

## CHAPEL HILL CHURCH OF GOD BY-LAWS

(Adopted November 1992-Amended 1997, 2003, 2004, 2005, 2010, 2011, 2015)

### ARTICLE I - NAME

This organization shall be known as the Chapel Hill Church of God, Incorporated (1966).

### ARTICLE II - PURPOSE

The purpose of this organization as organized under these bylaws is to guide and facilitate the business activities of this church in the acquiring and holding of real estate, the collecting and disbursing of money, and the appointing and directing of the agencies and affairs of the church.

Chapel Hill Church of God exists to be an authentic biblical witness of the gospel of Jesus Christ to our community and to the world.

We Believe the Bible is God's inspired Word and is our authority for faith and life. We believe in the Triune God; Father, Son and Holy Spirit, who created everything. Human beings have rebelled against God and need to be restored to God through faith in Jesus Christ. Jesus Christ is God's Son, fully human and fully divine. Jesus was born of a virgin, lived among us, died for our sins, rose from the dead, appeared to many, and ascended to heaven. Jesus forgives and saves all who personally trust him for salvation. Jesus is the Lord of the church. We are united in love by our common experience of the grace and Lordship of Jesus Christ. Each believer needs the Holy Spirit's transforming power. God established the church to carry on Jesus' ministry to the world. Jesus will return again in glory to judge the living and the dead. We believe in heaven and hell. Heaven is God's gracious gift to all who turn from their sins and receive Jesus as their savior and Lord.

We exist to help lost persons find life transforming faith in Jesus Christ, to disciple Christ's followers in biblical faith and to help establish Christian homes on a biblical foundation.

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is contrary to the will of God. (Gen. 1:27; Deut. 22:5)

### ARTICLE III - AFFILIATION

This organization is affiliated with the Church of God with home offices in Anderson, Indiana, for the purpose of fulfilling mutual objectives. This affiliation in all ways preserves complete autonomy of this organization.

## ARTICLE IV - MEMBERSHIP

**Section 1.** The Bible teaches that all people who profess Jesus Christ as their personal Savior and who exhibit His lordship in thought, word, and deed, are members of God's church.

**Section 2.** All such member's of God's church are permitted to vote at church business meetings, provided that they meet the following criteria:

- a.They shall be sixteen (16) years of age or older.
- b.They shall have worshipped faithfully at Chapel Hill Church of God for a period of at least six (6) months prior to signing the voter's roster.
- c.They shall, by signing their name onto the voter's roster, testify that they are committed to the lordship of Jesus Christ.
- d.They shall faithfully support the teachings, activities, work, ministries, worship and fellowship of Chapel Hill Church of God.
- e.They definitely intend to be present in person or to vote by absentee ballot, at all business meetings of the organization.
- f.They shall be committed to following the provisions of these by-laws.

### Section 3.

a. The voting roster will be maintained by the Board of Elders secretary and will be renewed in total each year when the new voter's signup roster is posted. The Board of Elders secretary shall make a voter signup roster available to the organization for three (3) consecutive Sundays, beginning not less than six (6) Sundays prior to the Annual Business Meeting.

b. New members who did not meet the Article IV, Section 2b "6 (six) month requirement at the time of annual voter's roster sign-up may contact the Board of Elders secretary and sign the voter's roster at least 2 (two) weeks prior to any announced business meeting, when they do meet the Article IV, Section 2b 6 (six) month requirement.

### **Section 4.**

Any person's voting privileges may be contested by any other voting member by following the 'Reconciliation Process' outlined in Article IX.

## ARTICLE V - OFFICERS

The officers of this organization shall be:

Chairperson of the Board of Elders, Vice-chairperson of the Board of Elders, Board of Elders Secretary.

### **Section 1- Chairperson of the Board of Elders**

The chairperson of the Board of Elders shall be the Chairperson of the organization. As chairperson he/she shall preside at all business meetings of the total organization and, in cooperation with the pastor and Board of Elders, shall exercise general supervision over the affairs of the church, except as provided in Article IX Section 3-D.

### **Section 2- Vice Chairperson of the Board of Elders**

The vice-chairperson of the Board of Elders shall perform the duties of the chairperson in his/her absence or in the event of his/her inability to serve as chairperson. The vice chairperson shall represent the organization at the Boyertown General Assembly of the Church of God in the East.

### **Section 3- Board of Elders Secretary**

The Board of Elders secretary shall keep orderly records of the proceedings of all church business meetings, meetings of the Board of Elders, and election results in books provided by the organization for those purposes. These books shall be carefully preserved by the Board of Elders secretary and shall remain the property of the organization.

The Board of Elders secretary shall submit minutes from every Board of Elders meeting for approval at the next meeting of the Board of Elders. Once approved these minutes shall be available to the organization not more than two weeks following their approval.

The Board of Elders secretary shall maintain a current roster of voters as provided by Article IV Section 3.

The Board of Elders secretary shall serve, as the alternate lay representative of the organization at the Boyertown General Assembly of the Church of God in the East

### **Section 4- Church Treasurer**

The treasurer of the church shall oversee the deposit of funds of the church in whichever bank is recommended by the Board of Elders. Any bank accounts shall be in the name of the organization. All vouchers and orders paid by the treasurer shall be filed and properly preserved as part of the records of the organization.

The treasurer shall make reports monthly to the Board of Elders. An annual report shall be prepared at year's end. All reports should show receipts, dispersal of funds, and their relationship to the budget. The records shall be subject to inspection by the members of the organization and an annual audit by the audit committee. The treasurer shall post such bond as shall be required by the Board of Elders. This bond shall be paid by the organization.

The treasurer may be ratified by the organization for a two (2) year term. The treasurer may only serve for six (6) consecutive years before retiring from service for at least one term. A paid treasurer shall be exempt from term limitation.

### **Section 5- Envelope Secretary**

The Board of Elders shall appoint an envelope secretary to assist the treasurer. This person shall be responsible to maintain records of donations to the church by the organization's members. The envelope secretary and another person selected from a list approved by the Board of Elders shall be responsible for counting and verifying, by their signature on a form, the amount of the offerings received. If unable to be present at counting, the envelope secretary shall select another person from the Board of Elders approved list to assist in counting the contributions.

The envelope secretary or his/her Board of Elders approved appointee shall be authorized to deposit contributions at the bank selected by the Board of Elders. These funds shall be deposited within 48 hours. The envelope secretary shall prepare year-end reports, showing the record of each contributing member's donations. More frequent reports shall be prepared upon a member's request.

The envelope secretary shall serve for a one (1) year term and may not serve more than four (4) consecutive terms of service before retiring from service for at least one (1) year.

The envelope secretary, treasurer, and approved list of contribution counters shall be included in the legal bond of the organization.

## **ARTICLE VI - BOARD OF ELDERS**

The Board of Elders shall consist of Six Godly persons who meet the qualifications of Titus 1:5-9 and I Timothy 3:1-7. 5 shall be elected by the organization, 1 shall be the Pastor.

The Board of Elders may invite guests to address specific concerns during a designated period in the agenda.

### **Section 1-Term of Office**

An Elder shall be nominated by the Nominating Committee and then shall be duly elected by the organization for a two (2) year term. An Elder may only serve 2 consecutive terms before retiring from service for a period of at least 1 year. Paid pastoral staff are exempt from term limitations. Members shall be replaced on an alternating basis, 2 members one year, 3 members the next year.

### **Section 2 - Duties**

The Board of Elders shall take leadership in cultivating the spiritual health and well being of the organization.

The Board shall attend to all leases, improvements purchases, sales, rentals, maintenance, and insurance of all church properties, and all hiring and supervising of labor, as authorized by the organization.

Any such transaction involving a dollar amount exceeding three and one half (3.5) percent of the total approved budget shall require action to be taken by the organization.

All church committees, organizations and officers are accountable to the Board of Elders.

The Board of Elders has the authority to create and disband non-standing committees, as they are needed.

### **Section 3 - Meetings**

The Board of Elders shall meet at least 10 times a calendar year.

For the purposes of voting, a quorum of 4 members must exist.

A. Elect from their own membership each of the following:

a. A chair, who will serve as chairperson of the organization.

b. A vice-chair, who shall serve as vice-chairperson of the organization.

c. A Board of Elders secretary who will serve as secretary of the organization.

B. Appoint one member within the Board to serve on the Audit Committee.

C. Appoint one member from the organization to serve in the following roles:

1. Properties steward

2. Envelope secretary

D. Appoint from members of the organization (not to include Board of Elders members) the following:

1. Two (2) persons to serve on the nominating committee.

2. Two (2) persons to serve on the audit committee.

E. Create a list of approved contribution counters to assist in recording and tallying weekly and special offerings received by the organization

## **ARTICLE VII - STANDING COMMITTEES**

Members of standing committees shall meet the qualifications of I Timothy 3:8-13.

Standing committee members shall serve for a term of one (1) year and may serve no more than four (4) consecutive terms of office before retiring from service for at least one (1) term.

Pastoral staff will be exempt from this limitation of term.

All Standing Committees with fiscal responsibilities shall submit a budget for consideration by the Board of Elders.

### **Section 1 - Nominating Committee**

A. Duties

The Nominating Committee is responsible for preparing a ballot for the Board of Elders, Treasurer, and the Christian Education Committee. Eight (8) weeks before the Annual Business Meeting, the Nominating Committee shall inform the organization that they are receiving names to consider for nominations.

Six (6) weeks prior to the Annual Business Meeting, the Nominating Committee shall make available to the organization a ballot listing all qualified nominees.

In the event that a member disagrees with the nominating committee's ballot, that member may pursue the Reconciliation Process as outlined in Article IX.

If any position becomes vacant before the end of a term, the Nominating Committee will select a person to fill the vacancy until the end of the term. All such interim nominees shall be ratified by the Board of Elders.

The Nominating Committee must attempt to provide at least one person more than open positions, when making nominations for the Board of Elders.

In the event that there are only enough nominees to fill open positions, the election for those positions shall be considered a ratification. Any ratification must carry at least 85% of the votes cast to be considered as ratified.

#### B. Membership

The Nominating Committee shall be comprised of:

1. The pastor, who serves as chair.
2. Two members selected by the Board of Elders
3. Two members selected by the Christian education committee.

### **Section 2 - Christian Education Committee**

#### A. Duties

The Christian Education Committee shall:

1. Study all phases of Christian Education
2. Plan all phases of Christian Education
3. Promote all phases of Christian Education.
4. Strive to improve all phases of Christian Education
5. Recommend desired changes to the Board of Elders, so that action may be taken, if deemed necessary, by the Board of Elders.
6. The Christian education committee shall approve all growth group pastors.
7. The Christian education committee shall approve all curriculum.

Christian Education in the church shall include, but not be limited to, Sunday School, children's programs, youth work, leadership training, and any other educational activities organized within the church.

They shall submit minutes of all meetings to the Board of Elders.

#### B. Membership

1. The senior pastor who shall serve as chair.
2. All paid associate pastors.
3. The children's ministries superintendent (birth-5th grade)
4. The youth ministries superintendent (6th grade –12th grade)
5. The adult ministries superintendent (post-high school +)
6. The Christian education events planner
7. The Christian education secretary

The Nominating Committee shall nominate the children's ministry superintendent, the youth ministries superintendent, the adult ministries superintendent, the Christian education events

planner and the Christian education secretary. These persons shall be presented to the congregation for annual election/ratification.

In the absence of a suitably qualified person, a member of the professional pastoral staff may serve until the nominating committee can find a suitable person. This person will not require election/ratification until the next congregational business meeting.

Ministries superintendents shall have the following responsibilities:

- 1.They shall receive direction and guidance from the Senior Pastor.
- 2.They shall work in co-operation with all members of the Christian education committee.
- 3.They shall present proposed curriculum to be used in their department to the Christian Education Committee for approval.
- 4.They shall present draft annual budgets for their departments to the CE committee, which the CE committee may modify, and then pass along to the Budget Committee.
- 5.They shall be responsible to the Board of Elders to keep their expenditures within budget.
- 6.They shall be responsible, with pastoral counsel, to recruit new group leaders.
- 7.Utilizing pastoral counsel, they shall assist their department's growth group pastors in finding and training apprentices.
- 8.They shall assist their department's growth group pastors in finding necessary assistants and substitutes.
- 9.They shall give encouragement, prayer, support, and supervision to the growth group pastors and other workers in their department.
- 10.They shall utilize the pastoral staff and other resource persons to provide regular training for persons in their departments.
- 11.They shall bring departmental struggles to the Christian education committee for counsel and assistance.
- 12.They shall follow the principles of God's word and the policies established by the Board of Elders.

The Christian Education Events Planner shall have the following responsibilities:

- 1.To receive direction and guidance from the senior pastor.
- 2.To work in co-operation with all members of the Christian education committee.
- 3.To follow the principles of God's word and the policies established by the Board of Elders.
- 4.To assist the superintendents in planning events for their departments.
- 5.To plan Christian education events that involve more than one department.

Examples are:

teacher appreciation celebrations, Sunday school rally days, multi-department training events, Sunday school outreach events, curriculum fairs, Christmas, Mother's day, Father's day, Resurrection day, Advent, harvest, or other special celebrations.

- 6.To assist the Vacation Bible School Director in planning Vacation Bible School.
- 7.To communicate all events with the congregational secretary to eliminate calendar conflicts and to facilitate communication with the congregation.

The Christian Education Secretary shall have the following responsibilities:

- 1.To receive direction and guidance from the senior pastor.

2. To work in co-operation with all members of the Christian education committee.
3. To follow the principles of God's word and the policies established by the Board of Elders.
4. To maintain minutes of all Christian education committee meetings.
5. To present a copy of all Christian Education Committee minutes to the chairperson of the Board of Elders.
6. To prepare an annual report for the congregational annual meeting.
7. To be the purchasing agent for all curriculum and materials.

Curriculum shall be purchased after the Christian Education Committee has approved it. Renewal of already approved curriculum does not require a Christian Education Committee decision.

8. To hold department superintendents accountable to purchase curriculum and materials within budget guidelines.

9. To keep record of attendance in all growth groups and to present Sunday school attendance to the Senior pastor each week. The secretary may appoint a personal assistant to aid in gathering attendance data.

#### C. Term of Office

The members of this committee shall serve for a one (1) year term. Members must not serve more than four (4) consecutive terms of service, before retiring from service for at least one (1) term. Paid pastors and associate pastors are exempt from term limitations.

#### D. Meetings

The Christian Education Committee shall meet at least quarterly and may have special meetings at the call of the Chair.

At their first meeting of each fiscal year, the Christian Education Committee shall appoint two members to serve on the Nominating Committee.

#### E. CHILD PROTECTION POLICY.

1. "Prospective Children's workers must faithfully attend Chapel Hill Church of God at least six months prior to assuming their duties."
2. "While it is true that many members at Chapel Hill Church of God sometimes hug one another, the congregation does not approve of sexual touching such as kissing, caressing, fondling etc."
3. "The congregation does not approve of sexually explicit talk or harassment."
4. "The congregation does not permit Sunday School teachers or Children's workers to interact with any child alone. Other adults must be in close proximity."
5. "All children's workers will voluntarily submit to child abuse and criminal background checks. Refusal disqualifies an individual from working with children. The congregation will not permit people to work with children if it becomes aware of a substantiated history of child abuse or molestation."
6. Any member who violates this policy will be confronted in the manner prescribed in Article 9.

### **Section 3 - Budget Committee**



#### A. Duties

The Budget Committee shall prepare the annual budget of the estimated expenses and revenues for the coming fiscal year and submit the budget for approval by the organization at the annual business meeting. The Budget committee shall meet no later than the first week of October. The proposed budget shall be made available to the organization at least one (1) Sunday before the Annual Business Meeting.

#### B. Membership

The Budget Committee shall be comprised of:

1. The Board of Elders
2. The Church Treasurer
3. The Envelope Secretary 'ex-officio'.
4. The Pastor as a member 'ex-officio'.

The Budget Committee shall be chaired by the chair of the organization.

### **Section 4 - Audit Committee**

A. Duties The Audit Committee shall audit all financial accounts within the church on an annual basis and present a report of their findings to the Board of Elders. The Audit committee shall insure that a sufficient bond be posted to cover all possible losses due to financial mismanagement.

#### B. Membership

The Audit Committee shall consist of one (1) member of the Board of Elders, and two (2) members of the organization appointed by the Board of Elders, excluding the Treasurer and the Envelope Secretary. The chairperson shall be elected from among the committee membership.

### **Section 5 - Properties Steward**

The Properties Steward shall be appointed by the Board of Elders. The Steward shall ensure that all of the buildings, grounds, and furnishings of the church shall be in a good state of repair at all times.

The Properties Steward shall submit a report of his (or her) activities to the Board of Elders on a monthly basis. This report must include a list of projects completed over the previous month and their related costs, as well as jobs that will be started in the upcoming month, and estimated costs.

The Steward shall organize workdays and projects as directed by the Board of Elders. The Steward shall also act at his own initiative to delegate and organize jobs and projects as they are discovered and approved by the Board of Elders. The Steward shall have the authority to spend, at any one time, no more than the amount approved previously by the Board of Elders.

## **ARTICLE VIII - PASTOR, ASSOCIATE PASTORS AND EMPLOYEES**

## **Section 1 - Qualifications of the Pastor/Pastoral Staff**

A. The Pastor must be a person who has experienced the saving grace of God, and be of established and unimpeachable Christian character. The remainder of the Pastoral Staff must also have experienced the saving grace of God, and be of established and unimpeachable Christian character. They must have the gift to proclaim and expound the word of God, and reasonably execute the duties of their respective offices. Ephesians 4:11-12, I Timothy 1:3-11, 2:11-14, 4:11-16.

B. The Pastor and his/her spouse, and all Associate Pastoral Staff and their spouses, shall receive voting privileges of this organization upon assuming the pastorate, and shall be released from voting privileges upon ceasing to be active members.

## **Section 2 - Selection and Call of a Pastor**

In the event that the church is without the services of a regular Pastor a Pulpit Committee consisting of five (5) persons shall be appointed by the Board of Elders. This Committee shall elect its own officers and proceed in the following manner:

A. It shall be responsible for the regular services during the period when the church is without Pastoral leadership. The honorarium for such services shall be determined in consultation with the Board of Elders.

B. It shall investigate the availability of prospective Pastors and study their qualifications as to character, leadership abilities, experience, ministerial recognition, and status. It shall seek the counsel of representative ministers of the area acquainted with the local church. It shall consult the Congregational Ministries Team of Church of God Ministries Anderson, Indiana and the appropriate state's Credentials Committee, for information and certification of ministerial status before submitting the name of any prospective minister to the church for vote.

C. When agreement has been reached by the Pulpit Committee on the choice for a prospective Pastor, the Pulpit Committee shall arrange for the prospective Pastor and his/her family to spend at least one weekend with the organization. During that period, all members of the organization shall be given the opportunity to meet with the prospective Pastor, to ask questions and become acquainted. In addition, the prospective Pastor shall be given the opportunity to preach, teach, and to meet with the church leaders.

D. Following the prospective Pastor's visit, the Pulpit Committee shall call a special meeting of the organization. At that meeting, the Pulpit Committee shall submit the name of only one (1) prospective Pastor at a time for consideration and possible call. In the event that the prospective Pastor does not receive as much as an eighty-five (85) percent majority vote of the members present and voting, the Pulpit Committee shall proceed to select the name of another prospective Pastor for presentation. This order of procedure shall be followed until a Pastor is duly elected.

E. The Pulpit Committee shall arrange with the Pastor-elect, and with Pastors of the area, for a service of installation that will add dignity to his/her call and express the church's recognition of his/her leadership.

### **Section 3 - Selection and Call of Associate Pastoral Staff**

The Board of Elders shall follow all steps in Article VIII, Section 2, with the exception that the Board of Elders will serve as the Pulpit Committee.ã€€

### **Section 4 - Discipline or Removal of a Pastor Please see Article IX - Reconciliation Process**

### **Section 5-Employment Policy**

1. The following Policy must be signed by all pastors and employees of Chapel Hill Church of God.
2. The Board of Elders secretary shall keep a copy of each employee's signed document in the church's records.

### Compliance with Biblical Standards

Christianity is central to the purpose and mission of Chapel Hill Church of God. For this reason, all church affairs are conducted in full accordance with the Bible and these by-laws. Likewise, it is the church's policy to employ only committed disciples of Jesus Christ. Consequently, each employee is expected to review and affirm his or her agreement with such standards as a condition for continued employment both in terms of doctrinal belief and practical application. For example, all employees are expected to reflect Christian values in their interaction with persons we serve, fellow employees, and others. In addition, employees are required to refrain from behavior that reflects negatively on the Christian standards of Chapel Hill Church of God. Violation of these requirements shall constitute cause for discipline up to and including employment termination. All pastors and employees of Chapel Hill Church of God shall, as a condition of their employment in acknowledge in writing their acceptance of, and agreement with the beliefs forth in Article 2 of these by-laws.

The following receipt shall be kept in the record of Chapel Hill Church of God.

I have received a copy of the by-laws of Chapel Hill Church of God's.

I understand all of its rules, policies, terms and conditions and agree to abide by them. I realize that failure to do so may result in disciplinary action or termination of employment. I understand and agree that my employment may be terminated at

will, so that both Chapel Hill Church of God and I remain free to choose to end our work relationship at any time. I understand that nothing in this policy in any way creates an express or implied contract of employment between Chapel Hill Church of God and me. I also understand that this policy is only intended to provide a better and more understandable working atmosphere so long as the employee/employer relationship exists.

Date:

Employee's Signature:

Employee's Name (Printed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ARTICLE IX - RECONCILIATION PROCESS**

### **Section 1 - Purpose**

The Reconciliation Process is available for all members to aid them in settling disputes and experiencing reconciliation. The following types of issues may be considered in the reconciliation process.

- A. The discipline of a sinful, heretical, or ineffective Pastor, teacher, leader, or member.
- B. Interpersonal disputes between members.
- C. Member's grievances with actions, or issues, involving a teacher, leader, Pastor, or member.

### **Section 2 - Biblical Guidelines**

The following passages are helpful and necessary guidelines to ensure that the reconciliation process proceeds in the spirit of Christian love and fairness:

Matthew 18:15-20, Galatians 6:1-2, I Timothy 5:19-21, Philippians 2:3-8, Colossians 3:12-17, II Timothy 2:22-26, James 4:11-12.

No person may initiate the Reconciliation Process without first considering their own attitude in the light of these passages

### **Section 3 - Steps of the Reconciliation Process**

- A. The initiator must first prayerfully, lovingly, and privately confront his/her brother/sister. In the event that the initiator is dissatisfied with the outcome, the initiator may proceed to B.

B. The initiator may select two (2) members from the Board of Elders, and again lovingly confront his/her brother/sister. One Elder is required to keep accurate minutes of the meeting. In the event that the initiator is dissatisfied with the outcome, then he may proceed to C.

C. The initiator may ask the entire Board of Elders to meet with his/her brother/sister. The Elders shall keep minutes of the meeting. In the event that the initiator and the Board of Elders are dissatisfied with the outcome, then they may proceed to D.

In the event that the Reconciliation Process is not being sought against a member of the Board of Elders or Pastoral Staff, and the Board of Elders conclude that the matter is not in the spirit of the biblical passages mentioned in the beginning of the process or that the facts do not support the initiator's assertions, the Board of Elders may halt the process by unanimous vote.

If the issue involves the discipline or possible removal of a Pastor/pastoral staff or any heated issue which may do serious harm to the church, the Board of Elders shall request the counsel of the Credentials Committee of the Church of God in the East. Then with the assistance of the Credentials Committee, the process may continue to D.

D. A special meeting of the organization shall be called by the Chair of the organization to consider the issue. All guidelines stated in Article X, Section 2 (regarding special meetings) shall be followed. The Chair shall preside at the meeting, unless the matter involves him, in which case a spiritually mature and neutral party chosen by the Board of Elders shall preside at the meeting. All concerned parties shall be given opportunity to express their views in a loving and Christian manner. Accurate minutes shall be taken. A majority vote of the organization shall be considered final.

#### **Section 4 - Removal of a Pastor/Pastoral Staff**

In the event that after following the Reconciliation Process outlined in Article IX Section 3, the organization votes to remove the Pastor, a minimum of sixty (60) days shall be allowed for termination of the pastorate, unless there has been a defection of character resulting in the loss of recognized ministerial status. In this case, the removal may be immediate and the church shall have no further financial obligation.€€

#### **Section 5 -Dispute Resolution:**

We believe differences or conflicts should bring receptivity to change and growth, not litigation. Therefore, in the highly unlikely event that we are ever unable to resolve a dispute between us, we are asking you to join us in agreeing to attempt to resolve the dispute without litigation.

When you sign the voter's roster you are agreeing with us that we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, it is agreed that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation™, a division of Peacemaker® Ministries (complete text of Rules is available at [www.HisPeace.org](http://www.HisPeace.org)).

The Venue will be the nearest jurisdiction. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction, in conformity with the laws of the Commonwealth of Pennsylvania. We understand and agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive the right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Notwithstanding this provision, to protect our church, we maintain liability insurance.

Therefore, this conflict provision is conditioned upon agreement by our insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by the church.â€€

## **ARTICLE X - MEETINGS**

### **Section 1 - Annual Business Meeting**

A. The regular business meeting of the total organization shall be held at the church building or some other designated place on the first Sunday of November each year. The second Sunday shall be considered an alternate date.

B. At least three (3) SUNDAYS prior to the annual business meeting, the date and time of the forthcoming meeting must be announced publicly in a regular worship service.

C. At all regular and special meetings of the total organization, a quorum shall consist of at least 51% (fifty-one percent) of all members on the voter's roster.

D. All elections shall be by written ballot.

E. In the event that a qualified voting member of the organization finds it impossible to attend a business meeting, he/she may cast an absentee ballot, provided that he/she has requested it prior to the meeting. His/her ballot must be sealed in an envelope with voters name upon it, (names are not required on the ballot) and given to the Chairman of the organization before the meeting.

F. In the event of disagreement about procedure, ROBERTS RULES OF ORDER shall be followed.

G. The order of business shall be as follows:

1. Prayer

2. Roll call- Written ballots will be distributed as persons respond to their names being called on the rolls.

3. Reading of the Minutes of the previous meeting

4. Reports of officers of the organization

5. Reports of the committees

6. Unfinished business

7. Elections

8.Original resolutions and new business

9.Adjournment

### **Section 2 - Special Meetings**

A. Special meetings maybe called at any time by the Chairman of the organization.

B. All such meetings shall be previously announced at regular services of the church at least three (3) SUNDAYS prior to the specially called meeting.

C. In an emergency involving immediate action which has been deemed so by the Board of Elders, all possible voting members will be notified. A three-fourths (3/4) vote of the members present may waive Section 2-B of this article. A quorum (Article X, Section 1-C) is still required.

## **ARTICLE XI - PROPERTY**

### **Section 1**

The organization shall have the power to receive, either by gift or by purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the Commonwealth of Pennsylvania, as is deemed necessary for the business of the organization, and shall have the power to dispose of such property by mortgage, deed, or otherwise. All such property shall be held in the name of the organization. The Board of Elders shall have the power to receive, purchase, sell, lease, convey, mortgage, deed, or otherwise transfer property of the organization only after having been duly authorized by the members of the organization at a duly convened business meeting. Announcement of the proposed transaction shall be given at the regular church service three (3) Sundays prior to the meeting.

All contracts, notes, mortgages, conveyances, assignments, leases, releases, and other papers and documents in behalf of the organization shall be executed by the Chair, the Board of Elders secretary, and the Vice Chairperson of the Board of Elders.

### **Section 2**

In case of a division of the membership within the organization, the property of the organization shall belong to that portion of the organization who remain faithful to the accepted teachings, standards, and practices of the General Assembly of the Church of God (Anderson, Indiana) and who adhere to the other provisions of these by-laws.

### **Section 3**

In the event that the members vote to dissolve the church corporation, all rights, title, and interest in the property of the said organization shall be transferred to Church of God Ministries Inc. (Anderson, Indiana).

The Chairman, Secretary, and Vice-chairperson of the organization holding office at the time of such dissolution is voted, shall be authorized to act with full power on behalf of said church corporation in making such transfer of property effective; and, if necessary, their terms of office shall automatically be extended if election shall have been discontinued by the organization, until such time as the transfer of the organization's property is accomplished.

#### **Section 4: Facility Use Policy**

Chapel Hill Church of God owns the property and grounds at 4521 Oxford Road, York Springs, Pennsylvania. This property is used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the Property. Such stewardship may include occasional guest use from time to time for purposes consistent with the Church religious purposes and doctrinal beliefs.

Based on these considerations, the Church shall allow use of its Real Estate by others in accordance with the following requirements and guidelines.

1. Decision-making authority.

The Board of Elders shall make decisions as needed regarding the use of the Church's Real Estate, all in the best interests of the Church.

2. Doctrinal Restrictions.

The Church's Real Estate may be used only for purposes and in ways consistent with the Church's doctrinal beliefs as reflected in the Bible, and in the statement of purpose in these by-laws. The Board of Elders shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the Church's religious doctrine.

3. The Board of Elders secretary shall be responsible for memorializing guest facility use. Such written agreements shall include identification of the religious purposes served by a guest's facility use.

Examples: Christian wedding ceremony, Christian wedding rehearsal, Christian rehearsal dinner, Christian wedding reception, strengthening Christian families, worship, discipleship, Bible study, Christian outreach, Christian youth events, Christian children's events, Christian Women's and Men's events, Evangelism, Celebration of Christian holidays, Christian Group counseling, Christian support groups, Christian recovery groups etc.

4. The Board of Elders secretary shall be responsible for communicating these requirements and other guidelines to all prospective guests utilizing the property or buildings of Chapel Hill Church of God.

#### **Article XII - WEDDING POLICY**

Chapel Hill Church of God has the following basic requirements for weddings:



- A. The Bride or Groom, or their parents must be a member or regular attender at Chapel Hill Church of God.
- B. Both the Bride and Groom must have a personal relationship with Jesus Christ.
- C. The couple shall successfully complete premarital counseling.
- D. The wedding must be in accordance with the beliefs elucidated in Article II of these by-laws and in accord with the teachings of the Bible.
- E. God intends marriage to be a permanent union between one man and one woman. The pastor may consider marrying divorced persons if they have biblical grounds for their divorce and have a thorough understanding and repentance for their role in the breakup of the previous marriage. The final decision as to whether the pastor will perform the ceremony is left to the pastor's discretion after counsel with the engaged couple and consideration of the biblical and relational issues.
- F. Any questions regarding fulfillment of these basic marriage requirements shall be determined by the Board of Elders.
- G. Any disputes regarding the Church's wedding policy shall be addressed through the Reconciliation Process found in Article IX.
- H. The pastor does not charge a fee for weddings but does accept an honorarium.
- I. Chapel Hill Church of God may charge guests a refundable security deposit to cover potential property damage.

### **ARTICLE XIII- AMENDMENTS**

- A. These by-laws may be altered, amended, or replaced at an annual or special business meeting of the organization by three-fourths (3/4) vote of the members present and voting, provided that a public announcement of such proposed action is made at a regular church service at least three (3) SUNDAYS prior to the meeting and further, that a written copy of the proposed changes is read and posted as part of the same announcement.
- B. These by-laws shall be reviewed by the Board of Elders during each year, which ends with a five (5) or zero (0) [for example 1985 or 1990].