

## **By-Laws of Crosspointe Christian Church**

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## **By-Laws of Crosspointe Christian Church**

### **Article I - Name**

The name of this church shall be:

Crosspointe Christian Church, a Michigan ecclesiastical corporation.

### **Article II – Statements of Purpose, Faith and Objectives of Ministry**

#### **STATEMENTS OF PURPOSE, VISION AND MISSION**

Our Purpose at Crosspointe Christian Church is to be a Christ-centered, worshipping, praying, caring church which equips disciples through biblical instruction.

Our Vision is to reach the families of the community through effective children and student ministries.

Our Mission is to help people make Christ the center of their lives.

#### **STATEMENT OF FAITH**

1. We believe the Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity. It is trustworthy, sufficient, without error; the supreme authority and guide for all doctrine and conduct. It is the truth by which God brings people into a saving relationship with Himself and leads them to Christian maturity. (2 Timothy 3.16-17; 1 Peter 1.23-25; John 17.17; John 20.31; 1 John 5.9-12; Matthew 4.4; 1 Peter 2.22)
2. We believe in one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy and love. He exists eternally in three coequal persons who act together in creation, providence, and redemption. (1 Timothy 1.17; Psalm 86.15; Deuteronomy 32.3-4; Genesis 1.26; 1 Peter 1.2; Hebrews 1.1-3)
  - a. The Father reigns with providential care over all life and history in the created universe; He hears and answers prayer. He initiated salvation by sending His Son, and He is Father to those who by faith accept His Son as Lord and Savior. (1 Chronicles 29.11-13; Matthew 7.11; 1 John 4.9-10; John 3.16; John 1.12; Acts 16.31)

- b. The Son became man, Jesus Christ, who was conceived of the Holy Spirit and born of the Virgin Mary. Being fully God and fully man, He revealed God through His sinless life, miracles, and teaching. He provided salvation through His atoning death in our place and by His bodily resurrection. He ascended into heaven where He rules over all creation. He intercedes for all believers and dwells in them as their ever present Lord. (John 1.14; Matthew 1.18; John 14.9; Hebrews 4.15; Matthew 4.23-24; 1 Corinthians 15.3-4; 2 Corinthians 5.21; Romans 4.23-24; Philippians 2.5-11; Romans 8.34; John 14.23)
  - c. The Holy Spirit inspired men to write the Scriptures. Through this Word, He convicts individuals of their sinfulness and of the righteousness of Christ, draws them to the Savior, and bears witness to their new birth. At regeneration and conversion, the believer is baptized in the Holy Spirit. The Spirit indwells, seals, and gives spiritual gifts to all believers for ministry in the church and society. He empowers, guides, teaches, fills, sanctifies and produces the fruit of Christlikeness in all who yield to Him. (2 Peter 1.21; James 1.18; John 16.7-11; 1 Thessalonians 1.5-6; Romans 8.16; 1 Corinthians 12.13; Romans 8.9-11; Ephesians 1.13-14; Romans 12.5-8; 1 Peter 4.10; Acts 4.31; Romans 8.14; 1 Corinthians 2.10-13; Ephesians 5.18; 2 Thessalonians 2.13; Galatians 5.16, 22-23)
3. We believe God created an order of spiritual beings called angels to serve Him and do His will. The holy angels are obedient spirits ministering to the heirs of salvation and glorifying God. Certain angels, called demons, Satan being their chief, through deliberate choice revolted and fell from their exalted position. They now tempt individuals to rebel against God. Their destiny in hell has been sealed by Christ's victory over sin and death. (Psalm 148.1-5; Colossians 1.16; Hebrews 1.6-7, 13-14; Revelation 12.7-9; 1 Timothy 4.1; 1 Peter 5.8; Hebrews 2.14; Revelation 20.10)
4. We believe God created man in His own image to have fellowship with Himself and to be steward over His creation. As a result, each person is unique, possesses dignity and is worthy of respect. Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation. Therefore, everyone is born with a sinful nature and needs to be reconciled to God. Satan tempts people to rebel against God, even those who love Him. Nonetheless, everyone is personally responsible to God for his thoughts, actions and beliefs and has the right to approach Him directly through Jesus Christ, the only mediator. (Genesis 1.26-28; Psalm 139.13-17; Genesis 3; Romans 5.12-21; 8.22; Romans 3.8-18, 23; Ephesians 4.27; 2 Corinthians 2.11; Matthew 16.23; Romans 14.12; 1 Timothy 2.5)

5. We believe salvation is redemption by Christ of the whole person from sin and death. It is offered as a free gift by God to all and must be received personally through repentance and faith in Jesus Christ. An individual is united to Christ by the regeneration of the Holy Spirit. As a child of God, the believer is acquitted of all guilt and brought into a new relationship of peace. Christians grow as the Holy Spirit enables them to understand and obey the Word of God. (2 Timothy 1.9-10; 1 Thessalonians 5.23; 1 Timothy 2.4; Ephesians 2.8-9; Acts 20.21; Galatians 2.20; Colossians 1.27; Romans 5.1; 2 Peter 3.18; Ephesians 4.15; 1 Thessalonians 3.12)
6. We believe the Church is the body of which Christ is the head and all who believe in Him are members. Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service, and the proclamation of the Gospel of Jesus Christ to the world. Each church is a self-governing body under the lordship of Christ with all members sharing responsibility (Ephesians 1.22-23; Romans 12.4-5; Acts 2.41-42, 47; Luke 24.45-48; Acts 13.1-3; 14.26-28; Matthew 18.17; Acts 6.3-6; 15.22-23)
7. We believe the ordinances of the church are Baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the name of the Father, and of the Son, and of the Holy Spirit. It is an act of obedience symbolizing the believer's identification with the death, burial, and resurrection of the Savior, Jesus Christ. The Lord's Supper is the partaking of the bread and of the cup by believers together as a memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns. (Matthew 28.18-20; Romans 6.3-5; 1 Corinthians 11.23-26; Acts 15)
8. We believe religious liberty, rooted in Scripture, is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God. Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other. Christians should pray for civil leaders, and obey and support government in matters not contrary to Scripture. The state should guarantee religious liberty to all persons and groups regardless of their religious preferences, consistent with the common good. (Genesis 1.27; John 8.32; 2 Corinthians 3.17; Romans 8.21; Acts 5.29; Matthew 22.21; 1 Timothy 1.1-4; Romans 13.1-7; 1 Peter 2.13-16)
9. We believe Christians, individually and collectively, are salt and light in society. In a Christlike spirit, they oppose greed, selfishness and vice; they promote truth, justice and peace; they aid the needy and preserve the dignity of all people. We affirm the family as the basic unit of society and seek to preserve its integrity and stability. We affirm that marriage is between one man and one woman only. We affirm the sanctity of human life. (Matthew 5.13-16; Hebrews 13.5; Luke 9.23; Titus 2.12; Philippians 4.8-9; 1 John 3.16-17; James 2.1-4; Genesis 2.21-25; Ephesians 6.1-4; Jeremiah 1.5)

10. We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and new earth. The certain hope of the Christian is that Jesus will return to the earth suddenly, personally, and visibly in glory according to His promise. The dead will be raised, and Christ will judge mankind in righteousness. The unrighteous will be consigned to the everlasting punishment prepared for the devil and his angels. The righteous, in their resurrected and glorified bodies, will receive their reward and dwell forever with the Lord. (Ephesians 1.9-10; Revelation 21.1; Titus 2.13; Revelation 1.7; 3.11; John 14.1-3; John 5.28-29; Matthew 25.41,46; Revelation 20.10; Philippians 3.20-21; 2 Corinthians 5.10; 1 Thessalonians 4.13-18)
11. We believe that the government of the church is understood to be congregational, vested in the voting members who compose it. It is subject to the control of no other ecclesiastical organization. We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. To express unity in Christ, local churches form associations and a conference for mutual counsel, fellowship, and a more effective fulfillment of Christ's commission. We are affiliated voluntarily with the Great Lakes Association of the North American Baptist Conference and, through its Association membership, with the North American Baptist Conference. We recognize and maintain cooperation with other churches and organizations in areas of mutual interest. (Acts 15.36, 41; Acts 16.5; 1 Corinthians 16.1; Galatians 1.1-3; Revelation 1.4, 10-11)

## **Article III - Membership**

### **Section A. Eligibility**

Any person who professes faith in the Lord Jesus Christ as personal Savior, has been baptized by immersion, who is in agreement with the Statement of Faith as set forth in Article II, and who is willing to enter into covenant with this church, as described by the Covenant of Fellowship, may be eligible for membership after completing the necessary admissions procedures (see Article III, Section C, below) by approval of the Council of Elders.

### **Section B. Responsibilities of Membership - Covenant of Fellowship**

Members of this congregation commit themselves by the help and guidance of the Holy Spirit:

1. To walk together in Christian love. (John 15.12; 1 John 4.11)
2. To exercise Christian care and watchfulness over one another. (Colossians 3.12-14; Galatians 6.1)
3. To pray with and for one another, sharing each other's burdens, sorrows, and joys. (Ephesians 4.2; Galatians 6.2; James 5.16)
4. To be thoughtful and courteous to one another, to be slow to take offense, and to be quick to forgive and to seek forgiveness. (Ephesians 4.31-32; 1 Corinthians 13; Romans 12.15-19)
5. To contribute, as the Lord directs, to the financial support of the local church, the relief of the needy and the evangelization of all peoples. (Malachi 3.10; 1 Corinthians 16.1-2; 2 Corinthians 9.6-7)
6. To guard the spiritual and scriptural purity, peace, and prosperity of the Church and its growth in scriptural knowledge and godliness. (Ephesians 1.15-23; 1 Timothy 5.22)
7. To assist, as the Lord enables, in the work of the Church, and to promote its usefulness as a witness of the saving grace of God in Christ Jesus. (Acts 2.42-27)
8. To love and pray for all believers in the Lord Jesus Christ. (Ephesians 1.15,16)

9. To engage regularly in personal Bible study, reading, and prayer, and to establish family devotions where possible. (Psalm 119.9-18)
10. To bring up such children as may be entrusted to our care in the nurture and admonition of the Lord. (Proverbs 22.6)
11. To walk circumspectly in the world, to provide things honest in the sight of men, to be faithful in engagements, exemplary in manner, denying ungodliness and worldly lusts. (Colossians 3.5; 1 Corinthians 6.18; 1 John 2.15-17)
12. To faithfully attend services. (Hebrews 10.25).
13. To share the talents and spiritual gifts given by God for the edification of the body. (Romans 12.6-8)
14. To endeavor by example, by word, and by prayer to win others to an acceptance of Jesus Christ as Savior and Lord. (Acts 1.8; 1 Thessalonians 1.7,8)

### **Section C. Application for Membership**

All candidates for membership shall complete the membership class and shall appear before the Council of Elders (or an ad hoc subcommittee of the Council of Elders consisting of at least two Elders, or, if there are fewer than two Elders holding office, by the Senior Pastor and at least one Elder or Deacon) to give their profession of faith in the Lord Jesus Christ and their conversion experience, and for consultation and encouragement. If the Council of Elders is satisfied with the genuineness of the testimony and the candidate has been baptized by immersion, they shall recommend the candidate to the congregation for membership. Candidates may be received into membership by majority vote of the members of the congregation present and voting at a Membership Meeting called specifically for the purpose of receiving members by the Senior Pastor or Council of Elders. (See Article IV, Section B4 Membership Meeting)

### **Section D. Membership Standing**

1. It shall be the duty of every member to keep the Covenant of Fellowship, (see Article III, Section B, above), and to serve in the activities and work of the Church according to his or her ability.
2. A permanent record of Church membership shall be maintained and shall also record the date of membership and the date and location of the individual's baptism by immersion, if available. On the basis of ongoing reviews of the membership by the Council of Elders, members shall be classified as:

- a. **Active:** A member who is fulfilling the duties as described in Section B above. College students, short-term missionaries, and military personnel and their families will remain on the active list for the duration of their education or service away from the home locality.
  - b. **Inactive:** The names of members may be removed by the Council of Elders from the active membership roll and placed on the inactive membership list, under either of the following circumstances:
    - i. The member resides away from the general area and/or is unable to attend the services and participate in the program and activities of the Church; or
    - ii. The member, without adequate reason and for a sustained period as determined by the Council of Elders, and after prayerful and sincere efforts have been made to restore his or her interest and involvement, does not regularly attend Church worship, contribute to the expenses of the Church, serve in any suitable capacity or seek to fulfill the Covenant of Fellowship. In this regard, a member who has failed to fulfill the duties of an active member for one year shall be contacted to effect a renewed interest and participation in the Church. If interest and participation is not renewed, the person shall be placed on the inactive list, by a majority vote of the Council of Elders at any regular or special called meeting of the Council of Elders. They shall encourage the inactive member toward the goal of restoring that person to full fellowship and active status.
3. It is recognized that there are times when an active member is not fulfilling their commitment (see Article III, Section B, above), yet whose conduct may not warrant dismissal from membership. The Council of Elders may choose to impose any of the following methods of discipline on such a church member:
- a. Private counsel
  - b. Probation in which certain privileges (e.g., a member's voting rights, selected ministry leadership opportunities) are withheld for a certain period of time. The purpose of any such discipline is to bring about repentance and restoration. The Council of Elders shall come alongside such member to encourage and exhort accordingly.
4. An inactive member shall be restored to active membership by a majority vote of the Council of Elders at any regular or special called meeting of the Council of Elders when circumstances giving rise to the removal of that member from active status no longer exist.



5. Inactive members shall not be taken into account for purposes of any quorum, and shall be excluded from all active member statistical reports.

## **Section E. Membership Privileges**

Every active member of the Church, eighteen years of age and older, is entitled to vote at all elections and on all questions submitted to the Church at a duly called regular or special business meeting, provided the member is present. In addition, every active Church member is eligible to be nominated to any church office, committee, team, task force, or coordinating group and/or to any program or program organization, so long as the member meets the stated qualifications for such position. Inactive members are not eligible to participate in or vote at any business meeting or election, and may not hold office.

## **Section F. Termination of Membership**

1. **By death.**
2. **By request.** Requests for removal from the voting membership of Crosspointe Christian Church, shall be considered and acted upon by the Council of Elders. The Council of Elders shall conduct, or arrange to have conducted, an interview to ascertain the reason for the request for removal. Any subsequent removal shall be informed to the Leadership Board and be reported to the church. Requests shall be in writing or, if oral, shall be documented by the Council of Elders.
3. **By inactivity.** If, after reasonable attempts to reconcile an inactive member have failed and the Council of Elders conclude that such an inactive member is unlikely to become active again, the inactive member shall be notified of the removal from membership. Council of Elders may recommend such member for removal from the membership roll. The Council of Elders shall call a special meeting of the congregation, for the sole purpose of dismissing a member. Removal from the membership roll shall be accomplished by majority vote of the members of the congregation present and voting at a Special Business Meeting of the church. This Meeting shall be announced for three Sundays prior to meeting to be held on the fourth Sunday.
4. **By misconduct.** Any member bringing reproach on the church by conduct unbecoming a Christian or who, being contentious, is harmful to the unity, faith, and fellowship of the church, shall be dealt with according to (Matthew 18.15-17 and Romans 16.17). If there is still no disposition to walk according to Christian practice, that member shall be removed from the membership roll. The Council of Elders shall call a special meeting of the congregation, for the sole purpose of dismissing a member. Removal from the membership roll shall be accomplished by majority vote of the members of the congregation present and voting at a Special Business Meeting of the church. This Meeting shall be announced for three Sundays prior to meeting to be held on the fourth Sunday.

## **Article IV – Church Government**

### **Section A. General Statement**

The government of the church is congregational, being vested in the voting members who compose it. The Congregation will affirm and ratify candidates for the various positions of Leadership as outlined in these By-Laws.

These By-Laws outline the function of the Council of Elders and the Leadership Board. It is the understanding of Crosspointe Christian Church that the authority for the governing of the church is a plurality of Elders, ratified by the Congregation.

Elders, are charged with providing spiritual leadership oversight, guarding doctrine, casting spiritual vision and preaching and teaching biblical truth to the Congregation.

The Leadership Board serves the congregation by carrying out the spiritual vision for the church as articulated by the Council of Elders.

### **Section B. Church Meetings**

#### **1. Annual Business Meeting**

The Annual Business Meeting shall be held in January. At the Annual Business Meeting of the church, the Leadership Board shall submit an annual report on each area under its jurisdiction, including a full financial report and a proposed budget for the current calendar year. This meeting shall be announced for three Sundays prior to the meeting, with the meeting being held on the fourth Sunday.

#### **2. Semi-Annual Business Meeting**

The Semi-Annual Business Meeting of the church shall be held during the month of June at which time current financial reports shall be submitted to the church and elections shall be held. This meeting shall be announced for three Sundays prior to the meeting, with the meeting being held on the fourth Sunday.

#### **3. Special Business Meetings**

Special Business Meetings of the church may be called by the Senior Pastor or the Moderator. In addition, the greater of 10 percent of the active members or any twenty five active members may submit a request to the Council of Elders for a Special Business Meeting. The Special Business Meeting shall be called by the Deacons. This meeting and its purpose shall be announced for three Sundays prior to the meeting, with the meeting being held on the fourth Sunday.

#### **4. Membership Meeting**

The Senior Pastor or the Council of Elders may call a Membership Meeting for the sole purpose of admitting new members previously approved by the Council of Elders to the congregation at any regularly scheduled worship service of the church, without prior notice of the meeting. At any Membership Meeting, new members may be affirmed and ratified, by voice vote of the majority of the members of the congregation present and voting at a Regular scheduled Worship Service of the church.

#### **5. Voting Privileges**

All active members eighteen years of age or older shall be eligible to vote, and are referred to in these By-Laws as active members.

#### **6. Quorum**

A quorum shall consist of ten percent of the active membership of the congregation, except as otherwise provided by these By-Laws. Approval of motions made at any Regular or Special Called Business Meeting shall require a simple majority of those present and voting except as otherwise provided by these By-Laws.

For the calling of a Senior Pastor or the sale or disposal of any church asset with a fair market value in excess of \$10,000.00, a quorum of thirty-three percent of active members, and approval by a super majority of three quarters of the members present and voting, shall be required.

#### **7. Rules of Order**

The spirit of Christ (Philippians 2.3-4) shall be observed in all discussion sessions and meeting of the Church, Council of Elders and the Leadership Board. Subject to the spirit of Christ, Roberts Rules of Order shall be a guide on questions of procedure not covered by these By-Laws.

## **Article V. The Council of Elders**

### **Section A. Composition**

Elders may be any active member of the church as elected by the congregation, provided they are not simultaneously serving as Church Staff, with the exception of the Senior Pastor and Associate or Assistant Pastor.

Upon installation, the Senior Pastor shall assume his position as a voting member of the Council of Elders. Other Pastoral Staff may serve as members of the Council of Elders when affirmed and ratified by the Deacons and the Congregation as described (see Article V, Section D, below).

Lay members shall comprise a majority of the total positions on the Council of Elders.

### **Section B. Qualifications of Elders**

Elders must be an active member of the church for a minimum of two years and shall have a good working knowledge of the scriptures. Men shall be selected as elders based upon the principles set forth in (1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3). Other than the Senior Pastor, an Elder may not serve simultaneously on the Leadership Board while serving on the Council of Elders.

### **Section C. Duties of the Council of Elders**

1. Elders are to prayerfully support and consult with the Senior Pastor, and assist with the spiritual leadership of the church.
2. Elders may be invited by any board or committee to attend any meeting of the Church ex officio with voice, but without vote.
3. Elders may be called upon for worship leadership, preaching or teaching, spiritual guidance, counsel, prayer, guidance related to a person exploring a call to ministry, and representation of the congregation in services of ordination.
4. Elders are to assist the Senior Pastor in ensuring that the doctrine of the church remains purely Biblical. All doctrinal issues in the church will be settled by the Council of Elders.
5. Elders shall be responsible for interviewing candidates for membership and recommending them to the church on the basis of their Christian experience (see Article III, Section C, Application for Membership).

6. Elders are to administer in love and humility the Biblical process of church discipline as outlined in (Matthew 18.15-20 and Galatians 6.1-4).
7. Elders are to pray about, concern themselves with, and be willing and able to make recommendations regarding the spiritual health and maturation of the church and its members. This includes recommendations regarding educational programs, accountability partnerships, retreats, days of prayer and fasting, personal devotions, small prayer and study groups, and similar activities and processes.
8. Elders shall be responsible for an annual review of the Senior Pastor.
9. Elders shall shepherd the flock of God, exercising oversight in spiritual matters not under compulsion, but willingly, as God would have them; not for shameful gain, but eagerly; not domineering over those in their charge, but being examples to the flock. Elders are to be on guard for themselves and for all the flock, in which the Holy Spirit has made them spiritual overseers, and to assist in the care of the church of God which He obtained with His own blood. (Matthew 18.15-20; Acts 20.28; 1 Timothy 5.17; 1 Peter 5.2-3).
10. In the absence of a Senior Pastor, the appointed Elders shall be responsible for all the duties of his position, in consultation with the Leadership Board.
11. The Council of Elders shall be responsible for the identification, preparation and nomination of Deacons. The Council of Elders may choose to combine diaconal positions, remove or create new ones.
12. The Council of Elders may create Directors Of Ministry positions, provided those positions have been ratified by the Leadership Board and funded as a part of the annual church budget or as a revision to the annual church budget by vote of the congregation.

#### **Section D. Appointment and Ratification of Elders**

##### **Procedure**

1. Elder candidates may, from time to time, be selected at the discretion of the Council of Elders. Elder candidates shall be vetted and recommended by the Council of Elders and confirmed by a majority vote of the Deacons at a special called meeting of the Deacons.

2. Elder candidates may be elected by the members of the congregation present and voting at any Regular or Special Business Meeting of the church. A quorum of 10 percent of active members shall be required for the meeting. A two-thirds majority of those present and voting shall be necessary for the ratification of an Elder to office. Elders ratifications shall be by written ballot. This meeting shall be announced, including the names of the candidates under consideration, for three Sundays prior to the meeting to be held on the fourth Sunday.
3. The Council of Elders shall have the authority to appoint an individual on a temporary basis whose term as Elder has previously expired to assist with specific shepherding roles as deemed necessary by the current Council of Elders. Such Elders shall not have voting privileges on the Council of Elders nor be a sitting member of the Leadership Board.

### **Section E. Term, Resignation and Removal**

1. **Staggered Terms:** Lay members serving as Elders serve three-year terms staggered so that approximately one-third of the terms expire each year. The Council of Elders may prescribe a term of fewer than three years for any Elder, so as to stagger reappointments in such a manner as to have Elders serving with varying remaining terms. Members of the Council of Elders shall serve for a term of three years. They may succeed themselves for one term. They shall again be eligible for ratification after a one year period. Elders who are filling unexpired terms shall be eligible for two full terms.

Pastoral Staff serving as Elders are not subject to the term limitations listed above.

2. **Resignation:** Resignation by an Elder shall be in writing and submitted to the Council of Elders. The Council of Elders shall notify the Leadership Board.
3. **Removal:**
  - a. Reason for Removal:
    - i. *Absence/Inactivity.* Any Elder who, without adequate reason, absents himself for more than three months from the meetings, responsibilities, activities, and work of the Council of Elders, may be removed.

- ii. *Misconduct.* An Elder failing to meet the qualifications set forth in (1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3) may be recommended for removal so long as such recommendation is based upon spiritual grounds, (1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3) and supported by the written statements of at least two witnesses (1 Timothy 5.19). Said Elder shall be dealt with according to (Matthew 18.15-17, Romans 16.17 and 1 Timothy 5.19). If there is still no disposition to walk according to the requirements of (1 Timothy 3.8-16 and Acts 6.3), he shall be removed.

b. Process of Removal

- i. *Suspension* - Any Elder may be suspended from the Council of Elders for reasons listed above upon recommendation of two members of the Council of Elders and confirmed by two-thirds vote of the Council of Elders at any regular or special called meeting of the Council of Elders.
- ii. *Removal* - Any Elder who has been suspended, may be removed from the Council of Elders by a vote of the membership of the congregation at a Regular or Special Business Meeting of the church called by the Deacons. A quorum of 10 percent of voting members shall be required for the meeting. A two-thirds majority of those present and voting shall be necessary for the removal of an Elder from the Council of Elders. Elder removal shall be by written ballot. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.

## **Article VI. Deacons**

### **Section A. Composition and Purpose**

Deacons may be any active member of the church as elected by the congregation, provided they are not simultaneously serving as Church Staff, with the exception of the Senior Pastor. Those serving as Deacons shall be nominated and elected to the specific positions described below and in the Policy and Procedure Manual.

Upon installation, the Senior Pastor shall assume his position as a voting member of the Deacons.

### **Section B. Qualifications of Deacons**

He or she must be an active member of the church for a minimum of two years, shall have a good working knowledge of the scriptures and shall meet the standards set forth in (1 Timothy 3.8-13 and Acts 6.3).

### **Section C. Quorum and Voting**

1. A quorum for any meeting of the Deacons shall be at least sixty (60%) percent of all members.
2. All official actions of the Deacons shall require an affirmative vote of the majority of the Deacons in attendance at such meeting, unless otherwise stated in these By-Laws.

### **Section D. Annual Appointment and Election of Deacons**

1. Time - The annual election of Deacons shall be held in June and those elected shall take office on the first of August of that same year.
2. Procedure:
  - a. At least three months prior to the election, the Deacon Moderator of the Leadership Board shall announce forthcoming and existing vacancies, and shall solicit nominations, including self-nominations, for such vacancies.
  - b. Prior to the election, the Council of Elders shall identify and communicate with potential candidates, requesting that they pray about their potential commitment.



- c. Prior to the election, the Council of Elders shall present to the Leadership Board, a list of members to be considered as a pool of potential candidates, for Leadership Board approval. If a potential candidate is not approved as a candidate, the Leadership Board shall meet with that person for an explanation of the decision.
- d. Upon approval of the list of potential Deacon candidates by the Leadership Board, the Deacon Moderator shall consult with potential candidates and present to the Leadership Board a proposed slate of the names of one or more persons for each position to be filled.
- e. The Deacon may be elected by a majority vote of the members of the congregation present and voting at any Regular or Special Business Meeting of the church. Deacon elections shall be by written ballot. This meeting shall be announced, including names of those under consideration, for three Sundays prior to the election, to be held on the fourth Sunday.
- f. Whenever a Deacon's position is vacant, the vacancy should be filled within ninety days by special election at any Regular or Special Business Meeting of the church provided the Council of Elders has identified an appropriate candidate. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.

### **Section E. Term, Resignation and Removal:**

- 1. Staggered Terms:
  - a. Deacons shall serve for a term of three years. They may succeed themselves for one additional term. They shall again be eligible for election after a one year period. Deacons who are filling unexpired terms shall be eligible for two full terms.
- 2. Resignation
  - a. Resignation of Deacons shall be in writing and submitted to the Moderator for acceptance by the Leadership Board.
- 3. Vacancy and Removal
  - a. *Absence/Inactivity.* Any Deacon who, without adequate reason, absents himself or herself for more than three months from the meetings, responsibilities, activities, and work of the Deacons may be removed.

- b. *Misconduct.* A Deacon failing to meet the qualifications set forth in (1 Timothy 3.8-13 and Acts 6.3), may be recommended for removal so long as such recommendation is based upon spiritual grounds (1 Timothy 3.8-13 and Acts 6.3). Said Deacon shall be dealt with according to (Matthew 18.15-17, Romans 16.17 and 1 Timothy 5.19). If there is still no disposition to walk according to the requirements of (1 Timothy 3.8-16 and Acts 6.3), said Deacon shall be removed.
- c. Process of Removal
  - i. *Suspension* - Any Deacon may be suspended from serving as a Deacon for reasons listed above upon recommendation of two other Deacons and confirmed by two-thirds vote of the Deacons at a specially called meeting of the Deacons.
  - ii. *Removal* - Any Deacon who has been suspended may be removed as a Deacon by a vote of the membership of the congregation at any Regular or Special Business Meeting called by the Deacons. A majority of those present and voting shall be necessary for the removal of a Deacon. Deacon removal shall be by written ballot. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.

## **Section F. The Board of Deacons as Trustees**

Deacons shall be designated as the legal Trustees and Officers of the church and by resolution shall determine those Deacons authorized to execute legal documents.

Deacons shall supervise and manage all trusts, endowments, and similar funds for designated approved projects in which the church has an interest. In addition, the Deacons shall be considered as the Board of Trustees of the Endowment Trust.

## **Article VII. The Leadership Board**

### **Section A. Composition**

The Leadership Board shall be comprised of the Senior Pastor, Deacons and the Directors of Ministry as elected according to these By-Laws. Directors of Ministry may include Director of Children's Ministries, Director of Student Ministries and Director of Music. Directors of Ministry must be an active member of the church and have a good working knowledge of the scriptures. Deacons must comprise a majority of the total positions on the Leadership Board.

Only the Senior Pastor may serve as an Elder on the Council of Elders and as an ex officio voting Deacon on the Leadership Board. The Senior Pastor shall be a non-voting member of all other committees of the church.

### **Section B. Duties of the Leadership Board**

1. The Leadership Board shall in every way assist the Senior Pastor and the Council of Elders in their work, and in fulfilling the mission of the church, and shall defer to the spiritual leadership of the Council of Elders in the spirit of (Hebrews 13.17).
2. The Leadership Board shall be entrusted with the supervision of all business affairs of the Church.
3. The Leadership Board shall be entrusted with the supervision of all business affairs of the Grosse Pointe Nursery School.
4. The Leadership Board shall develop and maintain a Policy and Procedure Manual which contains a full description of positions, policies and individual responsibilities, including those of any committees, appointees or hired staff of the church or any related ministries.
5. Neither the Senior Pastor, nor Directors of Ministry shall be eligible to vote on any issue related to staff compensation or any item related to finances that is not ultimately affirmed and ratified by the congregation. At the discretion of the Moderator, Directors of Ministry shall be excused from the meeting in order to address issues related to staffing or staff employment.
6. In addition to those responsibilities outlined in the Policy and Procedure Manual, the Leadership Board shall also be responsible for:
  - a. Assisting the Council of Elders with recommendations for the Senior Pastor should that position become vacant.
  - b. Preparing and administering an annual budget for the Church and other

ministries for the vote of the congregation.

- c. Preparing and administering an annual budget for Grosse Pointe Nursery School for the vote of the congregation.
- d. Authorizing expenditures that are not included in the current budget and are less than \$10,000.00 per year. They may also authorize the sale of church assets that have a fair market value less than \$10,000.00 per year, excluding land.
- e. Dealing with emergencies involving existing church property and, in the event that such steps include non-budget expenditure(s) in excess of an amount equal to \$10,000.00 or more, are required to call a Special Business Meeting to present a revised budget for the vote of the Congregation. Notification for such meeting will be given at the discretion of the Leadership Board.
- f. Ensuring that minutes of the Board meetings are taken, distributed to the Leadership Board, made available to the Congregation, and kept on permanent file.
- g. The oversight of the duties of the Church Administrator should that position become vacant.
- h. Ensuring church compliance with all federal, state and local laws and regulations.

### **Section C. Positions on the Leadership Board**

Senior Pastor:

- Shall serve on Leadership Board as an ex officio voting Deacon.

*Deacon Moderator:*

- Shall preside at all business meetings of the church except special meetings called by the Council of Elders for the purpose of admitting new members or the ratification of appointments to the Council of Elders. The Moderator shall be chairperson of the Leadership Board.

*Deacon of Human Resources:*

- Shall ensure that the church adheres to all federal and state laws and regulations governing the employment of personnel, and shall make recommendations in regard to personnel policies, including compensation and benefits for both the church and its related ministries, e.g., the Grosse Pointe Nursery School.

*Deacon of Finance:*

- Shall be the custodian of all financial contributions to the church, shall draft and maintain an annual budget, and shall oversee the books and accounts of the church.

*Children's Ministries: (This position may be filled by a Deacon or Director of Ministry)*

- Shall be responsible for planning, coordinating and supervising the children's ministries (new-born through fifth grade) of the church.
- They shall also be responsible for ensuring that all staff and volunteers working with children have been vetted including, but not limited to criminal background checks.

*Student Ministries: (This position may be filled by a Deacon or Director of Ministry)*

- Shall be responsible for planning, coordinating and supervising the student ministries (sixth through twelfth grade) of the church, including middle and high school programs.
- They shall also be responsible for ensuring that all staff and volunteers working with students have been properly vetted including, but not limited to criminal background checks.

*Deacon of Discipleship:*

- Shall be responsible for activities that promote the discipling, spiritual formation, and educational ministries of the adults of the church (post high school and older) and for implementation of all Council of Elders' decisions regarding discipleship programs.

*Deacon of Shepherd Care:*

- Shall be responsible for coordination of the shepherd care ministries of the church, including making recommendations regarding disbursements from the Deacon Fellowship Fund, in cooperation with the Senior Pastor.

*Deacon of Property:*

- Shall be responsible for the planning, development, and maintenance of all physical property, both real and personal, of the church, including an annual report, to be prepared for the Annual Business Meeting.

*Deacon of Technology:*

- Shall be responsible for the planning, development, and maintenance of all computer, communication, audio, and visual technology of the church.

*Deacon of Outreach:*

- Shall be responsible for planning and coordinating activities that promote evangelism, service and mercy ministries in the local community.

*Deacon of Missions:*

- Shall be responsible for the development and implementation of all missions programs and missionary support, including an annual report to be prepared for the Annual Business Meeting.

*Deacon of First Impressions:*

- Shall be responsible for the First Impressions Ministry of the church, including the coordination of greeters, ushers and communion volunteers.
- They shall also be responsible for overseeing the Gathering Space on Sunday mornings.

*Worship Arts: (This position may be filled by a Deacon or Director of Ministry)*

- Shall be responsible for coordinating the worship services of the church and all worship arts personnel.
- They shall also implement decisions regarding worship and music at the church by the Council of Elders.

## **Section D. Cooperation Among the Leadership Board**

Each member of the Leadership Board shall seek guidance from the Leadership Board in regard to all significant policies and decisions affecting his or her area of ministry and service.

## **Section E. Directors of Ministry Serving on the Leadership Board**

### **1. Appointment and Election of Directors Of Ministry to the Leadership Board**

- a. The election of Directors of Ministry to the Leadership Board shall be held in June and those elected shall take office on the first of August of that same year.
- b. Procedure:
  - i. At least three months prior to the election, the Council of Elders shall present to the Leadership Board, Directors of Ministry who may serve on the Leadership Board, for Leadership Board approval. If a potential candidate is not approved as a candidate, the Leadership Board shall meet with the person for an explanation of the decision.

- ii. Upon approval of the list of potential Directors of Ministry candidates by the Leadership, the Deacon Moderator shall consult with potential candidates and present to the Leadership Board a proposed slate of the names of one person for each position to be filled.
  - iii. The Directors of Ministry may be elected to the Leadership Board by a majority vote of the members of the congregation present and voting at any Regular or Special Business Meeting of the church. Elections of Directors of Ministry to the Leadership Board shall be by written ballot. This meeting shall be announced, including names of those under consideration for three Sundays prior to the election, to be held on the fourth Sunday.
  - iv. Whenever a Directors of Ministry office is vacant, the vacancy should be filled within ninety days by special election at any Regular or Special Business Meeting of the church provided the Council of Elders has identified an appropriate candidate. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.
- c. Term, Resignation and Removal:
- i. Term:
    - 1) Directors of Ministry shall serve on the Leadership Board until they resign or are removed.
  - ii. Resignation
    - 1) Resignation of Directors of Ministry from the Leadership Board, shall be in writing and submitted to the Moderator for acceptance by the Leadership Board.
  - iii. Reason for Removal
    - 1) If a member of the Directors of Ministry fails to continue to meet the qualifications and responsibilities expressed in their job descriptions they may be removed.

## 2) Process of Removal:

- a) *Removal* – Directors of Ministry members may be removed from their positions by their direct superiors (as stated in the Policy and Procedure Manual), majority vote of the Council of Elders at any regular or specially called meeting of the Council of Elders.

### **Section F. Quorum and Voting**

1. A quorum for any meeting of the Leadership Board shall be at least sixty (60%) percent of all members currently in office.
2. All official actions of the Leadership Board shall require an affirmative vote of the majority of the members of the Leadership Board in attendance at such meeting.
3. A quorum for any meeting of the Leadership Board at which an official action is voted upon will require a majority presence of Deacons serving at that time. (i.e. Deacon members must always exceed the Directors of Ministry members, other than the Senior Pastor, for any official action to be voted upon).
4. During such times as there are less than 50% of the leadership positions filled, any decisions of the Leadership Board must be ratified by the Church at a Regular or Special Business Meeting of the Church. Notification for such meeting will be given at the discretion of the Leadership Board.

### **Section G. Committees**

Each member of the Leadership Board may appoint members to committees as necessary to effectively accomplish the responsibilities of their respective area of ministry. Each committee shall be responsible for the fulfillment of its ministry responsibilities as assigned by the Leadership Board and outlined in the Policy and Procedure Manual.

In the event that a committee does not report directly to a specific Deacon, they shall report directly to the Moderator who would appoint a chairperson to direct the committee.



## **Article VIII. Church Staff**

### **Section A. Pastoral Staff**

#### 1. The Senior Pastor

- a. The Senior Pastor is the under-shepherd of the Lord Jesus Christ to the church. He shall preach the Gospel with the aim of making converts and teach the Bible with the aim of making disciples; administer the Ordinances of baptism and the Lord's Supper; conduct the public worship services of the church; oversee the shepherd care of the members; and minister to the spiritual needs of the church and the community (Hebrews 13.7, 17, 24; 2 Timothy 2.15; 2 Timothy 4.2).
- b. The Senior Pastor shall be an ordained minister, recognized by the North American Baptist Conference, a believer in and preacher of the faith as embodied in the Holy Bible and in agreement with the Statement of Faith contained in Article II of this constitution. He shall be selected based upon the principles set forth in (1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3).
- c. At Great Lakes Association and North American Baptist Conference events and other gatherings approved by the Leadership Board, the Senior Pastor or his designee shall represent the church in the capacity of delegate and his expenses shall be paid by the church.
- d. When the position of Senior Pastor is vacant, the Council of Elders shall appoint a Search Committee to recommend a candidate for the position (as outlined in the Policy and Procedure Manual.) This committee shall investigate the doctrinal beliefs, personal character, education, ministerial record, and preaching ability of each candidate to determine his fitness for this position and shall report its findings to the Council of Elders. The Council of Elders, in consultation with the Deacons, shall make the formal recommendation of a candidate to the church.
- e. The call of the Senior Pastor shall come before the congregation to be affirmed and ratified by members of the Congregation present and voting at any Regular or Special Business Meeting of the church. A quorum of thirty-three percent of active members shall be required for the meeting. A three-quarters majority of those present and voting shall be necessary to extend a call. The ratification shall be by written ballot. Only one candidate shall be presented to the church at a time. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.

- f. The Senior Pastor shall receive a stated salary, benefits, and vacation as agreed upon between himself and the Deacons. These compensations shall be reviewed annually by the Deacons and funded as a part of the annual church budget or as a revision to the annual church budget by vote of the congregation.
- g. The Senior Pastor will be assisted by such paid administrative or pastoral staff as recommended by the Leadership Board, provided such staff has been approved and funded as a part of the annual church budget or as a revision to the annual church budget by vote of the congregation. He shall, in consultation with the Church Administrator and the Deacon of Human Resources, provide an annual evaluation of such administrative or pastoral staff. He may also recommend administrative or pastoral staff for dismissal by the Deacons.
- h. Resignation of the Senior Pastor shall be in writing and submitted to the Council of Elders. The Council of Elders shall notify the Leadership Board.
- i. Removal:
  - i. Reason for Removal:
    - 1) If the Senior Pastor fails to continue to meet the qualifications set forth in (1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3) he may be recommended for removal so long as such recommendation is based upon spiritual grounds (1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3) and supported by the written statements of at least two witnesses (1 Timothy 5.19). The Senior Pastor shall be dealt with according to (Matthew 18.15-17, Romans 16.17 and 1 Timothy 5.19). If there is still no disposition to walk according to the requirements of (1 Timothy 3.8-16 and Acts 6.3), he shall be removed.
  - ii. Process of Removal:
    - 1) *Suspension* – The Senior Pastor may be suspended from serving as the Senior Pastor for reasons listed above upon recommendation of two other Elders and confirmed by unanimous vote of the lay Elders at any regular or special called meeting of the Council of Elders.

2) *Removal* – The Senior Pastor may be removed as Senior Pastor by vote of the members of the congregation present and voting at any Regular or Special Business Meeting of the Church, called by the Deacons. A quorum of thirty-three percent of active members shall be required for the meeting. A three-quarters majority of those present and voting shall be necessary for dismissal of the Senior Pastor. The vote shall be by written ballot. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.

## 2. Associate or Assistant Pastor

- a. Associate Pastor or Assistant Pastor positions shall be created upon the recommendation of the Council of Elders, affirmed and ratified by the Deacons and a congregational confirmation is not needed. The position shall be funded as a part of the annual church budget or as a revision to the annual church budget by vote of the congregation.
- b. Each Associate Pastor or Assistant Pastor shall be an ordained minister (or preparing for ordination), recognized by the North American Baptist Conference, a believer in and preacher of the faith as embodied in the Holy Bible and in agreement with the Statement of Faith contained in these By-Laws. He shall be selected based upon the principles set forth in 1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3.
- c. Candidates for full-time or part time Associate Pastor or Assistant Pastor shall be vetted and recommended by the Council of Elders and confirmed by a majority vote of the Deacons at a specially called meeting of the Deacons. The position shall be funded by vote of the congregation at any duly called Regular or Special Business Meeting. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday, by a two-thirds majority of those present and voting.
- d. Each Associate Pastor or Assistant Pastor shall work under the supervision of the Senior Pastor and receive an annual review from him. The Senior Pastor will recommend salary adjustments for each Associate Pastor or Assistant Pastor on a yearly basis to the Deacon of Human Resources, which will take them into consideration for its budget recommendations to the Leadership Board.
- e. Resignation of an Associate Pastor shall be in writing and submitted to the Council of Elders. The Council of Elders shall notify the Leadership Board.

f. Removal:

i. Reason for Removal:

- 1) If an Associate Pastor fails to continue to meet the qualifications set forth in 1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3 he may be recommended for removal so long as such recommendation is based upon spiritual grounds (in particular, the failure of the Elder to continue to meet the qualifications set forth in 1 Timothy 3.1-7, Titus 1.5-9 and 1 Peter 5.1-3) and supported by the written statements of at least two witnesses (1 Timothy 5.19). An Associate Pastor shall be dealt with according to Matthew 18.15-17, Romans 16.17 and 1 Timothy 5.19. If there is still no disposition to walk according to the requirements of 1 Timothy 3.8-16 and Acts 6.3, he shall be removed.

ii. Process of Removal:

- 1) *Suspension* – An Associate Pastor may be suspended from serving as the Associate Pastor for reasons listed above upon recommendation of two other Elders and confirmed by unanimous vote of the Elders at any regular or special called meeting of the Council of Elders.
- 2) *Removal* – An Associate Pastor may be removed as Associate Pastor by vote of the members of the congregation present and voting at any Regular or Special Business Meeting of the Church called by the Deacons. A quorum of 10 percent of active members shall be required for the meeting. A two-thirds majority of members present and voting shall be necessary for dismissal of an Associate or Assistant Pastor. The vote shall be by written ballot. This meeting shall be announced for three Sundays prior to the meeting to be held on the fourth Sunday.

## **Section B. Other Staff**

1. Directors of Ministries including the Director of Grosse Pointe Nursery School may be recruited and hired by the Council of Elders (or their designee) and confirmed by a majority vote of the Deacons at a special called meeting of the Deacons, provided each such position has been funded as a part of the annual church budget or as a revision to the annual church budget by vote of the congregation.
2. The Deacons may employ other personnel, provided each such position has been funded as a part of the annual church budget or as a revision to the annual church budget by vote of the congregation. Other personnel may be dismissed by the Deacons (or their designee). The Deacons (or their designee) shall be responsible for determining the duties and performance reviews of such personnel.
3. The Deacons may hire and supervise a Church Administrator, who shall manage, on behalf of the Leadership Board, the business affairs of the church in direct liaison with the Senior Pastor and the committees concerned, and endeavor to maintain good rapport with them at all times. (See Policy and Procedure Manual) A Church Administrator may be removed by two-thirds vote of the Deacons at any special called meeting of the Deacons.
4. The director of the Grosse Pointe Nursery School may hire and supervise teachers, assistant teachers, as well as other staff of the Grosse Pointe Nursery School. The director of the Grosse Pointe Nursery School may also remove any staff of the Grosse Pointe Nursery School.
5. All employees in positions of responsibility, shall be born-again believers in Jesus Christ who are in agreement with the Statement of Faith contained in these By-Laws.

### **Article IX. Fiscal Year**

The fiscal year of the church shall coincide with the calendar year.

### **Article X. Amendments**

These By-Laws may be amended by the members of the congregation present and voting at any Regular or Special Business Meeting. A quorum of thirty-three percent of active members, and approval by three quarters of the members present and voting, shall be required for changes to the By-Laws. The vote shall be by written ballot. The proposed changes shall be made available to the congregation in writing and announced for three Sundays prior to the meeting to be held on the fourth Sunday.

### **Article XI. Reversionary Clause**

In the event of the dissolution of this corporation, any remaining assets shall be liquidated and disbursed to the North American Baptist Conference or to its successors and assigns.