

4/17/23

Constitution and By-laws Shores Community Church

3800 Lake Harbor Road, Norton Shores, MI 49441

(231) 780-2476

shorescommunityChurch.org

Constitution

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ARTICLE 1, ORGANIZATION

1. **Name**
The name of this organization shall be Shores Community Church
2. **Date of Organization**
The organization of this Church took place on December 9, 1946
3. **Incorporation**
This organization was incorporated in the State of Michigan on April 19, 1957 and the documents are filed in the Muskegon County Building, Muskegon, Michigan.
4. **Affiliation**
This Church shall maintain affiliation with Converge MidAmerica and Converge.

ARTICLE 2, PURPOSE

The purpose of this Church shall be:

1. To worship God according to the teachings of His Word
2. To submit to the Authority of Jesus Christ as the Lord of the Church
3. To practice the principles of the Church of Jesus Christ as given in the New Testament
4. To administer the ordinances of the Lord's Supper and baptism of believers by immersion
5. To obey the Great Commission of Jesus Christ by teaching the Word of God and preaching the Gospel unto salvation, which is through personal faith in Christ as Savior and Lord

ARTICLE 3, AFFIRMATION OF FAITH

1. **The Word of God**
We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit and that it has supreme authority in all matters of faith and conduct.
2. **The Trinity**
We believe that there is one living in true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.

3. God the Father

We believe in God the Father, in infinite personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

4. Jesus Christ

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

5. The Holy Spirit

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness and judgment and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide.

6. Regeneration

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

7. The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local Church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

8. The Church

We believe in the universal Church; a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible confession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.

9. Christian Conduct

We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world; that they should be faithful

stewards of their possessions and that they should seek to realize for themselves and others the full stature of maturity in Christ.

10. Religious Liberty

We believe that every human being has direct relations with God and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that therefore the Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

11. Church Cooperation

We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in an association of churches. Such an organization, whether it is Converge Worldwide (Baptist General Conference) or one of its regional districts, exists and functions by the will of the Churches. Cooperation in a conference is voluntary and may be terminated at any time. Church may likewise cooperate with inter-denominational fellowships on a voluntary basis.

12. The Last Things

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous and endless suffering of the wicked.

13. Marriage and Sexuality

We believe that marriage is a God-ordained relationship between a biological man and a biological woman and is the foundational unit of a stable society. We believe that any practice of sexuality outside this marriage bond is offensive to God.

14. Gender

We believe that God creates each person as male or female and that these distinct complimentary genders together reflect God's design for humanity. Rejection of one's biological sex is a rejection of God's created design for that person.

15. Final Authority for Matter of Belief and Conduct

THE AFFIRMATION OF FAITH does not exhaust the extent of our beliefs. The Bible itself, as the infallible, inspired Word of God that speaks the final authority concerning truth, morality and proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Shores Community Church's faith, doctrine, practice and discipline, our Elder Board is the Church's final interpretive authority on the Bible's meaning and application.

Statements 1 – 12 were adopted by the Baptist General Conference in 1951, reaffirmed in 1990, amended in June 1998, and amended in 2015.

Statements 13 – 15 were approved and adopted by the Church on April 22, 2018.

ARTICLE 4, MEMBERSHIP

The Membership of this Church shall be open to all persons:

1. Who believe in the Lord Jesus Christ as their Savior and Lord
2. Who give evidence of regeneration by living a life in accordance with the Scriptures
3. Who have been baptized by immersion upon profession of faith in Christ
4. Who desire to be governed by the Articles of this Constitution and By-laws

ARTICLE 5, GOVERNMENT

1. Policy

This Church shall be a local, autonomous organization with a democratic form of government. Recognizing that Jesus Christ is the only head of the Church, this organization shall seek to ascertain and to obey the will of our Lord in all matters of faith and practice. The government of this Church shall be invested in the members who compose it. Thus, the final authority for decision shall be the congregation to whom all members shall be responsible. The government of the Church shall also be as provided for in the By-laws.

2. Leadership

The leadership of the Church shall be invested in the Pastor and the elected officers, Board and Committee Members as provided for in the By-laws.

3. Meetings

Meetings of this Church shall be held as provided for in the By-laws.

ARTICLE 6, PROPERTY

1. Ownership

The Church, through its elected officials as provided for in the By-laws and the State of Michigan, shall hold in sacred trust all its properties, assets and liabilities and shall be faithful stewards of the same.

2. Consolidation

Should consolidation with another Church ever prove advisable, the disposition of the property shall be negotiated at the approval of the Church.

3. Division

In the event of division of this Church, the Church properties shall belong to those members who abide by this Constitution and its By-laws. Should any controversy arise, the Board of Overseers of Converge MidAmerica shall make the final decision.

4. Dissolution

Should a condition arise at any time in the future by which the Church cannot continue, all the Church properties, assets and liabilities shall be transferred to Converge MidAmerica.

ARTICLE 7, AMENDMENTS

Amendments to this Constitution can only be made at an Annual Business Meeting by a two-thirds majority vote of those eligible and voting as provided for in the By-laws. All proposed amendments shall be announced and posted 30 days prior to the date of the vote.

Amendments Made

At the Annual Business Meeting on April 24, 2016, a motion was made and seconded that the name of the church be changed from Mona Shores Baptist Church to Shores Community Church. The motion carried.

At the Annual Business Meeting on April 22, 2018, a motion was made and seconded that the church approve the addition of articles 13, 14, and 15 to the ARTICLES OF FAITH. The motion carried.

By-Laws

Shores Community Church
3800 Lake Harbor Road, Norton Shores, Michigan 49441

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ARTICLE 1, MISSION STATEMENT

Shores Community Church exists to draw people to Jesus that more and more people may be transformed by the Gospel and become worshipers to the glory of God.

ARTICLE 2, MEMBERSHIP AND CHURCH COVENANT

1. Admission

- a. All candidates for membership shall meet the requirements for membership as stated in the Constitution and By-laws and receive instruction concerning the beliefs and practices of the Church as stated in the Constitution and By-laws.
- b. All candidates for membership shall complete a Church Membership Application form and submit it to the Council of Deacons.
- c. All candidates for membership shall submit a Church Membership Application and a written statement of faith. They shall also meet with at least two members of the Council of Deacons or the Board of Elders for consultation and interview. Evidence of previous baptism by immersion and/or verification of prior church membership shall be sought but shall not hinder the candidate from membership. Following a positive recommendation from the interviewing Deacons or Elders, membership shall be granted upon the recommendation of the Council of Deacons and the vote of the church.

2. Responsibilities

Members shall faithfully support the ministry of the Church by attendance at its services; by prayer; by stewardship of monies and by the exercise of spiritual gifts as God gives enablement. The acquisition of Biblical knowledge, continual growth in spirituality and consistency of godly character and conduct shall be the responsibility of all.

Members shall also strive to adhere to the following CHURCH COVENANT:

As people of faith, having experienced the forgiveness of sins and the hope of eternal life through Jesus Christ our Savior and Lord, and having been baptized by immersion

indicating our identification with Christ in His death and resurrection, we joyfully join with one another, as one body in Christ, to further His kingdom in this world.

Personally, we choose by the aid of the Holy Spirit to turn away from sin and live lives of righteousness and personal purity. We choose to pursue those activities that strengthen our personal relationship with Jesus and that of the church body, while refraining from those things that dishonor His kingdom.

We commit ourselves to the mission of the Shores Community Church, which is to reach out to the unchurched, evangelize them, mature them in the faith and involve them in ministry service. In order to achieve this, we commit ourselves to and invest ourselves in the six core values of this church, which compose the non-negotiable foundation of its ministry.

1. ***Evangelism:*** *We are committed to being a light in the world and will use every relevant means available to reach out to the world to share the message of salvation through Jesus.*
2. ***Worship:*** *We are committed to praising God by expressing our passion for him and renewing our joy in the Holy Spirit.*
3. ***Prayer:*** *We are committed to submitting everything in our lives and the life of our church to prayer in order to experience God's power and direction.*
4. ***Love:*** *We are committed to being a church known by its love for all people and we will constantly seek for new methods to increase our compassion and forgiveness toward our fellow human beings, especially those who are believers in Jesus Christ.*
5. ***Obedience:*** *we are committed to the Bible as absolute truth and determined that it will be the cornerstone for everything we do. We are committed to deliberate and consistent obedience in our daily lives.*
6. ***Equipping:*** *we are committed to using our spiritual gifts in the ministry while helping others discover their giftedness for serving. We recognize that the church needs all the gifts to be effective in attracting people to Jesus and will support each other in the use of our individual gifts.*

We will be faithful to this Covenant and the mission of Shores Community Church.

3. Inactive

Any member, who absents himself/herself from the Church for a period of one year without acceptable reason, and without showing interest by communication or contribution, shall be considered an inactive member, and will be placed on the inactive membership rolls thereby losing their voting privileges until such a time as they resume regular attendance and participation, as determined by the Council of Deacons. It shall be the responsibility of the Council of Deacons to review the inactive membership rolls annually and take action as stated in the DISMISSAL paragraph below.

4. Discipline

The Council of Deacons shall seek the restoration of any member who fails to fulfill his/her membership responsibilities after a period of six months or sooner if deemed advisable. The Council shall seek to counsel and restore, according to the principles of Matthew 18: 15-17, any member who violates their Christian obligations, their Church membership responsibilities, or conduct themselves in such a way as to bring reproach upon the Lord and the Church. If they fail to receive satisfactory evidence of repentance and restoration of the delinquent member, according to the principles of Matthew 18: 15- 17, they shall recommend his/her dismissal from the Church to the voting members.

All charges against any member shall be presented in writing to the Council of Deacons who shall be responsible for investigating the alleged charges. Any person submitting such written charges must be prepared to substantiate the same with reliable evidence and witnesses.

5. Dismissal

a. Personal Request

Any member desiring to sever his/her membership may be dismissed upon his/her request without vote of the Church.

b. Request by Letter

Any member who wishes to join another Church shall be dismissed from membership upon such a request by the vote of the Church.

c. Disciplinary Action

Action to be taken as provided for in Paragraph 4 above.

d. Deletion

Annually the Council of Deacons shall contact inactive members and seek to determine their desires for maintaining their membership status. Such responses shall determine what course of action shall be recommended it to the Church. Inactive members may be deleted from the membership rolls upon the recommendation of the Council of Deacons and vote of the Church. Any persons deleted from the membership rolls may have their membership reinstated by meeting all the requirements as stated in the Constitution and By-laws.

e. Death

Names of deceased members shall be deleted from the membership rolls without action by Church.

ARTICLE 3, EMPLOYEES

Any persons monetarily remunerated or compensated for their ministry and services rendered in behalf of the Church, be they full-time or part time, shall be considered an employee of the Church or an independent contractor and therefore subject to all the requirements of the State of Michigan and United States Federal laws. All such persons shall have an approved job description including qualifications, duties, and relationships prior to appointment, and be held accountable for fulfilling those responsibilities during their employment. Such job description shall be placed in the **MANUAL OF OPERATIONS** as defined in ARTICLE 10 of these By-laws.

ARTICLE 4, PASTORAL STAFF

1. Qualifications

- a. All pastoral staff shall meet the qualifications 1 Timothy 3: 1-7.
- b. All pastoral staff shall be in agreement with the Constitution and By-laws, The Purpose Statement, The Mission Statement, The Articles of Faith, and the Core Values of this Church. They shall be cooperative with Converge MidAmerica and Converge.

2. Duties and responsibilities

- a. **Senior Pastor** – The Senior Pastor shall be the spiritual leader of the Church, whose responsibilities will include:
 - i. Preaching and teaching the Word of God
 - ii. Vision Casting
 - iii. Assimilation/Membership
 - iv. Evangelism
 - v. Community outreach
 - vi. Visitation
 - vii. Events

Under the direction of the Elder Board, the Senior Pastor will perform such additional duties as may be incumbent upon his calling, his spiritual leadership, and his position.

The Senior Pastor shall be a voting member of the Board of Elders, a non-voting member of the Council of Deacons and an ex-officio voting member of all Ministry Teams, Committees and Organization. The Senior Pastor shall report to and be directly accountable to the Board of Elders, and ultimately to the Church.

- b. **Executive Pastor** – The Executive Pastor shall be the organizational leader of the Church, whose responsibilities will include:
- i. All employee management, oversight and development
 - ii. Human Resources
 - iii. Leadership Development
 - iv. Volunteer Development
 - v. Facility management
 - vi. Finances
 - vii. Information Technology
 - viii. Strategic Planning
 - ix. Project Management
 - x. Security
 - xi. Marketing / Communications

When needed, the Executive Pastor shall preach and teach the Word of God, and administer the ordinances. Under the direction of the Elder Board, he shall also perform such other duties as may be incumbent upon his calling, his spiritual leadership, and his position as the Executive Pastor.

The Executive Pastor shall be a non-voting member of the Board of Elders, a voting member of the Council of Deacons and an ex-officio voting member of all Ministry Teams, Committees and Organization. The Executive Pastor shall report to and be directly accountable to the Board of Elders, and ultimately to the Church.

- c. **Associate Pastors** – Associate Pastors shall carry out their specific area of ministry under the direction of the Executive Pastor. Each Associate Pastor shall be accountable to the Executive Pastor and the Board of Elders.

3. Establishment of Relationship

a. Senior Pastor

1. **Pastoral Search Committee** - When it is necessary to call a Senior Pastor, a Pastoral Search Committee shall be appointed by the Board of Elders and approved by the Church. The committee shall consist of the Church Chairman, two members of the Elder Board, two members of the Council of Deacons and two members at large. All members of the Search Committee shall continue to serve until their task is completed even though their terms of office may expire during the search process.

The Search Committee shall seek a pastoral candidate that meets all the qualifications specified by the Constitution and By-laws and the job description and shall have the freedom to consult denominational leaders as desired. When a suitable candidate is found, the Search Committee shall present the candidate to the Board of Elders for approval prior to making arrangements to have him presented to the Church for the candidating process.

2. **Extension of Call** – The recommendation of the Search Committee of a candidate and the terms of call shall be presented to the Church at an annual, quarterly, or specially called business meeting. Notice of such a meeting shall be announced one week prior to the meeting. Only one candidate shall be presented to the Church at one time

A three-fourths majority vote of those eligible voters shall be required to extend a call to the pastoral candidate under consideration. Voting shall be by closed ballot. The candidate shall be immediately notified of the results of the vote. When the call has been approved by the Church, a written statement of the call and the terms thereof shall be given to the candidate. The candidate's written acceptance of the call shall establish the pastoral relationship on a date mutually agreed upon by the candidate and the Church. The Search Committee will terminate upon the acceptance of a call by the candidate.

b. Executive Pastor

1. **Pastoral Search Committee** - When it is necessary to call an Executive Pastor, a Pastoral Search Committee shall be appointed by the Board of Elders and approved by the Church. The committee shall consist of the Church Chairman, two members of the Elder Board, two members of the Council of Deacons and two members at large. All members of the Search Committee shall continue to serve until their task is completed even though their terms of office may expire during the search process.

The Search Committee shall seek a pastoral candidate that meets all the qualifications specified by the Constitution and By-laws and the job description and shall have the freedom to consult denominational leaders as desired. When a suitable candidate is found, the Search Committee shall present the candidate to the Board of Elders for approval prior to making arrangements to have him presented to the Church for the candidating process.

2. **Extension of Call** – The recommendation of the Search Committee of a candidate and the terms of call shall be presented to the Church at an annual, quarterly, or specially called business meeting. Notice of such a meeting shall be announced one week prior to the meeting. Only one candidate shall be presented to the Church at one time

A three-fourths majority vote of those eligible voters shall be required to extend a call to the pastoral candidate under consideration. Voting shall be by closed ballot. The candidate shall be immediately notified of the results of the vote. When the call has been approved by the Church, a written statement of the call and the terms thereof shall be given to the candidate. The candidate's written acceptance of the call shall establish the pastoral relationship on a date mutually agreed upon by the candidate and the Church. The Search Committee will terminate upon the acceptance of a call by the candidate.

b. Associate Pastors

1. **Associate Pastoral Search Committee** - When the need for an Associate Pastor arises, a Search Committee shall be appointed by the Board of Elders and approved by the Church. The Committee shall consist of the Senior Pastor, the Church Chairman, two members of the Elder Board and one member of the Deacon Council of the ministry area where the Associate will function and serve. The Search Committee shall seek a candidate who meets all the qualifications specified by the Constitution and By-laws and the job description. When a suitable candidate is found, the Search Committee shall recommend that candidate to the Board of Elders and Council of Deacons for approval prior to making arrangements to have the candidate presented to the Church for the candidating process.
2. **Extension of Call** – The process for the presentation of the candidate to the Church shall follow the same procedure outlined above concerning the call of the Senior Pastor, or Executive Pastor.

4. Dissolution of Relationship

- A. The pastoral relationship may be terminated by resignation upon a 30 days notification in writing to the pastor. The resignation shall be submitted to the Board of Elders for presentation to the Church.
- B. The Church may terminate the pastoral relationship on the recommendation of the Board of Elders upon 30 days notification in writing. If, in the judgment of the Board of Elders, the continuance of a pastor's ministry is undesirable, the relationship may be discontinued immediately, however his salary and benefits shall continue for a minimum of 30 days. The dissolution of any pastoral relationship shall be by a majority vote at the Church by a closed ballot according to the rules as stated in ARTICLE FOUR.

- C. Any proposal to dismiss a pastoral staff member shall be presented to the Board of Elders and the Council of Deacons in writing. The Board of Elders and the Council of Deacons shall present any written request for dismissal, when signed by 20 percent of the membership of the Church. Action on such a proposal shall be taken at an annual, quarterly, or a specially called business meeting and the vote shall be by closed ballot. Notice of such a meeting and its purpose shall be announced one week in advance of the meeting. Dissolution shall be as directed in the preceding paragraph of these By-laws.

In the event the vote for dissolution fails, the pastoral relationship shall continue according to the terms of call and the provisions of the Constitution and these By-laws. In the event the Church does not approve the request for dismissal of a Senior Pastor, all Church officers who signed the request for dismissal shall automatically relinquish their offices. This requirement does not apply in the case of Associate Pastors.

ARTICLE 5, WORSHIP SERVICES

1. THE LORD'S DAY – The Church shall meet each Sunday for the study of God's Word, for the proclamation of the Gospel of Jesus Christ and the worship of God at such times as determined by the Elders in the Council of Deacons. Any exceptions to the above shall also be at the discretion of the Board of Elders and the Council of Deacons.
2. THE LORDS SUPPER – The observance of the Lord's Supper shall be monthly at the discretion of the Pastor and the Council of Deacons.

ARTICLE 6, CHURCH LEADERSHIP

1. **Qualifications for Church Leadership**
 - a. All Church leadership personnel, whether elected or appointed, shall be members of the Church and shall be in agreement with the Constitution and By-laws, the Purpose Statement, the Mission Statement, the Articles of Faith, and the Core Values as found in the Church covenant. All such personnel shall be accountable for their duties and responsibilities as described in these By-laws.
 - b. All such personnel may be removed from office for failing to fulfill the duties of the office they hold. If any such personnel show lack of interest in their position

and is absent for three consecutive meetings without acceptable reason, they shall be dismissed from that office by the Board of Elders.

- c. All such personnel may voluntarily resign from office and such resignations shall be submitted to the Board of Elders and become effective on the date specified. The Board of Elders shall be responsible for filling such vacancies.

2. Board of Elders

- a. **Qualifications** - An Elder shall meet the qualifications for an Elder as found in 1 Timothy 3: 1-7. In addition to being a member in good standing, an Elder must have attended Shores Community Church for a minimum of one calendar year. They must also meet any additional biblically-based standards of behavior deemed appropriate by the Elder Board. An Elder shall not hold more than one elected or appointed office at a time except in the case of the Church Chairman as further described in ARTICLE 7 CHURCH OFFICERS.
- b. **Composition** - The voting members of the Board of Elders shall consist of the Senior Pastor, the Church Chairman, and a minimum of three men elected by the Church. The Executive Pastor will also be a non-voting member of the Elder Board. Elders shall be elected for a one-year term, followed by up to two consecutive three-year terms. An elder may serve seven consecutive years after which he must take a one-year sabbatical.
- c. **Duties and Responsibilities**
 - i. The Board of Elders shall meet monthly. It shall establish the vision for the Church that fulfills the Churches Purpose Statement and Mission Statement as found in the Constitution and By-laws. All Pastoral staff shall identify, prioritize, strategize, and facilitate the ministries of the Church so that they fulfill the vision provided by the Board of Elders. The means by which the above shall be accomplished shall be at the discretion of the Pastoral staff, under the direction of the Board of Elders.
 - ii. The Board of Elders shall establish all policy matters pertaining to employed personnel. The Executive Pastor shall be responsible for the daily administration and supervision of all such personnel.
 - iii. The Board of Elders shall conduct or facilitate annual performance reviews of all ministry staff and church employees whether full-time, part-time, or independent contractors.
 - iv. The Board of Elders shall serve as the Nominating Committee and for all elected and appointed leadership positions. Appointed positions and election of officers shall be during the month of March. Names of nominees shall be posted two weeks prior to the election which shall be by closed ballot.

3. Council of Deacons

- a. **Qualifications** - A Deacon shall meet the qualifications for a Deacon as found in 1 Timothy 3: 8-13. In addition to being a member in good standing, a Deacon must have attended Shores Community Church for a minimum of one calendar year. In special circumstances exceptions can be made to the one calendar year attendance requirement on the recommendation and vote of the Board of Elders. They must also meet any additional biblically-based standards of behavior deemed appropriate by the Elder Board.
- b. A Deacon shall not hold more than one elected or appointed office at a time.
- c. **Composition** - The voting members of the Council of Deacons shall consist of the Executive Pastor, Church Chairman, and one Deacon (either male or female) for each established ministry elected by the Church annually. The Senior Pastor and the Church Clerk shall be non-voting members of the Council of Deacons. Terms shall be for two years. Deacons may serve three consecutive terms after which they must take a one-year sabbatical. Exceptions to the above may be made at the discretion of the Board of Elders on a year-to-year basis, if, in its best judgment, no other qualified candidate can be found to fill a particular position.
- d. **Duties and Responsibilities**
 - i. The Council of Deacons shall meet monthly. It shall establish and facilitate each established ministry so that together they fulfill the mandates of the Purpose Statement and Mission Statement as found in the Constitution and By-laws.
 - ii. Each Deacon shall enlist a Team as necessary to fulfill the responsibilities of its individual established ministry. Such Team members shall meet any biblical standards of behavior the Elders deem necessary, including church membership.
 - iii. The Council of Deacons shall be responsible for securing the pre-membership instruction of prospective members, receive the reports of Elders or Deacons who conduct membership interviews, and make recommendations to the Church accordingly.
 - iv. The Council of Deacons shall assist the Senior Pastor in the administration of the ordinances of the Church.
 - v. The Council of Deacons shall make all recommendations to the Church concerning the granting of a ministerial licensing and/or ordination.
 - vi. The Council of Deacons shall review the proposed annual budget presented by the Deacon of Finance and approve it prior to its presentation to the Church for approval.

- vii. The Council of Deacons shall act in all legal matters in behalf of the Church and may delegate such obligations to certain individuals to act in behalf of the Church.
- viii. The Council of Deacons shall fulfill other such duties as may be incumbent upon its role in Church leadership.

e. Deacon Ministries

DEACON OF PHYSICAL PROPERTIES shall be responsible for organizing, recruiting, managing and encouraging teams needed for the set up and tear down for events, and teams responsible for the care and maintenance of all the physical and tangible properties of the Church including buildings and their contents, the grounds and upkeep thereof, vehicles and the appropriate insurance coverage for all of the above including employed personnel.

DEACON OF FINANCE shall be responsible for the establishment, supervision, and performance of the Church's Annual financial budget.

The Deacon of Finance shall be responsible for leading and appointing members of the Finance Team. In order to serve on the Finance Team, a person is required to be a member in good standing, and have attended Shores Community Church for a minimum of one calendar year. Members of the Finance Team shall include the Church Treasurer and the Financial Secretary.

- The Finance Team shall serve as the Memorial and Special Gifts Committee whose duties are given in the Church's MANUAL OF OPERATIONS.

DEACON OF MISSIONS shall be responsible for promoting and coordinating the missions' program of the Church, recognizing that it is a global ministry. It shall make every effort that the missionaries the Church supports feel loved and cared for by the Church. It shall be responsible for the preparation of an annual proposed budget to be submitted to the Finance Team.

DEACON OF FELLOWSHIP/CARING MINISTRIES shall be responsible for organizing, recruiting, managing and encouraging the teams needed to administer fellowship and caring to the congregation. The Deacon of Fellowship and Caring will be responsible for coordinating the fellowship/caring ministries of the Church, including, but not exclusive to:

- Sunday morning coffee service
- Special Events
- Funeral luncheons
- Meal preparation and delivery when need is determined.

DEACON OF MINISTRIES shall be responsible for establishing, maintaining, and supervising smaller group settings for fellowship, teaching, and spiritual growth. This includes, but is not limited to:

- Small Groups
- Women's Ministries
- Men's Ministries
- Senior Adult Ministries
- Prayer Ministries

DEACON OF CHRISTIAN EDUCATION shall be responsible for staffing, coordinating, supervising, and evaluating all the Christian Education ministries of the Church, ages from birth through adults. This includes, but is not limited to:

- Children's Ministry
- Children's Church
- Sunday School for all ages
- AWANA
- Vacation Bible School

This Deacon shall work in cooperation and consultation with the Children's Ministry Director, AWANA Commander, the Senior and Executive Pastors and any Associate Pastors who may be assigned to that ministry.

DEACON OF WORSHIP shall oversee and support Sunday morning and all extra worship related services. Their responsibilities include the structure, vision, and continuity of worship of Shores Community Church. They shall help plan and assist major worship Sundays such as Christmas and Easter services. The Deacon of Worship shall also provide direction and guidance to the Worship Director.

DEACON OF TECHNOLOGY shall be responsible for building and managing a team of people who shall operate, maintain, and upgrade the digital network, online streaming, and AV technology of Shores Community Church. They shall ensure this technology operates at a high and consistent level of quality and shall suggest upgrades to stay in step with emerging technology and worship trends.

ARTICLE 7, CHURCH OFFICERS

1. Church Chairman

- a. Shall be appointed by the Board of Elders for a one-year term and may be reappointed to successive terms.
- b. Shall discharge the duties of the Senior Pastor and Executive Pastor in either of their absences, except for preaching and administering the ordinances.
- c. Shall be an Elder, Chairman of the Council of Deacons and the Moderator of all Church business meetings unless delegated otherwise.

2. Church Clerk

- a. Shall be appointed by the Board of Elders for a one-year term and may be reappointed to successive terms.
- b. Shall serve on the Council of Deacons and keep accurate minutes of all meetings of the Council of Deacons and Church business meetings.
- c. Shall maintain an accurate and current record of the membership of the Church.
- d. Shall be responsible for the official correspondence of the Church in consultation with the Church Chairman and preserve all records, documents, and official correspondence of the Church for current and historical purposes.

3. Church Treasurer

- a. Shall be appointed by the Board of Elders for a one-year term coinciding with the Church's fiscal year and may be reappointed to successive terms.
- b. Shall keep an accurate account to all monies deposited and disbursed, assuring concurrence with the records of the Financial Secretary and the Church's bank.
- c. Shall make payment by check of all approved financial obligations incurred by the Church according to the adopted budget or action authorized by the Council of Deacons or the Church.
- d. Shall prepare a monthly report for the Council of Deacons as well as an annual report for the Church. These reports must accurately reflect all disbursements made from the budget and any other special funds as well as showing all funds in the checking and savings account balances

4. Assistant Church Treasurer

- a. May be appointed by the Board of Elders for a one-year term as deemed necessary and shall prepare to assume the duties and responsibilities of the Treasurer if that becomes necessary.

5. Church Financial Secretary

- a. Shall be appointed by the Board of Elders for a one-year term coinciding with the Church's fiscal year and may be reappointed to successive terms.
- b. Shall serve in conjunction with the Deacon of Finance in organizing and overseeing the counting and safeguarding of all monies and funds received and shall be responsible for the prompt deposit in the bank of those funds keeping an accurate record of the same.

- c. Shall provide all regular contributors with offering envelopes, the format of which shall be determined annually in cooperation with the Deacon of Finance and Finance Team.
- d. Shall provide all known contributors with an accurate statement of annual contributions by January 31st for the previous calendar year and shall keep all such information confidential.
- e. Shall maintain an accurate record of all special gifts and memorial funds received and in whose memory they were given, and provide immediate family members with names of those contributors. The total amount given and in whose memory they were given, shall be provided to the Finance Team, which shall serve as the Memorial and Special Gifts Committee so that it may be able to assist the family in selecting an appropriate memorial.
- f. Shall present a monthly detailed report of all the regular, special, and designated contributions received to the Council of Deacons through the Deacon of Finance as well as quarterly and annual reports to the Church.

6. Assistant Church Financial Secretary

- a. May be appointed by the Board of Elders for a one-year term as deemed necessary and shall prepare to assume the duties and responsibilities of the Financial Secretary if necessary.

ARTICLE 8, INDEMNIFICATION

The Church shall indemnify any person who was or is a party, or is threatened to be made a party to or witness in, any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that the person is or was a Member, Elder, Deacon, employee or agent of the Church, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by that person in connection with such action, suit, or proceeding to the fullest extent and in the manner set forth in and permitted by the Act and any other applicable law, as from time to time in effect. Such right of indemnification shall not be deemed exclusive of any other rights to which such Member, Elder, Deacon, employee or agent of the Church may be entitled apart from the foregoing provision. The foregoing provision of this Article shall be deemed to be a contract between the Church and each Member, Elder, Deacon, employee or agent of the Church who serves in such a capacity at any time while this Article and the relevant provisions of the Act and other applicable law, if any, are in effect, and any repeal or modification thereof shall not affect any rights or obligations then existing, with respect to any state of facts then or theretofore existing, or any action, suit, or proceeding theretofore, or thereafter, brought or threatened based in whole or part on any such state of facts.

ARTICLE 9, CHURCH GOVERNMENT

1. Meetings

- a. ANNUAL BUSINESS – The Church fiscal year shall be April 1 through March 31; The Annual Business Meeting shall be held during the month of April. Notice of such meeting shall be announced two weeks prior to the date of the meeting.
- b. QUARTERLY BUSINESS MEETING – Quarterly Business Meetings shall be held after the close of each quarter, preferably in July, October, and January.
- c. SPECIAL BUSINESS MEETINGS – Special Business Meetings may be called by the Senior Pastor, Church Chairman or Elders. Notice of such meeting shall be announced one week in advance prior to the date of the meeting.

2. **Eligibility** – Members must be 18 years of age to be eligible to vote on all matters of Church business.

3. **Quorum** – In all Leadership meetings of the Board of Elders, Council of Deacons or Ministry Teams, a minimum of 50% of all members must be present to constitute a quorum. In all Church Business Meetings, 15% of the eligible voting members must be present to constitute a quorum, except in the matter of the calling or the dismissal of a Senior Pastor, amending the Constitution and the transaction of real estate property, at which time 30% of the eligible voting members must be present to constitute a quorum.

4. Rules

- A. All business shall be transacted by a simple majority vote of the Church membership establishing a quorum unless specified elsewhere in the Constitution or By-laws.
- B. Absentee ballots for voting shall only be admissible on business pertaining to the calling or dismissal of a Senior Pastor, the calling or dismissal of an Executive Pastor, amending the Constitution or the transaction of real estate property. Such ballots shall be prepared by the Church Clerk and granted only to members whose circumstances, such as illness, work schedule or absence from the area will prevent them from being present at the stated business meeting where the vote is to be taken. All absentee ballots must be returned to the Clerk prior to the vote in order to be admissible.

- C. Robert's Rules of Order shall serve as the guide for all business meetings.
5. **Fiscal Policy** – All church leadership, officers and organizations shall function within the general framework of the current approved budget. All proposed non-budgeted expenditures up to \$5,000 shall require the approval of the responsible Deacon. Proposed non-budgeted expenditures between \$5,000 and \$10,000 shall require the approval of the Council of Deacons. Proposed non-budgeted expenditures over \$10,000 shall be by vote of the Church membership upon recommendation of the Council of Deacons and shall be announced one week prior to the business meeting.

ARTICLE 10, MANUAL OF OPERATIONS

All Boards, Councils, Church Officers, Committees and Organizations, which are part of the Church, shall keep accurate minutes and reports of all meetings which shall be the corporate property of the Church. In addition, there shall be a compilation known as the MANUAL OF OPERATIONS which shall contain job descriptions of any Church employees and any special rules of operations for any entity or employee of the Church.

ARTICLE 11, AUXILIARY ORGANIZATIONS

No organization shall be formed and considered a part of the Church until its sponsors have submitted their plans to the Board of Elders for approval and it has been granted. All such organizations shall be governed by the Constitution and By-laws.

ARTICLE 12, ORDINATION

Any member of the Church who desired to be a licensed for and/or ordained to the Gospel ministry and gives evidence of spiritual qualities for the same, may be recommended by the Church to proceed according to the guidelines established by Converge.

ARTICLE 13, AMENDMENTS

Amendments to these By-laws may be amended at any properly called business meeting of the Church by a two-thirds majority vote. All proposed amendments shall be announced and posted no less than two weeks prior to the date of the vote.

Amendments Made

3/30/2006 Amended By-laws adopted.

1/20/2011 Amendment adopted to add leadership position for Deacon of Ministries.

4/22/2018 Amendments adopted and ratified by the Church.

4/18/2021 Amendment adopted to add leadership position for Deacon of Technology.

4/20/22 Various amendments adopted to accommodate the new position of Executive Pastor, clarify Deacon roles and adjust fiscal policy

END