

**By-Laws of
Chemung Christian Fellowship
726 Main Street, Chemung New York
May 8, 2017**

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1 ARTICLE I - Name

This Corporation shall be known as **CHEMUNG CHRISTIAN FELLOWSHIP** herein after referred to as the Church. The Office of the Corporation is located in the Hamlet of Chemung, County of Chemung, and State of New York.

2 ARTICLE II - Association

CHEMUNG CHRISTIAN FELLOWSHIP must remain a non-denominational Church. It shall not become a part of a denomination, and shall not be ruled over by any ecclesiastical body other than is herein provided, but may fellowship with other churches, denominations or groups.

3 ARTICLE III – Purpose

The purpose of this Church shall be to propagate the Christian faith and spread the Gospel of Jesus Christ as revealed through the Holy Scriptures.

- To undertake such other and further purposes as may be necessary to fulfill the calling of a New Testament Church called to co-labor with the Lord in the earth, His harvest field.
- To teach and encourage believers to worship and exalt Jesus Christ as Lord and King through acts of private and corporate worship and through their manner of living.
- To provide for preaching, teaching and fostering the growth of the Christian faith throughout the world, to promote missionary work in all places throughout the world, to establish local churches and foster their development, to bring Christian believers to spiritual maturity.
- To have the right to own, hold in trust, use, sell, convey, mortgage, lease or otherwise gain, dispose of or use such property, real or chattel, as may be required or beneficial for the good of the Church.
- To engage in a ministry of teaching and outreach through radio, television, internet, newspaper, and other publications, and every other media of mass communication as may be deemed necessary to fulfill the objectives of this organization.
- To collect, solicit and accept funds or other subscriptions; to acquire and hold real estate and such other property as the realization of the aforesaid objectives may require.

- To be a religious corporation without capital stock and which does not contemplate pecuniary gain or profits for any officer, employee, or individual Church Member.
- To pursue the purposes set forth in the Certificate of Incorporation and these By-Laws of this Corporation.

4 ARTICLE IV – Statement of Faith

4.1 The Bible

We believe that the Bible is the inspired Word of God equally in all parts and without error and our source of supreme revelation from God. II Timothy 3:16-17; I Peter 1:23-25; Hebrews 4:12

4.2 God

We believe in one God who has revealed Himself in three persons, the Father, the Son and the Holy Spirit. **The Eternal FATHER** - Genesis 12:33; Deut. 33:27; Psalms 90:2; Psalms 102:27; I Timothy 1:17. **The Eternal SON** - John. 1:1-2; John. 8:58; Heb. 1:8; I John 1:2; Micah 5:2; Rev. 1:8. **The Eternal SPIRIT** -Heb. 9:14. **The Eternal GODHEAD** -Romans 1:20

4.3 Jesus the Christ

We believe in the pre-existence, incarnation and virgin birth of Jesus Christ who came into the world to reveal the Father; that Jesus Christ was the Creator of all things, for by Him the worlds were made. John. 1:1-2 & 14; I Tim. 3:16; Acts 7:37-38

4.4 Christ's Ascension and Immanent Return

We believe in Jesus Christ's sinless life, miracles, death, resurrection and His ascension into Heaven, and His personal return in power and great glory, and in His everlasting Kingdom and dominion. Acts 1:11; 3:19-21; Daniel 7:14; Revelation 20:4

4.5 The Creation of Man

We believe that man was created by a direct and immediate act of God. Genesis 1:26-27; 2:4

4.6 The fall of Man

We believe that man by transgression fell from a state of righteousness and holiness in which he was first created, into total spiritual depravity, a state of death in trespasses and sins in which he is held as a slave of sin and an enemy of God, being unable to attain divine righteousness by his own efforts, but must be redeemed and delivered by the power of the gospel. Rom 5:12-21; I Cor. 15:1-4

4.7 Satan

We believe in the reality and personality of Satan, Job 1:7; Matthew 4:1-11 and that he was defeated by Christ through His death, burial and resurrection at Calvary

4.8 Sacraments

We believe that water baptism and the Lord's Supper are the sacraments of the church commanded by God and ordained as a means of grace when received through faith. We believe that water baptism is an essential and necessary part of the "doctrine of baptisms", Hebrews 6:2, performed only upon repentant believers in the name of the Lord Jesus Christ and for the remission of sin. (Acts 2:38). This act is to be done by immersion, when possible; and it is the means whereby we receive the new covenant sign of "circumcision of heart". We believe that the Lord's Supper is a sacrament of our redemption by Christ's death and of our hope in His victorious return, as well as a sign of the love that Christians have for each other. Open to all believers who receive it humbly, with a proper spirit and by faith, the Lord's Supper is made a means through which God communicates grace to the heart. Romans 2:28-29; Colossians 2:9-13

4.9 Grace and Sanctification

We believe that "by grace are ye saved through faith and that not of yourselves; it is the gift of God, not by works lest any man should boast." (Ephesians 2:8-9) We further believe that the emphasis for a continuous walk in grace should be the emphasis of heart righteousness and purity, believing in the keeping power of God, walking after the Spirit and not after the flesh in a lifestyle that demonstrates the character, standards and convictions of Jesus Christ, not being conformed to the world Jude 24; Romans 8:25; Galatians 5:16-25; Romans 4:1-5; 12:1-2.

4.10 The Body of Christ

We believe that the Church is the Body of Christ expressed as the church individual, the church local, and the church universal and invisible (all saints of all places and all times united together under one Lord), and that the basis of our fellowship is in Jesus Christ, in the power of the Spirit. Ephesians 2:13-22; 4:3-6; 1 John 1:6-7 As such, we believe the church to be more than just a building or a gathering of people.

4.11 Worship

We believe in the practice of worship with one's total being as set forth in the Word of God. We believe in the miraculous use of languages and interpretation of languages in its biblical and historical setting. But it is contrary to the word of God to teach that speaking in an unknown tongue or the gift of tongues is the evidence of the baptism of the Holy Spirit and that of Entire Sanctification. Therefore, to promote orderly worship, only a language readily understood by the congregation is to be used in public worship.

Acts 8:14-17; 1 Cor. 12:1-14:40; Gal 5:22-24; Matthew 18:16; Luke 10:1; John 8:18; 1 Cor. 14:27-28; Eph 5:18-19; Rev 1:17; Psalm 150; Acts 24:14.

4.12 Tithing, Offerings, and Giving of Alms

Both Old and New Testament scriptures teach tithing as God's financial plan for the support of the work. These are to be practiced continually by all believers and are outward expressions of the unity of the church, the Body of Christ, as it joins together in support of the work of the Lord. Gen 14:18-20, 28:20-22; Prov. 11:24, 25, Mal. 3:8-10; Matt. 23:23; Lu. 11:42; 1 Cor. 16:22; 2 Cor. 8:7-8; 9:6-9;

4.13 Discipline

We believe in church discipline administered within the church, administered in a spirit of meekness and confidentiality. The purpose of such discipline is the restoration of the one subject to the discipline and/or the purification of the church. The steps of discipline are one on one private confrontation, private confrontation with witnesses, meeting with the Pastor and or Board of Elders for judgment leading to restoration or separation, and finally, if necessary, exposure to the congregation. (Matt. 18:15-20; Gal. 6:1; Romans 16:17; II John 9-11; I Corinthians 5; II Corinthians 2:6-8; I Timothy 5:20)

4.14 Marriage and Sexuality

We believe that term "marriage" has only one meaning and that is marriage is sanctioned by God which joins one biological man and one biological woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual

are to be repudiated and are not in accord with scripture nor the doctrines of the church. Gen 1:27-28, 2:18, 20, 23-24; Mal 2:14-16; Matt. 19:4-6; Mark 10:9; Eph. 5:21-33; Heb 13:4; Rev 19:7-8.

In order to preserve the sanctity of marriage, the Pastor of Chemung Christian Fellowship will conduct the Weddings that take place within the church building and on the property. In the event that an exception is requested to have another pastor, the Pastor and the Board of Administration will evaluate the reason for any exception and determine if it should be granted. Believing that it is important for those who wish to get married enter into it well advised, the pastor will talk with the couple and if the pastor deems it profitable there be some marriage counseling, sessions will be arranged. In the event the Pastor feels that the marriage is inadvisable in his Judgment for any reason, he may decline to marry the couple.

5 ARTICLE V - Membership

5.1 We believe in the following Principles

A committed relationship to be a co-laborer with Christ, testifying to the gospel of God's grace. (Acts 20:24)

5.2 Who can become a Church Member

Anyone 16 years of age or older who has been part of the Church Fellowship for at least 6 months and expresses the evidence of a genuine experience in the New Birth and of a consistent Christian Life. Has followed the Lord in the waters of baptism, has read and subscribes to the tenets of faith as set forth herein and agrees to abide by these By-laws, and has made written application to join the church and has been interviewed by the Pastor. New members shall be approved by majority vote of the Board of Administration. Any newly hired Ministerial Staff upon approval by vote of the Congregation shall automatically become members of the church along with their spouse.

5.3 Responsibility of the Church Member

To be a loyal, living part, adding more to the body than the member is drawing out, (i.e. Using any talents that God has given them in ministry, supporting the church financially as God has prospered them, attend and be actively involved in Church Conferences, etc.). To identify personally with the teachings, vision and purpose of this Church and to accept this body as his focus for fellowship, prayer, offerings, breaking of bread, teaching activities and with faithful attendance. (Acts 2:42, 47; Titus 2:15; Psalms 92:13).

5.4 Termination of Membership:

Membership shall be terminated in the following ways:

- (1) By death.
- (2) By disciplinary action of this church.
- (3) By joining with another church.
- (4) By personal request for name to be removed from church membership.

6 ARTICLE VI – The Pastor

The church finds its" headship, under the Lord Jesus Christ, in its "Pastor". The Pastor will be evaluated and held accountable to the scriptural standard as set forth in the book of I Timothy, Chapter 3. As the Spiritual Leader of the Church his primary duty is to preach the living word. No person shall be invited to speak, teach, or minister from the pulpit of the church without the prior approval of the Pastor.

6.1 Responsibility of the Pastor

We believe the Pastor must remain committed and true to the teaching of Jesus Christ. As shepherd of the local Church his attitude should be the same as that of Jesus Christ and must promote God's work through love which comes from a pure heart, good conscience and sincere faith.; 1 Tim 1:5 He should do nothing out of selfish ambition or vain conceit; Phil 2:3. His life must bear outward signs of the fruit of the spirit; Gal 5:22. This commitment as shepherd places him under heavy responsibility to the sheep. He must feed the flock with the Word of God; (1st Peter 5:2) and Lead the flock into all truth. He will chair the Board of Elders and the Board of Administration.

6.2 Term of Pastorate

Upon completion of his internship period, if approved, the Pastor will serve initially for 3 years as designated by these By-Laws and then he may be recommended by the BOA to the Church Body to be hired permanently or until his resignation, death, or removal for cause.

6.3 Upon the resignation of the Pastor

A new Pastor shall be called according to the process as outlined below.

6.4 In the pursuit of a new Pastor

The Board of Administration (BOA) shall select a Pastor Search Committee to seek out a Pastor, and to recommend to the BOA their choice. The Pastor Search Committee may offer more than one nomination for the BOA to choose from. The BOA will either affirm the nomination(s) or ask the Search Committee to continue the search. The successful nominee will then be invited to speak at a morning Worship Service.

After that the church membership shall have an affirmation vote at a duly called meeting in accordance with Article X. The BOA shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot with an affirmative vote of eighty percent (80%) of those members present being necessary for a call. After consideration of this vote, the BOA shall proceed with the call of the nominee. If the nominee accepts the call, he will then serve as an intern pastor for up to one year, upon which the BOA will either recommend to the Church Body that he be hired or the BOA may terminate his employment. The Pastor, thus elected shall serve for three years, at which time the Board of Administration shall recommend to the Church for his recall or Termination as stated above under the Term of Pastorate.

6.5 Removal for Cause

Upon recommendation by the Board of Administration, the church may dismiss the Pastor for cause. Such action shall take place at a meeting called for that purpose, of which the membership has been given two weeks' notice. The Vice Chair shall preside at the meeting. The vote to dismiss the Pastor shall be by secret ballot. A quorum will consist of those members present with an affirmative vote of 51% of those present. If the membership votes for dismissal, the termination of pastoral duties shall be effective immediately upon disclosure of the results of the vote. If the affirmative does not prevail, the same question cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.

7 ARTICLE VII - Officers and Church Boards

7.1 We believe in the following Principles

Two Boards will co-exist along with the Pastor to meet the Spiritual and Administrative needs of the Church. The Board of Elders is to oversee the Spiritual health of the Church and to interpret Scripture. The Board of Administration is the governing body of the church that oversees the various ministries and administrative needs of the Church and includes the Board of Elders.

7.2 The Board of Administration (BOA)

The Board of Administration shall be for the purpose of advising, supporting and assisting the Pastor in the oversight of the administrative and temporal ministry of the church. They shall be Men and Women who lead by example in prayer and worship. They shall pray for the church and assist the Pastor in the oversight of the flock. They shall strive to maintain at all times the vision of the Church working to maintain an attitude of hearty cooperation and unity of fellowship.

7.3 Major responsibilities of the BOA

- Recommend Budget to the Congregation.

- Recommend Paid Ministerial Staff to Congregation
- Hire/Terminate Paid non-ministerial positions approved by the Congregation
- Approve any additional non budget expenses \$10,000 and under
- Oversee all areas of ministry within the Church
- Responsible to see that the bylaws are adhered to by the membership and Leaders.
- Perform other tasks and duties as may be assigned by these By-Laws, the Certificate of Incorporation, or from time to time, the BOA itself.

7.3.1 Makeup of the BOA and Term of Office

There shall be the Pastor as Chairman, Secretary, Treasurer, Sunday School Superintendent, Chairman of the Building and Grounds Committee, three (3) members at large, and two (2) Elders. . Ministerial Staff may also be Non-Voting members of the BOA if assigned by the BOA. The BOA shall elect from its ranks a Vice-Chairman of the BOA. The two Elders shall be elected by the Church Members for a term of two years with terms staggered so that only one is elected each year. The three Members at Large shall be elected by the Church Members for a term of three years with terms staggered so that only one is elected each year. All other positions will be for a term of one year as elected by the membership at the annual meeting. Two relativities (i.e. spouses/adult children), living in the same household may not be a member on the BOE either as a voting or non-voting member at the same time.

7.3.2 Quorum

A quorum for all BOA meetings must consist of at least 7 members in order to conduct business where a vote is to take place.

7.4 The Board of Elders

The Board of Elders shall be for the purpose of advising, supporting and assisting the Pastor in the oversight of the spiritual and temporal ministry of the church. They shall further interpret scripture as it pertains to the Church. They shall be Men who lead by example in prayer, worship, teaching, prophesying and performing all the sacraments. They shall have only those duties, rights and responsibilities assigned to them by these By-Laws of this Church. They shall: Pray for the church; Assist the Pastor in the oversight of the flock. Offer counsel and advice about the church to the Pastor. Perform disciplinary functions as specified within these By-Laws; Strive to maintain at all times the vision of the Church under the leadership of the Pastor as under-shepherd, working to maintain an attitude of hearty cooperation and unity of fellowship; and; perform those other tasks and duties as may be assigned by these By-Laws, or from time to time, by the Pastor.

7.4.1 Make-up of The Board of Elders and term of office

The Pastor shall be a permanent member of the Board of Elders and chair the Meetings. There shall be two (2) Elders as elected by the members of the church. Ministerial Staff may be members of the Board of Elders if recommended by the Pastor and approved by the BOA. The term of the two (2) Elders of this Board shall be two years. The Elders will be recommended by the Pastor to the BOA. The BOA in turn shall then nominate from the Pastors recommendation, the position that is up for election to the membership at the annual meeting. An Elder may succeed himself in office. Terms will be staggered so each annual meeting will have one (1) Elder up for review/appointment. In an event of vacancy the candidate receiving the second most number of votes in the last Annual Church Conference shall fill the vacancy for the remainder of the term. In the event there was only one Candidate, The BOA will appoint a replacement for the vacant term from a recommendation made by the Pastor. If a Candidate is not available for election during the Annual Church Conference and later comes available, the Pastor may nominate to the BOA for appointment of that person for the remainder of the Church Year.

7.5 Responsibility of the Secretary

Shall do, or cause to have done, the following: To write an accurate record [minutes] of the meetings of the Board of Administration; Be custodian of the Church records; Keep a congregational membership roll; Keep a regularly updated list of all Elders, members of the BOA, and Ministerial Staff of the Church. Perform all duties incidental to the office of Secretary and such other duties as may from time to time be assigned by the Pastor and the Board of Administration, and have the authority to appoint others to do the church correspondence and the day to day record keeping.

7.6 Responsibility of the Treasurer

Shall do, or cause to have done, the following:

- Have charge and custody of and be responsible for the recording, care, investment, disbursement, and disposition of all funds, and securities of the corporation subject to such regulations as may be imposed by the Board of Administration; Record all gifts of money or other personal property on behalf of the Church
- Enter or cause to be entered regularly on the books of the Church and to be kept by the treasurer, or under his supervision, full and accurate account of all moneys and obligations received and paid, or incurred for, or on account of the Church. The treasurer shall exhibit such books at all reasonable times to any member of the BOA on request at the offices of the Church.

- Record deposits in the name of the Church in such banks, trust companies, or other depositories as may be authorized by the BOA; Those funds shall be paid out only on checks of the Church signed by two officers or two church members that may be designated by the BOA; See that the books of the Church are reviewed each year before the annual meeting by an “in house” audit committee which shall be appointed by the BOA, and an audit report given at the annual meeting.
- Perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board of Administration; The Treasurer may be required to be bonded for the faithful performance of his or her duties, to the extent the BOA may require.
- A church policy shall exist to further describe the procedure for the receipt and handling of monies and other gifts to ensure that proper accountability exist of all funds, to keep track of individual contributions, and the issue of receipts to the donors for those contributions.

7.7 Responsibility of the Vice Chairman

The duties of this position are:

- Work directly with the Pastor to ensure all administrative activities within the Church are addressed by the Board of Administration.
- To Chair all meetings in the absence of the Pastor.
- To call meetings without the Pastor to address Pastor Salary, Benefits, Sensitive issues related to him.
- Other duties as assigned by the BOA from time to time.

8 ARTICLE VIII Paid Church Staff

8.1 Non Ministerial Staff

The Board of Administration may employ full or part time non-ministerial staff as it deems necessary to enhance or support the physical plant or ministerial staff of the Church. Such staff may include but not limited to Janitorial, Secretarial, and Maintenance.

8.2 Staff having Ministerial Duties

The church may employ men for full or part time ministerial staff, as needed. Ministerial Staff positions shall be recommended for employment by the Board of Administration to the Local Church Conference. A written job description and mutual contract/agreement will be prepared when the need for church staff is determined. Article VI of these Bylaws will also be followed for any staff position as it relates to the: Pursuit of, Term of, Resignation of, and Removal for Cause. Ministerial Staff may include but not be limited to Assistant or Youth Pastor/Director, Worship Leader, and

Visitation Coordinator. Ministerial Staff may be members of the Board of Elders if recommended by the Pastor and approved by the BOA. They can also be Non-Voting members of the BOA if approved by the BOA.

9 ARTICLE IX - General

9.1 The Autonomy of the Church

This church is intentionally structured as an "Autonomous" and "Indigenous" entity, with no other church or organization having authority or control over it. We believe the Lord Jesus Christ desires every believer and leader to be relational, and accountable to other believers.

9.2 Determining use of the Church Property

The use of the Church Property by organizations that are not part of the church ministry shall be reviewed and approved by the Board of Administration. One exception being the Pastor may authorize the use of the property for marriages/funerals that he may be performing

This Church is owned by the Lord Jesus Christ who has entrusted the care of the flock to the leadership he has raised up here. Acts 20:28-31; II Peter 2:1-3; I Timothy 1:20; 6:5; I Cor. 5:1-13; II Thes. 3:6-15; II John 9-11; II Tim. 3:1-5; Titus 3:10-11; Rom. 6:17.

9.3 Outreach

Members of CCF should be zealous in their efforts to advance the work of the Lord by visitation of both saved and unsaved, to watch over and help one another in brotherly love. Mentoring and private home meetings will be encouraged to aid in each individual's growth in the ways of the Holy Scriptures.

9.4 Meeting in Private Homes

The local body may meet together regularly as a whole and in smaller groups in the homes of the members of the congregation. We consider the fellowship of the saints together in the private homes of the members to be an essential expression of the life of faith of the church. Indeed to this end, the Word of God frequently refers to the church as a "household." Matt. 16:13-20, 18:15-20; Acts 2:41-47; I Pet. 4:17; I Tim. 3:15; Eph. 2:19; I Pet. 2:5; Acts 18:8; Rom. 16:5, 10, 11; I Cor. 1:11, 16; 16:15, 19; Phil. 4:22; Col. 4:15; 2 Tim. 1:16; 4:19.

9.5 Principle of Harmony

No Christian institution can comply with the plain teaching of Scripture unless unity and harmony predominate within it, no Individual or Individuals should use any means to incite or engender strife, but shall work in harmony with the other members of the congregation and the appointed leadership. If there is cause for dissatisfaction, it shall

be called to the attention of the Pastor or a member of the Board of Elders. At the discretion of the Pastor or the Board of Elders necessary adjustments shall be made.

9.6 Resolving Offenses as per-scripture

9.6.1 Accusation made against another member

If any member of this church feels that there is an offense or misunderstanding with another member, he/she should go to that other member promptly with love in order to resolve any differences. If a man has an offense with a woman, he should meet with her and her husband or other covering to resolve the difference. If an offense cannot be resolved on an individual basis, the two members should meet together with an Elder or Pastor in order to resolve their differences. If reconciliation is not made at this point, the matter is to be presented to the Board of Administration for final reconciliation. The Board of Administration shall be the final authority in judging any issue

Leadership who have an offense with one another, should go directly to the other person. If the situation is not resolved at this level, the leaders should meet with the Pastor and/or appointed Elders to resolve the offense. If reconciliation is not made at this point, the matter is to be presented to the Board of Administration for final reconciliation. The Board of Administration shall be the final authority in judging any issue

9.6.2 Accusation made against the Pastor or other Ministerial Staff

Any serious misconduct accusation against the Pastor or other Ministerial Staff, by any church member, qualifying for church discipline, must be resolved by the church member first meeting alone with the accused to attempt to reconcile any differences. If the church member feels uncomfortable meeting alone with the accused, the church member may request an Elder to attend the meeting. If reconciliation is not achieved, then the church member will ask two (2) or more members of the church leadership (i.e. another Elder or member of the BOA) to meet with the member and the accused. The church member shall present a written and signed complaint at this meeting. If reconciliation is not made at this point, the matter is to be presented to the Board of Administration for final reconciliation. The Board of Administration shall be the final authority in judging any issue on retention or recommendation of dismissal of the accused member.

10 ARTICLE X - Church Meetings

10.1 Worship Services

The church shall meet regularly at least each Sunday morning, for preaching, instruction, evangelism, and for the worship of Almighty God. Any other church

meetings, which will be essential in the promotion of the objectives of the church, shall be placed on the church calendar. These meetings will be open for the entire membership of the church and for all people.

10.1.1 Emergency Closings

Normal church services will be held as scheduled as much as possible. However, in very unusual circumstances, church services may be canceled because of weather or other emergencies such as power outages, heating or other malfunctions at the Church. The Pastor, in consultation with other Church Ministerial Staff for Sunday Worship Services and, Department Heads for weekday events/ministries may:

- Cancel or delay church services
- Cancel or delay an event/ministry being held on church property

Our primary concern is for the safety of the members of our congregation and their families. We do not want to put individuals in situations where driving to church on dangerous roads is required or where coming to church will subject them to conditions that are not ideal.

Cancellations will occur by 7:30 A.M. on Sunday morning or at least an hour and a half before any other scheduled event. This is to allow for notice to go out before individuals from out of town prepare to come to the church. Notice may be made on our Church Web Site, E-Mail, Phone, Church Sign, and possibility via Radio and/or TV as deemed practical and most effective by the Pastor and consulting individual(s).

10.2 Church Conference

The business of the church shall be conducted through two types of meetings:

10.2.1 The Annual Church Conference

The church will assemble each year on or about the end of the fiscal year to approve the budget for the coming year, hear reports from all of the various Ministry Heads and Ministerial staff, elect officers, conduct miscellaneous business as needed, and pray for the church. The Church fiscal year shall be May 1st to April 30th.

10.2.2 Special Church Conference

The church will assemble for conference upon the request of the Pastor or the Board of Administration. Special church conference will be announced two weeks prior to the date of the conference through the service announcements and any publication placed in members mail boxes and/or sent by E-Mail. On rare occasions an emergency may arise making the two-week notice impractical. Should the pastor position be vacant, the Vice Chair will call the special church conference.

10.3 Quorum

The quorum consists of those who attend the church conference, provided it is a stated meeting or one that has been properly called.

10.4 Parliamentary Rules

Roberts' Rules of Order, Revised, is the authority for parliamentary rules of procedure for all church conferences.

10.5 Voting by Absentee Ballot

Members who are unable be present for a vote at a congregational meeting may submit an absentee ballot. An absentee ballot can be obtained from the church office.

1. Voting by Absentee Ballot

Any eligible voting member may cast a vote by absentee ballot for:

- Any positions nominated by the Nominating Committee
- Items placed on the ballot by the Board of Administration

Record your vote on the ballot. **To preserve anonymity, do not put your name on the ballot.** Absentee ballots should then be delivered to the church office or the Board Secretary in a sealed envelope. **Sign the envelope and also print your name on the envelope.** (The signature is your authentication and the printed version allows us to read your name.) It should be delivered as early as possible, but must be delivered at least 1 day prior to the meeting. Prior to collecting the ballots at the meeting, the ballot shall be taken out of the sealed envelope without looking at it, and placed in the container being used to collect them.

2. Voting by Proxy shall not be permitted

11 ARTICLE XI – Adoption and Amendment

Only upon a recommendation by majority vote of the Board of Administration to the Church Conference can these By-laws be amended or repealed and new By-laws adopted. Any recommended changes made to the Church Conference must pass by a vote of eighty percent (80%) of those attending at a properly called meeting in which it is stated that these By-laws are to be amended or repealed.