus Christ. Salvation can neither be received nor maintained by human effort.
- (G) The Holy Spirit. We believe that the Holy Spirit permanently indwells every believer from the moment he or she trusts in Christ for salvation. The Spirit enables believers to obey God and reject temptation.
- (H) The Devil (or Satan). We believe that Satan is an angel who was once holy and enjoyed God's favor, but sinned and fell from God's favor. He is completely wicked, is the enemy of God and man, and instigated the Fall of man. He is destined for final defeat and eternal punishment in the Lake of Fire.
- (I) The Intermediate and Eternal States. We believe that the souls of believers are, at death, absent from the body and present with the Lord. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection. We believe in the bodily resurrection of all people, the saved to eternal life with the Lord, and the unsaved to judgment and everlasting conscious punishment and torment in the Lake of Fire.

## Section 3.02: Statement of Faith

- (A) The Holy Scriptures.
- (1) We believe that the Holy Scriptures of the Old and New Testaments are the verbally and plerarily inspired word of God. The Scriptures, and only the Scriptures, are God-breathed, inerrant, and infallible, and are the final authority for faith and life. (2 Tim. 3:16–17; 2 Pet. 1:20–21)
  - (2) The sixty-six books of the Old and New Testaments form the complete canon of Scripture. They are the most extensive revelation of God to man, and God has not revealed himself to man in any other extant writings.
  - (3) The Scriptures shall be interpreted according to their literal, grammatical-historical meaning, and all issues of interpretation and meaning shall be determined by the pastor.
  - (4) The King James Version of the Bible shall be the only English translation used by any person when representing the church and in materials produced by the church in any medium.
- (B) Dispensationalism. We believe that the Scriptures interpreted in their literal, grammatical-historical sense reveal divinely determined dispensations, or stewardship arrangements, that define man's responsibilities in successive periods of time. These dispensations are not ways of salvation, but rather are divinely ordered arrangements by which God directs man according to His purpose. Three of these dispensations—the Mosaic law, grace, and the millennium—are the subjects of detailed revelation in Scripture. (Gen. 1:28–3:6; 4:1–8:14; 8:15–11:9; Gen. 11:10–Exod.18:27; Exod. 19:1–Acts 1:26; Acts 2:1–Rev. 19:21; Rev. 20:1–15)
- (C) The Trinity. We believe that there is one living and true God and that he eternally exists in three persons—Father, Son, and Holy Spirit—each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections, yet functioning in distinct roles. (Deut. 6:4; Mic. 5:2; Matt. 3:16–17; 28:19; John 1:1; 8:58; 10:30; 14:26; Acts 5:3–4; Phil. 2:6; Heb. 1:8–9; 9:14)
- (D) The Person and Work of Christ.
- (1) We believe that the eternal second person of the Trinity became a human being without ceasing to be God, such that he is fully God and fully man in one person, the Lord Jesus Christ. He was miraculously conceived by the Holy Spirit and born of the virgin Mary. (Isa. 7:14; 9:6; Luke 1:35; John 1:1–2, 14; Gal. 4:4; Phil. 2:5–7)
  - (2) We believe that the Lord Jesus Christ lived a sinless life and then suffered, bled, and died on a cross as a vicarious, substitutionary sacrifice to atone for the sins of all people. He was buried and rose bodily from the dead on the third day thereafter. By his resurrection, justification is made sure to every person who trusts in him for salvation. (Acts 2:22–36; Rom. 3:24–25; 4:24–25; 2 Cor. 5:21; Eph. 1:7; 1 Pet. 1:3–5; 2:24; Heb. 4:15; 10:8–14)
  - (3) We believe that, after his resurrection, the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God where, as our high priest, he fulfills the ministry of Intercessor and Advocate. (Acts 1:9–11; Heb. 7:25; 9:24; 1 John 2:1–2)
- (E) The Person and Work of the Holy Spirit.
- (1) We believe that the Holy Spirit is a person of the Trinity. He bears witness of the Lord Jesus Christ and convicts the world of sin, righteousness, and judgment. He is the supernatural agent in regeneration. All believers are baptized with the Holy Spirit

into Christ, and the Spirit indwells and seals them unto the day of redemption. (John 14:15–17; 15:26; 16:8–11; Acts 5:32; 1 Cor. 12:12–13; Eph. 1:13–14)

- (2) We believe that the Holy Spirit helps believers to understand and apply the Scriptures. The Spirit also enables believers to obey God and reject temptation. It is the privilege and duty of all those who are saved to be filled with the Spirit. (Rom. 8:1–4, 12; Eph. 5:18; Phil. 2:13; 1 John 2:27)
  - (3) We believe that God bestows at least one spiritual gift on every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the church to do the work of the ministry. (Rom. 12:3–8; 1 Cor. 12:4–11, 28; Eph. 4:7–16)
  - (4) We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. We believe that God sometimes grants physical healing but that Scripture does not promise health or healing to every believer in every situation. We believe that God can and does do miracles, but he does not promise to give believers the power to perform miracles. (1 Cor. 12:29–30; 2 Cor. 12:7–10; Phil. 2:25–30; 1 Tim. 5:23)
- (F) Creation and the Flood.
- (1) We believe that the Genesis account of creation is neither allegory nor myth, but a literal, historical account of God’s creation of the universe in six literal, consecutive 24-hour periods. We reject evolution, the gap theory, the day-age theory, and theistic evolution as unscriptural theories of origin. (Gen. 1–2; Ex. 20:11)
  - (2) We believe that the Genesis account of the Flood is an accurate historical record. The Flood was a literal, worldwide, catastrophic event in which all land on the planet was completely submerged in water. (Gen. 7–8; 2 Pet. 3:6)
- (G) The Fall of Man. We believe that man was created in the image of God and was morally innocent and sinless when he was created. However, Adam disobeyed God, and as a result of his sin, the human race fell, inherited a sinful nature, became alienated from God, and was condemned to death and eternal punishment. Man is completely unable to change his inherent sinfulness, to atone for his sins, or to earn God’s mercy, forgiveness, and favor. (Gen. 1:26–27, 31; 3:1–24; Rom. 3:19–20, 23; 5:12–19; 6:23; 7:14–25; Eph. 2:1–3; 4:17–19; Heb. 9:27; Rev. 20:15)
- (H) Human Freedom. We believe that God is ultimately responsible for deciding what will occur, but that he has given human beings the freedom and ability to choose whether or not to obey him. Fallen man’s inherent sinfulness hinders, but does not destroy, this ability (Jon. 3:5–10; 1 Kings 21:27–29; Acts 17:30; Rom. 7:14–25; Eph. 4:17–18).
- (I) Salvation. We believe that salvation includes the forgiveness of sins, reconciliation to God, the new birth, and eternal life. We believe that God offers salvation to man as a free gift and that it can be received only by repentance to God and personal faith in the Lord Jesus Christ, who atoned for our sins by shedding his blood and dying on the cross.

We believe that all people who believe in the Lord Jesus Christ for salvation are born again immediately by the Holy Spirit and become new creatures in Christ. (Matt. 12:31–32; John 1:12–13; 3:3–8; Rom. 5:10; 2 Cor. 5:17; Eph. 1:7; 2:8–10; 1 Pet. 1:18–19; 1 John 1:9)

- (J) Sanctification. We believe that sanctification is a process whereby the Holy Spirit makes believers in Jesus Christ more holy in character, desires, and actions. While sanctification is brought about by the Holy Spirit, a believer’s progress in sanctification depends on his or her willing obedience to God. (Rom. 12:1–3; Gal. 5:16; Phil. 1:6; 2:12–13; 2 Pet. 3:18)



- (K) The Eternal Security and Assurance of Believers.
- (1) We believe that once a person is saved, he is kept by God's power and remains secure in Christ forever. (John 6:39; 10:27–30; Rom. 8:1, 38–39; 1 Pet. 1:5)
  - (2) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's word, which, however, clearly forbids the use of Christian liberty to indulge in sin. (Rom. 13:13–14; Gal. 5:13; Titus 2:11–14)
- (L) The Church.
- (1) We believe that the local church must consist solely of born-again believers in Jesus Christ. (Acts 2:47; 14:23; 20:28)
  - (2) We believe that God intends the local church to meet for corporate worship, prayer, mutual edification, and the teaching and preaching of the word of God. (Acts 2:46–27; 20:20; 1 Tim. 4:13; Heb. 10:25)
  - (3) We believe that God has given the local church and all believers the responsibility to fulfill the Great Commission. (Matt. 28:18–20; Phil. 1:27; 2:16)
  - (4) We believe in the independence and autonomy of the local church free of any external authority or controls. No affiliations, societies, organizations, associations, or agencies that this church affiliates with to further the objectives stated in the Purpose Statement have or may have any authority over this church. (Matt. 18:15–17; Acts 5:29; 20:28; 1 Cor. 5:1–6:5; 1 Pet. 5:1–4)
  - (5) We recognize water baptism by immersion and the Lord's Supper as the only scriptural ordinances for the local church. (Matt. 28:19; Luke 22:19–20; Acts 2:38; 1 Cor. 11:23–26)
  - (6) We recognize pastors and deacons as the only scriptural offices of the local church. (Acts 14:23; 20:17, 28; 1 Tim. 3:1–13; Titus 1:5–9)
- (M) Baptism. We believe that baptism is the immersion in water of a believer in Jesus Christ. Baptism is commanded for all believers, but it has no saving or sanctifying effect. Rather, it serves as a testimony of the believer's faith in Christ. (Matt. 3:6; Matt. 28:19; John 3:23; Acts 8:36–39).
- (N) The Lord's Supper.
- (1) We believe that the Lord's Supper is a symbolic ceremony that the Lord Jesus commanded his disciples to practice. The bread used in the Supper represents the Lord Jesus' body and the grape juice represents his blood. The Lord's Supper has no saving or sanctifying effect. Rather, it is an observance by which believers remember and proclaim Christ's death. (1 Cor. 11:23–26)
  - (2) The Lord's Supper shall be open to all born-again believers in Jesus Christ who are seeking to live in obedience to God regardless of whether they are members of this church.
- (O) The Devil (or Satan) and Demons.
- (1) We believe that Satan is an angel who was once holy and enjoyed God's favor. However, through pride and ambition to be like God, Satan sinned and fell. He is completely wicked and is the enemy of God and man, the instigator of the Fall of man, the accuser of the saints, the ruler of the demons, the author of all false religions, and will empower the Antichrist. (Gen. 3:1–7; Isa. 14:12–15; Ezek. 28:14–17; Matt. 4:1–11; 13:19; John 8:44; 2 Cor. 4:4; 2 Thess. 2:8–10; 1 Pet. 5:8; 1 John 3:8; Rev. 12:3–4, 7–9; 13:1–4)

- (2) We believe that demons are angels who followed Satan in his rebellion against God (Matt. 25:41; Rev. 12:4, 7–9).
- (3) Satan and the demons are destined for final defeat and eternal punishment in the Lake of Fire, a place which is prepared for them. (Matt. 25:41; Rev. 19:20; 20:1–3, 7–10)
- (P) **The Second Coming of Christ.** We believe in the personal, imminent return of Christ, who will rapture his church prior to the seven-year Tribulation period. At the end of the Tribulation, Christ will personally, bodily, and visibly return with his saints to judge the earth and to establish his millennial kingdom on the earth, which kingdom was promised to the nation of Israel. (2 Sam. 7:12–16; Ps. 2; Isa. 9:6–7; Dan. 2:31–45; 7:1–14; Zech. 14:3–11; Matt. 24:29–31; Acts 1:11; 1 Thess. 1:10; 4:13–18; 5:9; Titus 2:13; 19:11–16; 20:1–6)
- (Q) **The Intermediate and Eternal States.**
- (1) We believe in the bodily resurrection of all people, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Dan. 12:2; John 5:28–29; 11:25–26; Rev. 20:4–6, 11–15)
- (2) We believe that the souls of believers are, at death, absent from the body and present with the Lord, where in conscious bliss they await the Rapture, when their souls will be united with glorified bodies to live forever with the Lord. (Luke 23:43; 1 Cor. 15:51–54; 2 Cor. 5:8; Phil. 1:23; 3:20–21; 1 Thess. 4:16–17; Rev. 20:4–6)
- (3) We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with their souls united with immortal bodies, they shall appear at the Great White Throne Judgment and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment and torment. (Matt. 25:41, 46; Mark 9:43–48; Luke 16:19–26; Rev. 20:11–15)
- (R) **Missions.** We believe that God has given the church the responsibility to proclaim the gospel to all nations so that there might be a great multitude from every nation, tribe, people, and language who believe on the Lord Jesus Christ. We must use all available means to go to the foreign nations and not wait for them to come to us. (Matt. 28:19–20; Mark 16:15; Luke 24:46–48; John 20:21; Acts 1:8; Rom. 10:13–15; Rev. 7:9)
- (S) **Giving.** We believe that every Christian, as a steward of that portion of God’s wealth entrusted to him, is obligated to support his local church financially. We believe that the Bible teaches that every Christian should give at least ten percent of what God gives him. In addition, every Christian, as God enables him, should give other offerings cheerfully for the support of the church, the relief of those in need, and the spread of the gospel. (Gen. 14:20; Prov. 3:9–10; Acts 4:34–37; 1 Cor. 9:7–14; 16:1–3; 2 Cor. 9; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17–18; Heb. 7; 1 John 3:17)
- (T) **Civil Government.** We believe that God has ordained and created all authority consisting of three basic institutions: (1) the family, (2) the church, and (3) the civil government. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by his word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The family, the church, and the civil government are equal and sovereign in their respective biblically assigned spheres of responsibility under God. We believe that we must obey the government unless it requires us to act contrary to our faith, at which time we must obey God rather than the government. (Matt. 22:15–22; Acts 5:29; Rom. 13:1–7; Eph. 5:22–24; Titus 3:1–2; Heb. 13:17; 1 Pet. 2:13–14)

- (U) Love. We believe that we should demonstrate love for all people. This includes not only fellow believers, but also those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal with those who oppose us graciously, gently, patiently, and humbly. 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 sinful actions. (Lev. 19:18; Matt. 5:43–48; Luke 6:31–36; 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 John 4:10–11)
- (V) Human Sexuality.
- (1) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 1:27; Gen. 2:24; 19:5, 13; Gen. 26:8–10; Lev. 18:1–30; Deut. 22:5; Matt. 19:4–5; Rom. 1:26–27; 1 Cor. 5:1, 13; 6:9–10, 15–20; 1 Thess. 4:3–5; Heb. 13:4; Jude 7).
  - (2) We believe that the only scriptural marriage is the joining of one naturally-born man and one naturally-born woman for life. (Gen. 2:24; Matt. 19:4–6; Rom. 7:2; 1 Cor. 7:10–11; Eph. 5:22–33)
- (W) Separation. We believe that believers should maintain a godly testimony and live in such a way that that their lives do not bring reproach upon their Savior. God commands his people to separate from all religious apostasy and all worldly and sinful pleasures, practices, and associations. We stand against any and all worldly philosophies that seek to destroy or undermine the truth of biblical Christianity. (Rom. 12:1–2; 14:13; 1 Cor. 6:19–20; 2 Cor. 6:14–7:1; 2 Tim. 3:1–5; 1 John 2:15–17; 2 John 9–11)
- (X) Gender Roles and Family Relationships.
- (1) We believe that men and women are spiritually equal in position before God (Gal. 3:28) but that God has ordained distinct and separate functions for men and women:
    - (a) The husband is to be the leader of the family. (Eph. 5:22–33; Col. 3:18; 1 Pet. 3:1–6)
    - (b) Men are to be the pastors and deacons of the church. Accordingly, only men are eligible for licensure and ordination by the church. (1 Tim. 2:11–14; 3:2, 4–5, 12; 1 Cor. 14:34–35)
    - (c) Only men are to teach the Bible to men or to hold positions of authority over other men in the church (1 Tim. 2:11–14). We do not consider female secondary education teachers as holding positions of authority over men merely by presiding over classes that include male students in a secondary education setting.
  - (2) We believe that God has ordained the family as the foundational institution of human society (Gen. 1:26–28; 2:20–24; Mk. 10:6–9; Heb. 13:4). Within the family:
    - (a) The husband is to love his wife as Christ loves the church. (Eph. 5:25–33; Col. 3:19; 1 Pet. 3:7)
    - (b) The wife is to submit herself to the scriptural leadership of her husband as the church submits to the headship of Christ. (Eph. 5:22–24, 33; Col. 3:18; 1 Pet. 3:1–6)

- (c) Children are an inheritance and reward from the Lord and are responsible for honoring and obeying their parents. (Exod. 20:12; Ps. 127:3; Eph. 6:1–3; Col. 3:20)
- (d) Parents are responsible for teaching their children spiritual and moral values through verbal instruction, consistent lifestyle example, and appropriate discipline, including scriptural corporal correction. (Exod. 20:12; Deut. 6:4–9; Prov. 19:18; 22:15; 23:13–14; Eph. 6:1–4, Col. 3:20–21)
- (Y) Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5; 139:14–16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15, 17; Luke 1:41, 44)
- (Z) Euthanasia and Assisted Suicide. We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift from God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of treatment. (Gen. 1:27; 2:7; Exod. 20:13; 23:7; Matt. 19:18; Acts 17:28)
- (AA) Lawsuits Between Believers. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe that such disputes should be mediated within the church. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1–8; Eph. 4:31–32; Matt. 18:15–17)

### **Section 3.03: Authority of Statement of Faith**

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 foregoing Statement of Faith accurately represents the teachings of the Bible.

### **Section 3.04: Standard of Conduct**

Members of this church are required to abide by the complete bylaws except paragraphs (B) through (S) in the Statement of Faith.

## Article 4: Membership

### Section 4.01: Qualifications for Membership

- (A) Those seeking membership must, 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. They also must evidence a genuine desire and intention to live for the Lord according to the Scriptures.
- (B) Before a candidate for membership may be recommended for membership:
- (1) He or she must be interviewed in person by at least two deacons. The pastor may participate in the interview at his discretion.
  - (2) He or she must sign a written agreement affirming the following statements:
    - (a) I have accepted the Lord Jesus Christ as my personal Savior.
    - (b) I have requested of my own free will to become a member of this church.
    - (c) I understand that being a member of this church is a privilege, not a right.
    - (d) I have received a copy of the complete bylaws of this church. I was given the opportunity to ask any questions I had regarding the contents of the bylaws and am satisfied with the responses received.
    - (e) I have read and understand the Core Beliefs of this church and paragraphs (A) and (T) through (AA) of the Statement of Faith of this church. I am not currently living in violation of the Core Beliefs or paragraphs (A) or (T) through (AA) of the Statement of Faith.
    - (f) I agree with and agree to abide by the Core Beliefs.
    - (g) I agree to abide by the Standard of Conduct of this church.
    - (h) I understand that violating the Core Beliefs or the Standard of Conduct can lead to church discipline, up to and including full termination of my membership.
    - (i) I agree to submit to the authority of this church and its leaders.
    - (j) If at any time I can no longer agree with the Core Beliefs or abide by the Standard of Conduct, or if I can no longer submit to the authority of the leaders of this church, I will voluntarily and quietly withdraw my membership from this church without causing discord among other members of this church.
- (C) After a candidate is recommended for membership, membership will be granted upon a majority vote of the members present at any church service or meeting, and upon compliance with any one of the following conditions:
- (1) By baptism (immersion) at this local church following a profession of faith as a believer in Christ Jesus as personal Savior;
  - (2) By letter of transfer from another Bible-believing church of like faith and practice (as determined by the pastor and deacons), or other written statement of good standing from the prior church if the applicant has been baptized by immersion subsequent to a profession of faith;
  - (3) By testimony of faith, having been baptized by immersion in another Bible-believing church of like faith and practice (as determined by the pastor and deacons); or
  - (4) By restoration, if having been removed from membership, upon majority vote of the congregation after satisfactorily evidencing repentance to the pastor and deacons.

## Section 4.02: Privileges of Membership

- (A) Only members at least eighteen years of age 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. The eligible membership of the church may only exercise voting privileges in those areas that are defined and limited by these bylaws. 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 pastor with the counsel of the deacons.
- (B) 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 with the counsel of the deacons. The internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor shall oversee and/or conduct all aspects of this church. The deacons shall give counsel and assistance to the pastor as requested by him.
- (C) Membership in this church does not afford the members 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 in his absence, an individual designated by the deacons) 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 in his absence, an individual designated by the deacons), be treated as a trespasser.
- (D) A member may inspect or copy the prepared financial statements of the church and the minutes of the proceedings of church and committee meetings, provided he shall have submitted a written request to the church and the church has received the written request at least five business days before the requested inspection date. Minutes from meetings of the deacons and meetings of the discipline committee are exempt from this provision and are not subject to inspection or copy.
  - (1) A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the church, the list of names and addresses of the church members, or the accounting books and financial records of the church.
  - (2) The church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.

## Section 4.03: Discipline Committee

There shall be a discipline committee consisting of the pastor and deacons. These men shall have sole authority in determining heretical deviations from the Core Beliefs and violations of the bylaws, including the Statement of Faith. If the pastor or a deacon is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. The pastor and deacons shall be entitled to the same steps as other church members and be subject to the same discipline.

## Section 4.04: Discipline of a Member

- (A) Members are expected to demonstrate special loyalty and concern for one another. When one member learns that another member has committed a sin of such magnitude that it hinders the spiritual growth and testimony of the offender or the church as a whole, he is to go to the offender alone and seek to restore his brother. Before he goes, he should first

examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.

- (1) If multiple members learned of the sin at the same time, they may go to the offender together.
  - (2) In the case of a publicly known sin, paragraphs (A) through (C) may be skipped.
  - (3) If the member who learned of the sin and the offender are opposite genders, the member who learned of the sin may tell one or more members of the discipline committee privately about the matter instead of approaching the offender. Those members of the discipline committee may confer with the rest of the committee, and one or more members of the committee may either arrange for another person to accompany the member to approach the offender or arrange for another member to go to the offender in place of the member who learned of the sin. In the latter case, the member who approaches the offender will function as the member who learned of the sin in paragraph (B).
- (B) If restoration is not achieved, the member who learned of the sin is to go to the offender a second time with one or two other members. This second step also should be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- (C) If restoration still is not achieved after the steps outlined in paragraphs (A) and (B) have been taken, the members who confronted the offender are to tell the discipline committee privately about the matter.
- (D) The discipline committee shall determine whether to present the matter to the church.
- (E) If the discipline committee decides to present the matter to the church, the committee may do so at any regular church administration meeting or at a special meeting called for that purpose. At the meeting, a member of the committee shall explain the matter to the church. The offender shall be given a reasonable opportunity to answer for himself in accordance with Section 9.02(D). If the offender refuses to repent and be restored, he is to be removed from the membership of the church upon a majority vote of the membership present at the meeting. The member subject to disciplinary action is not entitled to vote on his own discipline.
- (F) The procedures provided in this section are based on Deut. 19:15–19; Prov. 25:9; Matt. 18:15–17; 1 Cor. 5:1–13; 2 Cor. 13:1; Gal. 6:1; 1 Thess. 5:14; 2 Thess. 3:6–15; and Titus 3:10–11.

## **Section 4.05: Automatic Termination of Membership**

- (A) The membership of any individual member shall automatically terminate without notice if the member in question has not attended a regularly scheduled service of the church in the preceding three months. Upon good cause being shown to the pastor and deacons, this provision for termination may be waived in the case of any individual member at the discretion of the pastor and deacons.
- (B) No member of this church may hold membership in another church. The membership of any individual member shall automatically terminate without notice if the member unites in membership with another church.
- (C) The membership of any individual member shall automatically terminate without notice if the deacons or pastor become aware of a member's open and unrepentant involvement in any sexual misconduct described in Section 3.02(V) or if a member files a lawsuit in violation of Section 3.02(AA).

- (D) The membership of any individual member shall automatically terminate without notice if the member openly, knowingly, and unashamedly disagrees with any provision found in the Statement of Faith.
- (E) The membership of any individual member shall automatically terminate without notice if the member in a spirit of dissension actively engages in any discussions and/or intentionally organized meetings in a concerted effort to overthrow the pastor or present church leadership.
- (F) The membership of an individual will automatically terminate upon his or her death.
- (G) No provision contained in this section shall be subject to or governed by the procedures regarding discipline of members set forth in Section 4.04.
- (H) 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 and deacons.

### **Section 4.06: Persons Removed from Membership**

All persons removed from church membership must immediately return any property belonging to the church. If a person is removed from membership through any provision in Sections 4.04 or 4.05(C) through 4.05(E), members of the church should have no social contact with him, and any contact from that point forward (except by family members) must be for the sake of restoration. He may not attend any church service, meeting, ministry, or event except for the purpose of expressing genuine repentance and a desire to be reconciled to the church. (Matt. 18:17; 1 Cor. 5:2, 5, 7, 11, 13; 2 Thess. 3:6, 14)

### **Section 4.07: Transfer of Membership**

Members not under the disciplinary process of Section 4.04 may request that letters of transfer be sent to another church of like faith and practice (as determined by the pastor and deacons).

### **Section 4.08: Affiliated Co-Laborer**

Those desiring fellowship, accountability, and opportunities for service with this assembly on a temporary basis but who maintain active membership in a like body of believers may be granted affiliated co-laborer status with this church. The affiliated co-laborer may be eligible to serve in certain capacities determined by the pastor and deacons and may attend fellowship events granted for members. This affiliation does not grant membership or the rights of membership to the individual(s) so granted. Affiliated co-laborers 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 affiliated co-laborer with this assembly must request so of the pastor, who will, in consultation with the deacons, decide if affiliated co-laborer status may be granted to the individual. If the pastor and deacons so determine, the person may be granted such upon a majority vote of the church membership at any public service or church administration meeting.



## **Article 5: Officers**

### **Section 5.01: Church Officers**

- (A) The church officers are pastor, deacon, church clerk, church treasurer, and offerings secretary. One person may hold up to two offices, except that the pastor may not hold any other offices. The offerings secretary may not be the same person as the church treasurer.
- (B) All church officers except the pastor and the church treasurer must be elected by a majority of the present, voting membership at a regular church administration meeting, except that vacancies may be filled at any regular or special church administration meeting in accordance with Section 5.10.
- (C) The pastor shall appoint the church treasurer subject to a majority confirmation vote by present, voting church members at any regular or special church administrative meeting.
- (D) The pastor, from time to time as he deems appropriate, may appoint other church officers, subject to a majority confirmation vote by present, voting church members at any regular or special church administrative meeting.

### **Section 5.02: Designation of Corporate Officers**

As an accommodation to legal relationships outside the church, the pastor shall serve as president of the corporation; the church clerk shall serve as secretary of the corporation; the church treasurer shall serve as treasurer of the corporation; and the chairman of the deacons shall serve as vice president of the corporation. The pastor and deacons shall constitute the board of directors of the corporation.

### **Section 5.03: General Eligibility for All Officers**

- (A) The church shall not install or retain an officer who fails to adhere to or expresses disagreement with the Core Beliefs set forth in Article 3. All church officers, upon request of the pastor, shall affirm their agreement with the Core Beliefs.
- (B) Only church members who have been members for at least one continuous year are eligible for election or appointment to any church office or position, except that a member who has not been a member for one continuous year may be appointed as church treasurer.
  - (1) This requirement shall not apply to candidates for the office of pastor.
  - (2) This requirement may be waived at the discretion of the pastor and deacons for persons who have been members of this church previously for at least one continuous year.
  - (3) Affiliated co-laborers with this ministry are not eligible for election or appointment to a church office or position.
- (C) Only church members who have been nominated for a church office in accordance with Section 5.07 or 5.10 are eligible for election. Church members who have been appointed for a church office in accordance with Sections 5.01(C) or 5.01(D) are eligible for confirmation.
- (D) Upon termination of membership any officer of the church shall immediately forfeit his position and return any church property to the church office.

## Section 5.04: Eligibility for Deacons

- (A) The church shall not install or retain a deacon whose life does not align with the qualifications of a deacon as described in 1 Timothy 3:8–13.
- (B) A deacon may be removed from office for unbiblical conduct, as determined by the other deacons, upon a majority vote of the remaining deacons.

## Section 5.05: Minimum Numbers of Officers

The church shall have at least three deacons. Subject to the foregoing requirement, the number of deacons may be set or changed by the pastor and deacons.

## Section 5.06: Terms of Office

- (A) The relationship between the 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. The severance of the relationship between the pastor and the church may be considered at any regular or special church administration meeting by following the procedures outlined in Section 9.03, provided notice of the meeting shall have been given from the pulpit to the church two Sundays prior to the meeting. A two-thirds (2/3) majority of the eligible members present and voting shall be required to sever the relationship between the pastor and the church. Disciplinary removal of the pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to the requirements of Section 4.01(C).
- (B) Deacons.
  - (1) The term of service for a deacon shall be three years.
  - (2) Staggering of Terms.
    - (a) The total number of deacons shall be divided into three groups, with each group containing as near as possible to one-third of the total. The deacons' terms of service shall be staggered such that the terms of the deacons in one group will expire each year.
    - (b) When the total number of deacons is changed, the terms of service of some or all of the deacons who will be elected at up to the next two annual church administration meetings shall be shortened if necessary to ensure that the total number of deacons is distributed as evenly as possible into three groups.
    - (c) When the total number of deacons is decreased, there may be fewer than three groups of deacons for up to two years if necessary in order to maintain the total number of deacons.
  - (3) A decrease in the number of deacons does not shorten an incumbent deacon's term.
  - (4) Deacons may not be re-elected for one year after their terms of service end unless their terms of service were shortened in accordance with paragraph (2).
- (C) There shall be no limit on the church treasurer's term of service.
- (D) The term of service for all other offices and positions in the church shall be one year, at the expiration of which the officers may be re-elected or re-appointed.
- (E) The terms of service for officers elected or appointed at the annual church administration meeting shall begin on the first day of the month following the meeting. All elected and appointed officers shall serve in their respective offices until their successors' terms of service begin.

- (F) The term of service of an officer elected to fill a vacancy expires at the end of the term for which the officer's predecessor was elected.

### **Section 5.07: Nominating Candidates for Offices**

- (A) Prior to the annual church administration meeting, the deacons shall nominate eligible candidates for the offices whose terms of service will expire at the end of the month in which the meeting will occur. A list of the nominees shall be posted in a conspicuous place in the church building two weeks before the annual church administration meeting.
- (B) Any church member may recommend to the deacons any church member for nomination for any office until the end of the day on the eighth Sunday before the annual church administration meeting. The deacons shall consider all such recommendations and may nominate any of the recommended persons who are eligible for the offices for which they were recommended.

### **Section 5.08: Election of Officers**

The annual election of officers by the church membership shall occur at the annual church administration meeting.

### **Section 5.09: Resignation**

Any officer except the pastor may resign at any time by delivering notice to the pastor.

### **Section 5.10: Vacancies**

If a vacancy occurs in any office except that of the pastor or the church treasurer, the deacons may nominate one or more eligible candidates for the vacant office, and a nominee may be elected to fill the vacancy at any regular or special church administration meeting by a majority vote of present members.

### **Section 5.11: Calling a Pastor**

Upon the resignation, death or dismissal of the pastor, the church shall seek a candidate who completely subscribes to the Core Beliefs and is willing to uphold the bylaw provisions of this church, and whose life aligns with the qualifications of a pastor as described in 1 Timothy 3:1–7 and Titus 1:6–9. The church shall abide by the following guidelines for calling a pastor:

- (A) The deacons shall select a pulpit committee to consist of all deacons and up to as many other members as there are deacons, who shall be elected by a simple majority of the deacons. The pulpit committee shall interview potential candidates and will only consider men who completely subscribe to the Core Beliefs and are willing to uphold the bylaw provisions contained herein.
- (B) Prior to being announced to the congregation as a formal candidate, any man being considered for pastoral candidate must preach at least one Sunday service. Thereafter, upon a majority vote of the deacons, the pulpit committee may formally announce the candidate to the church, after which the candidate must preach at least two regularly scheduled services and be available for a church-wide question-and-answer time prior to being voted upon by the congregation.

- (C) Notice from the pulpit must be given two consecutive Sundays prior to a formal candidate's preaching services, and two consecutive Sundays prior to the church congregational vote.
- (D) In order for a candidate to be elected as pastor, he must receive a three-fourths (3/4) majority of the votes cast by the present voting members. The pulpit committee will only present for consideration to the church one candidate at a time, and an up or down vote must be cast prior to consideration of other potential candidates.

## Article 6: Duties and Powers of Officers

### Section 6.01: The Pastor

- (A) The pastor shall preach the word of God regularly and shall be at liberty to preach and apply anything in the Bible as the Lord leads him. He shall administer the ordinances of the church, supervise the ministries of the church, tenderly watch over the spiritual interests of the membership, and perform such other duties as generally appertain to such a position. The pastor shall be free to choose the means and methods by which he exercises the ministry God has given him.
- (B) The pastor shall act as moderator at all church administration meetings except meetings in which possible disciplinary action against the pastor or severing the relationship between the church and the pastor will be considered.
- (C) Subject to the approved budgetary allowance, and on the condition that they shall become a member of the church upon assuming their duties, the pastor may hire associates, administrative staff, teachers, assistants, and other staff to assist him in carrying out his God-given responsibilities.
- (D) The pastor may appoint a church member, with that member's consent, to supervise a ministry of the church.
- (E) 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 purposes other than the stated appointments, shall be under the control of the pastor and deacons, who shall be able to determine the appropriateness of practices as well as persons permitted to use the church property.
- (F) 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 the chairman of the deacons in the case of a vacancy in the office of pastor or where the pastor is ill and 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.
- (G) The pastor shall have the authority to establish mandatory policies and procedures for the ministries of the church. The pastor shall have the authority, in coordination with the deacons, to establish mandatory safety and security procedures for all ministries and programs involving minors.

### Section 6.02: The Deacons

- (A) The deacons shall assist the pastor, in such manner as he shall request, in promoting the spiritual welfare of the church, in conducting the church services, in administering the ordinances of the church, and in performing all other work of the church. The deacons are responsible for making preparations to observe church ordinances. They shall disburse the benevolence fund in cooperation with the pastor and shall assist him in visitation and in the church's evangelistic efforts. The deacons shall assist the pastor in caring for the administrative needs of the church's various ministries. They shall choose a moderator for church administration meetings if the pastor is unavailable or the office of pastor is vacant.

- (B) At the first meeting of the deacons that occurs after the annual church administration meeting, the deacons shall elect from their own number a chairman, who shall be vice president of the corporation, and a secretary.
- (C) The chairman of the deacons shall act as moderator at church administration meetings in which possible disciplinary action against the pastor or severing the relationship between the church and the pastor will be considered.

### **Section 6.03: The Board of Directors**

- (A) The board of directors shall exercise the following specific powers only upon authorization by a majority vote of the members present at a duly called church administration meeting:
  - (1) To purchase, lease, or otherwise acquire 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; and
  - (2) 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.
- (B) The board of directors shall exercise all powers necessary for the dissolution of the church corporation only upon authorization by a three-fourths (3/4) majority vote of the members present at a duly called church administration meeting.
- (C) All powers of the directors shall be compatible with the laws of the state of Indiana.

### **Section 6.04: Church Clerk**

The church clerk shall:

- (A) Certify and keep the original bylaws or a copy, including all amendments or alterations to the bylaws, and certificates of ordination and license.
- (B) Keep minutes of all church administration meetings, including the time and place of holding, the notice given, and the names of those present (unless a church-wide meeting), and an accurate record of all church business approved at each meeting. A copy of these minutes shall be kept as a permanent record of the church and shall be made available at all reasonable times to any proper person on terms provided by law and pursuant to these bylaws.
- (C) Sign, certify, or attest documents as may be required by law; see that reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
- (D) See that all notices are duly given in accordance with the provisions of these bylaws. (In case of the absence or disability of the clerk, or his refusal or neglect to act, notice may be given and served by the pastor or by the chairman of the deacons.)
- (E) Keep all records at the church office or in the possession, custody, or control of the church and deliver them to his successor upon leaving office.
- (F) Serve as the secretary of the corporation and be a member in good standing.

## **Section 6.05: Treasurer**

The treasurer shall:

- (A) Keep at the church office or in the possession, custody, or control of the church an accurate and permanent record of all financial transactions of church funds.
- (B) Make reports of itemized disbursements and the financial condition of the church as requested by the pastor or the deacons, and for annual, quarterly, or other regular or special church administration meetings.
- (C) Make reports of itemized disbursements and the financial condition of the Christian school as requested by the school administrator.
- (D) Deliver all records to his successor upon leaving office.
- (E) Receive and help prepare receipts for all contributions, gifts, and donations to the church and receive all other payments to the church.
- (F) Verify all funds received from the church offerings secretary and deposit these and all other funds received at an approved banking facility or trust company as shall be selected by the pastor and deacons.
- (G) Disburse funds as directed by the church or as approved per Section 10.05.
- (H) Serve as the treasurer of the corporation and be a member in good standing.

## **Section 6.06: Offerings Secretary**

The offerings secretary shall:

- (A) Count, along with two other persons so appointed, and record in a permanent record all the monies received in offerings for the church (not including the Christian school). This shall be done following each service or day of services of the church.
- (B) Convey in a timely manner all funds received in offerings (except for the Christian school) to the treasurer for verification and deposit in the bank, and shall provide the treasurer with a record of all monies received, specifying the distribution into various funds as designated. A copy shall be provided to the pastor each week or upon request.
- (C) Maintain a permanent weekly record of individual giving for all donations, offerings, contributions, and gifts (except those for the Christian school), and shall guard said records confidentially as a sacred trust. The offerings secretary shall issue an official receipt to each contributor at the end of the fiscal year.
- (D) The chairman of the deacons may assume the duties of the offerings secretary in the absence of an offerings secretary, unless already serving in the capacity of treasurer.

## **Section 6.07: Associate Pastors**

Under the direction and guidance of the pastor, the associate pastor(s) of the church shall assist the pastor in carrying out the ministries of the church.

## **Section 6.08: Duties of All Officers**

- (A) All officers shall surrender all records in their possession to the church clerk 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 at the church office or in the possession, custody, or control of the church.

- (B) Any officer, except the treasurer, who neglects his duties as outlined in the bylaws for a period of three months may be removed from his office at the discretion of the pastor and deacons. The treasurer may be removed from his office at any time at the discretion of the pastor and deacons if he neglects his duties.



## **Article 7: Staff and Volunteers**

### **Section 7.01: Pastoral Oversight of Staff and Volunteers**

All church staff and volunteers shall be under the supervision of the pastor, who has the sole authority to dismiss the same, except that the school administrator may dismiss staff or volunteers of the Christian school as described in Section 7.03(D).

### **Section 7.02: Eligibility**

- (A) The church and its ministries shall not hire, appoint, or retain any employee or volunteer who is a member of the church but (1) fails to adhere to or expresses disagreement with the Core Beliefs, (2) openly, knowingly, and unashamedly expresses disagreement with the Statement of Faith, or (3) adopts or lives a lifestyle inconsistent with the beliefs and practices of the Statement of Faith or this church, whether in or out of the church.
- (B) The church and its ministries may hire, appoint, or retain an employee or volunteer who is not a member of the church only if the employee or volunteer:
  - (1) adheres to and does not express disagreement with the Core Beliefs;
  - (2) does not openly, knowingly, and unashamedly express disagreement with the Statement of Faith in the course of his or her duties;
  - (3) adopts and lives a lifestyle consistent with the beliefs and practices of the Statement of the Faith and this church in the course of his or her duties;
  - (4) is supportive of the church in the pastor's estimation; and
  - (5) whose lifestyle outside of the church does not risk damaging the testimony of the church in the pastor's estimation.

### **Section 7.03: School Administrator**

- (A) The school administrator shall supervise the Christian school under the direction and guidance of the pastor. All school faculty and staff shall be under the school administrator's supervision.
- (B) Subject to the pastor's approval and the conditions stated in Section 6.01(C), the school administrator may hire assistant administrators to assist him in carrying out his responsibilities.
- (C) Subject to the pastor's approval, the school administrator shall have the authority to set a provisional budget for the Christian school that will take effect at the beginning of the school fiscal year and remain in effect until the church approves the budget for the school fiscal year.
- (D) The school administrator shall have the authority to hire, appoint, or dismiss school staff and volunteers subject to the pastor's approval or, if the office of pastor is vacant, subject to the approval of the deacons. If, in the school administrator's judgment, there is reasonable cause to believe that continuing the employment or service of a school staff member or volunteer imminently endangers any person, church property, or the testimony of the church, he may dismiss the staff member or volunteer without the pastor's approval or, if the office of pastor is vacant, without the approval of the deacons.
- (E) When the Christian school is in session or during any of its ministries, activities, and events that take place on church property, the school administrator has the authority to suspend or

revoke the right of any person, including a church 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 school administrator, be treated as a trespasser.

### **Section 7.04: Assistant School Administrators**

Under the direction and guidance of the school administrator, the assistant school administrator(s) shall assist the school administrator in supervising the Christian school.

### **Section 7.05: Facilities and Grounds Manager**

The facilities and grounds manager shall be responsible for maintaining and caring for the church facilities and grounds under the direction and guidance of the pastor. The facilities and grounds manager shall supervise the caretakers.

### **Section 7.06: Caretakers**

- (A) Under the direction and guidance of the facilities and grounds manager, the caretakers shall assist him in carrying out his responsibilities to maintain and care for the church facilities and grounds.
- (B) The caretakers shall be nominated and elected, caretakers may resign, and vacancies among the caretakers shall be filled, by following the processes for church officers described in Sections 5.01 and 5.07 through 5.10. The caretakers shall be subject to the requirements for church officers described in Section 5.03 except 5.03(B). However, the caretakers shall not be considered officers.
- (C) The number of caretakers may be set or changed by the pastor and deacons.
- (D) Term of Service.
  - (1) The term of service for a caretaker shall be three years.
  - (2) Staggering of Terms.
    - (a) The total number of caretakers shall be divided into three groups, with each group containing as near as possible to one-third of the total. The caretakers' terms of service shall be staggered such that the terms of the caretakers in one group will expire each year.
    - (b) When the total number of caretakers is changed, the terms of service of some or all of the caretakers who will be elected at up to the next two annual church administration meetings shall be shortened if necessary to ensure that the total number of caretakers is distributed as evenly as possible into three groups.
    - (c) When the total number of caretakers is decreased, there may be fewer than three groups of caretakers for up to two years if necessary in order to maintain the total number of caretakers.
  - (3) A decrease in the number of caretakers does not shorten an incumbent caretaker's term.
  - (4) Caretakers may not be re-elected for one year after their terms of service end unless their terms of service were shortened in accordance with paragraph (2).

## **Section 7.07: Assistant Treasurers**

- (A) The pastor may appoint one or more church members, with their consent, to serve as assistant treasurers. Assistant treasurers shall not be considered church officers.
- (B) Under the direction and guidance of the church treasurer, the assistant treasurer(s) shall assist the treasurer in carrying out his responsibilities.

## Article 8: Committees

### Section 8.01: Standing Committees

- (A) Except when otherwise specifically provided in these bylaws:
- (1) The pastor (or the deacons if the office of pastor is vacant) shall appoint standing committees as he deems appropriate and shall designate a chairperson and the membership for each standing committee.
  - (2) The pastor shall have the authority to set or change the term of service for membership on any standing committee. When the term of service of a member of a standing committee expires, he may be re-appointed.
  - (3) The pastor may dissolve any standing committee as he deems appropriate.
- (B) Christian School Committee.
- (1) There shall be a Christian School Committee that will provide advice and guidance to the school administrator and the pastor at their request on matters pertaining to the Christian school. The term of service for members of the Committee shall be one year, at the expiration of which the members may be re-appointed. The pastor may not dissolve the Committee.
  - (2) The Committee shall recommend plans, policies, and procedures to the school administrator and the pastor that will further the mission of the school and promote good stewardship of its resources.
  - (3) The Committee shall exercise due diligence to maintain an awareness of the legal requirements incumbent upon the school. The Committee shall recommend to the school administrator and the pastor any appropriate steps to ensure that the school meets the requirements.
  - (4) When the position of school administrator is vacant, the pastor shall present one or more candidates for the position to the Committee, and the Committee shall evaluate the candidates and give their evaluations to the pastor.
  - (5) The Committee shall review the annual budget for the Christian school before the budget is presented to the church. The Committee may make recommendations about the budget to the school administrator and the pastor.

### Section 8.02: Special Committees

The deacons, in their discretion, may create special committees to provide the deacons with advice and information regarding matters submitted to the committee by the deacons for consideration. The committee shall have no authority to act on behalf of the corporation. Nominations for special committee members shall be made by the pastor or such persons as he shall appoint to make such nominations. The members of the committee shall be chosen by a majority vote of the deacons and shall serve solely at the pleasure of the deacons. The special committee shall be subject to the control and direction of the deacons at all times.

### Section 8.03: Actions of Committees

- (A) Committees, whether standing or special, have no authority to act on behalf of the corporation. Their primary function is to research and recommend. Committees shall make available upon request all records and materials to the pastor or deacons, who shall have the

right to overrule any plans or decisions made by the committee. Each committee shall have a secretary that keeps minutes of each meeting and shall timely submit the minutes to the pastor and church clerk to be filed with church records. If deemed appropriate by the pastor and deacons, the committee secretary, in conjunction with the chairman, shall submit an annual report to the church of the decisions and plans of the committee.

- (B) When the pastor serves as a chairperson or member of a committee, he shall be a non-voting member of the committee.

## **Article 9: Meetings**

### **Section 9.01: Meetings for Public Worship**

Unless otherwise determined by the pastor, the church shall meet each Sunday for public worship, both morning and evening, and at least once during the week for Bible study and prayer. Bible conferences, missions conferences, revivals, and other special meetings may be held as the pastor deems beneficial.

### **Section 9.02: Meetings for Church Administration**

- (A) The annual church administration meeting for the election of officers and the transaction of other business shall be held in the month of January. A quorum shall consist of the members present. Public notice of the meeting shall be given from the pulpit for two successive Sundays immediately preceding the meeting.
- (B) Quarterly church administration meetings shall be held for transacting business. A quorum shall consist of the members present. Public notice of each meeting shall be given from the pulpit at least one Sunday and not less than one week prior to the meeting.
- (C) The pastor may call a special meeting by giving notice of such a meeting and the purpose for which it is called to the church from the pulpit at least one Sunday and not less than one week prior to said meeting. The deacons may follow the same procedure to call a special meeting if the office of pastor is vacant, the pastor is the subject of possible disciplinary action, or a motion to sever the relationship between the pastor and the church will be presented at the meeting. A meeting for calling a pastor shall be called in accordance with Section 5.11. A meeting for severing the relationship between the church and the pastor shall be called in accordance with Section 5.06(A).
- (D) For any meeting under this article, the moderator shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and his decision is final and controlling.
- (E) For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers 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. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 4.02(C) and treat the person as a trespasser.

### **Section 9.03: 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 deacons at least two weeks prior to the set meeting. The pastor and deacons will then consider the proposal and proceed according to their conscience and what they understand to be in the best interests of the church. All other motions will be presented by the pastor and/or a deacon (or other moderator if the office of pastor is vacant) unless the pastor and/or deacons has delegated authority to another member and/or officer to raise certain motions.

## **Article 10: Finances**

### **Section 10.01: Fiscal Year**

- (A) The fiscal year of the church (except the Christian school) shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.
- (B) The fiscal year of the Christian school shall begin August 1 and end July 31.

### **Section 10.02: Church Budget**

- (A) The annual budget for the church (not including the Christian school) shall be presented to the church at the annual church administration meeting. The budget shall take effect retroactively to the beginning of the fiscal year once it is approved by a majority vote of the members present at the meeting or at another meeting called for the purpose of considering the budget. The budget for the previous fiscal year shall remain in effect until the new budget is approved.
- (B) The annual budget for the Christian school shall be presented to the church at a regular or special church administration meeting in the month of October. The budget shall take effect once it is approved by a majority vote of the members present at the meeting or at another meeting called for the purpose of considering the budget.

### **Section 10.03: Annual Audit**

The financial records of the church shall be audited annually.

### **Section 10.04: Expenditures**

- (A) Expenditures may be made by any method of payment approved by the pastor and deacons or, for the Christian school, by the pastor and the school administrator. No expenditures except miscellaneous petty cash disbursements shall be made by cash.
- (B) At least two directors of this corporation shall be authorized to disburse funds in the treasurer's absence. The chairman of the deacons shall not perform this duty if functioning as the financial secretary. No persons shall be permitted to sign checks written to themselves or otherwise disburse funds to themselves.

### **Section 10.05: Extra-Budget Expenditures**

The pastor and deacons may make or authorize the making of any expenditure or obligation in any amount not exceeding one half of one percent of the total budget for the church (not including the Christian school). The membership may make or authorize the making of any expenditure or obligation in any amount whatsoever.



## **Article 11: Educational Ministries**

### **Section 11.01: Purpose**

- (A) This church believes that the family and the church are responsible before God for providing a Christian education. To help fulfill this responsibility, this church shall establish and maintain:
- (1) educational programs (such as a Sunday School program) for the purpose of proclaiming the gospel of Jesus Christ and teaching Bible doctrine, godly worship, and biblical Christian living; and
  - (2) a Christian school that may include pre-primary, primary, and secondary grades.
- (B) To the ends described in paragraph (A), the church shall engage in educational ministries in keeping with the following dictates.

### **Section 11.02: Participation**

The Christian school may permit persons who are not members of the church to enroll in the school if they meet the eligibility requirements established by the school administrator.

### **Section 11.03: Staff Membership**

- (A) All instructors, teachers, and administrators shall be members of this church. However, this requirement shall not apply to:
- (1) visiting missionaries, evangelists, preachers, or teachers engaged for the purpose of delivering sermons, teaching lessons, or conducting revivals or other special meetings on a temporary basis;
  - (2) staff in the Christian school whose primary responsibilities usually do not include teaching but who are assigned to teach on a temporary basis;
  - (3) staff in the Christian school whose primary responsibilities usually include coaching sports but usually do not include teaching other subjects; and
  - (4) persons who are hired to serve as substitute teachers in the Christian school.
- (B) The pastor and deacons may approve exceptions to the requirement stated in paragraph (A).

### **Section 11.04: Agreement with Statement of Faith**

All educational programs or courses of instruction shall be taught and presented in full agreement with the Statement of Faith of the church.

### **Section 11.05: Teaching**

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant word of God. Any assertion or belief that conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant word of God as the sole infallible source of knowledge and wisdom.

## **Article 12: Indemnification**

### **Section 12.01: Provision for Indemnification**

- (A) The church may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a pastor, deacon, officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful.
- (B) The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person (1) did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the church, or (2) with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

### **Section 12.02: Limitations Of Indemnification**

Any indemnification made under this Article may be made by the church only as authorized in the specific case on a determination that indemnification of the pastor, deacon, officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 12.01. The determination shall be made (a) by a majority vote of a quorum consisting of the pastor and deacons who were not and are not parties to or threatened with the action, suit, or proceeding; (b) if the described quorum is not obtainable or if a majority vote of a quorum of disinterested deacons so directs, by independent legal counsel in a written opinion; or (c) by a majority vote of the members of the church.

### **Section 12.03: Timing Of Indemnification**

Expenses of each person seeking indemnification under this Article may be paid by the church as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the deacons in the specific case, so long as the pastor, deacon, officer, employee, or agent furnishes the church (a) a written affirmation of his or her good faith belief that he or she has met the standard of conduct described in Section 12.01 and (b) a written undertaking, executed personally or on his or her behalf, to repay an advance if it is ultimately determined that he or she did not meet the standard of conduct.

### **Section 12.04: Extent Of Indemnification**

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the church, both as to action of each person seeking indemnification under this Article in his official

capacity and as to action in another capacity while holding that office, and may continue as to a person who has ceased to be a pastor, deacon, officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

### **Section 12.05: Insurance**

The church may purchase and maintain insurance on behalf of any person who is or was a pastor, deacon, officer, employee, or agent of the church against any liability asserted against him or incurred by him in that capacity, or arising out of his status in that capacity, whether or not the church would have the power to indemnify him against liability under the provisions of this Article.

## **Article 13: Binding Arbitration**

### **Section 13.01: Submission to Arbitration**

Believing that civil lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration any civil matters between members and the church which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bring any such 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.

### **Section 13.02: Notice of Arbitration**

- (A) In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians and in accord with Scripture.
- (B) To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution.
- (C) If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in Section 13.01, above, and such Procedures for Arbitration as are adopted pursuant to Section 13.04, below.

### **Section 13.03: Limitations on Arbitration Decisions**

- (A) Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline, as outlined in Sections 4.03–4.06, were followed.
- (B) Should any dispute involve the removal from office of the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Sections 5.03–5.04, 5.06(A), or 6.08(B) were followed.

### **Section 13.04: Arbitration Procedures**

The Procedures for Arbitration shall be as adopted by the pastor and deacons.

## Article 14: Conflict of Interest

### Section 14.01: 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 either benefit the private interest of an officer or director 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.

### Section 14.02: Definitions

- (A) Interested person: Any director or officer who has a direct or indirect financial interest.
- (B) Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - (1) An ownership or investment interest in any entity with which the church has a transaction or arrangement,
  - (2) A compensation arrangement with the church or with any entity or individual with which the church has a transaction or arrangement, or
  - (3) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
  - (4) 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 board of directors decides that a conflict of interest exists.
- (C) Compensation: Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

### Section 14.03: Procedures

- (A) 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 board of directors considering the proposed transaction or arrangement.
- (B) After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.
- (C) An interested person may make a presentation at the board meeting, but after the presentation, he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - (1) The chairman of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - (2) After exercising due diligence, the board or committee shall determine whether the church can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - (3) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board 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.

- (D) If the board 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.
- (E) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Section 14.04: Records of Proceedings**

- (A) The minutes of the board 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 board's decision as to whether a conflict of interest in fact existed.
- (B) The minutes of the board 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.

#### **Section 14.05: Compensation**

A voting member of the board who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.

## **Article 15: 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. All contributions to these funds shall be deemed advisory rather than mandatory in nature and shall remain subject to the exclusive control and discretion of the pastor and deacons. 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 its tax-exempt purposes.

## **Article 16: Amendments**

These bylaws may be revised or amended by a two-thirds (2/3) majority vote of the members present and voting at any regular or special church administration meeting, provided that said revision or amendment has been submitted in writing and announced from the pulpit for at least two consecutive Sundays, and at least fourteen (14) 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.





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