

## **ARTICLE I: CHURCH MEMBERSHIP**

### **Section A - Reception Of Members**

1. *By Confession:* Any person may be received into membership of this church who confesses faith in Jesus as Savior and Lord, who gives evidence of such faith in good works
2. *By Restoration:* Members of this church from whom the hand of fellowship has been withdrawn may be restored to membership upon the recommendation of the Elders to the congregation, and by a favorable vote of the congregation (congregation within these by-laws means an active member of Marquette Community Church.)
3. *Procedure.* Candidates for all memberships shall do the following:
  - a. Attend the Foundations Class.
  - b. Submit a Membership Agreement to one of the Elders.
  - c. Agree to the Constitution & By-Laws as adopted by this church.
  - d. Be 18 years or older.

### **Section B - Election Procedure.**

1. When the Elders agree together and view the candidate's Membership Agreement favorably, they shall recommend to the congregation, via a notification in the bulletin, that the person be accepted into membership.
2. Members of the congregation will have two weeks to submit either negative or positive comments to the Elders. The Elders will review all comments and make a final determination on the Membership Agreement.
3. Newly approved members shall be welcomed into fellowship at the next scheduled service.

### **Section C - Termination of Membership**

1. *By Withdrawal.* Any member may voluntarily withdraw his/her membership at any time by contacting one of the Elders.
2. *By Erasure.* Those members who fail to attend any of the services of the church or communicate in some way with any of the Elders for a period of one year shall be placed on an inactive membership roster. The Elders shall attempt to contact the absentee member prior to having his/her name placed on the inactive roster. Those persons who have been placed on the inactive roster shall not be counted in the membership total, they automatically resign any offices or positions held in the church, and they forfeit membership privileges. Those who are on the inactive roster may be reinstated by action of the Elders, or they may be dropped completely. Those who have been completely dropped will have to go through the process of Section A, #3 should they wish to regain membership.
3. *By Exclusion.* Those members who deliberately violate commands or precepts of God's Word and bring dishonor on Him and His Church shall be excluded from the membership of the church. Exclusion means that the person can no longer hold any office or position in the church; cannot preach, teach, or speak publicly in the church; and cannot vote in any congregational meetings. See Article VI: Church Discipline.

### **Section D - Transfer of Members to other churches.**

Any member upon his/her request shall be granted a letter of transfer from this church. The text of the letter shall be written or approved by the Elders.

## **Article II: Meetings**

### **Section A – Congregational Meetings**

1. Congregational meetings may be called by the Church Chairman, by any two elders, or in writing to the Chairman by twenty-five percent (25%) of the active membership. Notice of congregational meetings must be made public in writing at least two Sunday mornings in advance.
2. There will be a minimum of at least 3 congregational meetings per year.
3. Election of elders will occur at a congregational meeting upon church members approval. Terms of service will begin from their anniversary date.
4. The church budget for the following fiscal year will be presented at a congregational meeting held in November for approval. The fiscal year shall end December 31.

### **Section B – Rules of Order**

The rules of order contained in Robert's Rules of Order (latest version) shall govern the meetings of this Congregation when they are not inconsistent with the Constitution or by-laws.

### **Section C – Quorum**

1. Twenty-five percent (25%) of the active membership shall constitute a quorum for business at a congregational meeting.
2. For meetings of the elder board, ministry team, and any Article V committees, two-thirds (2/3) of the members shall constitute a quorum.

### **Section D – Voting**

1. Every member of the congregation shall be privileged to participate actively in all congregational meetings. Voting members at all congregational meetings. All matters unless otherwise stated in specific instances in the Constitution or by-laws shall be determined by two-thirds (2/3) vote (excluding abstentions) of votes cast at the congregational meeting.
2. Absentee votes may be cast by absentee ballot. All absentee ballots must be signed and verified by the Chairman prior to the start of the meeting. Members voting by absentee ballot must be considered as present for purposes of quorum.
3. For the elder board, ministry team, and committee meetings, all matters shall be determined by a majority vote.

## **Article III: Pastors**

### **Section A – Number**

The Church shall have a Pastor and any number of Associates or Assistant Pastors that the congregation may approve.

### **Section B – Qualifications**

All Pastors of the Church must be of irreproachable Christian character, meeting the qualifications of the elder in I Timothy 3:1-13 and Titus 1:1-9.

### **Section C – Call**

Upon recommendation of the Pulpit Committee, the Pastor shall be called for an indefinite term of office by 85% vote (excluding abstentions) of votes cast at the congregational meeting.

- a. Any negative vote must include a reason and the voter's name.
- b. Any negative vote will suspend accepting a candidate into membership.
- c. The Elders shall investigate the reason(s) for all negative votes. Should the reasons prove to be invalid, the Elders shall so inform the congregation, and the candidate will be accepted as pastor.

### **Section D – Terms of Call**

Salary, vacation, and other considerations shall be set at the time the call is extended. Revisions, leaves of absence, etc., shall be at the discretion of the appropriate Elders

### **Section E – Duties**

1. Pastor: The Pastor-elder of the Church shall be a spiritual leader of the Church in all of its activities and shall preach the Gospel regularly; administer the ordinances; serve as an Elder; intercede prayerfully; tenderly watch over the membership and spiritual interest of the Church; and organize and develop its strength for the best possible service, along with the other elders.
2. Associate and Assistant Pastors: Members of the Associate Pastoral Staff are ultimately accountable to the congregation. They shall report to the Senior Pastor for their duties. Their performance shall be evaluated by the elders on the basis of their specific job descriptions.

### **Section F – Pastoral Discipline**

1. Pastoral discipline shall be considered only upon the testimony of two or three witnesses (I Timothy 5:19). If he teaches anything contrary to the Statement of Faith; lives an unrighteous life unbecoming to the Gospel; does not perform his duties, then he shall be admonished by the Elders of the Church.
2. If the Elders determine that he is unrepentant, they shall immediately suspend him from all pastoral duties. The Elders shall give notice to the members in writing at least one week before a congregational meeting is called

to discuss dismissal of the Pastor. The pastoral relationship shall be dissolved by a two-thirds (2/3) vote, of the voting members present, provided there is at least two-thirds (2/3) of the total voting membership present at the congregational meeting.

### **Section G – Pulpit Committee**

1. When the need arises, the Nominating Committee shall nominate at least seven members to a Pulpit Committee ballot and present this ballot to the congregation at a duly constituted business meeting. Voting shall be by secret ballot. The Pulpit Committee shall be composed of five members, meeting the eligibility requirements of voting membership, at least two of whom if possible, shall be women, at least two of whom if possible, shall be men, and at least one of whom shall be an elder. When searching for other pastoral staff the senior pastor shall be on the pulpit committee.
2. The Pulpit Committee shall recommend to the elders the candidates of their choice for the office of Pastor. The elders shall choose a candidate and subject to final vote approval by the congregation, work out the terms of a call with this pastoral candidate. Only one candidate shall be under the consideration of the congregation at any one time.

### **Section H – Termination**

Either the congregation or the Pastors shall have the privilege of dissolving the relations by giving sixty days notice. The dismissal of the Pastor-elder shall be by two-thirds (2/3) vote at a duly constituted congregational meeting, provided there is at least two-thirds (2/3) of the total voting membership of the congregation present at any one time.

### **Section I – Interim Pastoral Staff**

Interim or short term Pastors may be appointed by unanimous vote of the elder board. If the term of an interim Pastor exceeds 18 months, congregational meeting procedures shall be followed to renew interim status for an additional six months or affirmation of full time pastoral staff as described in Article III, Section G—Pulpit Committee.

## **Article IV: Church Officers**

### **Section A – Elders**

1. The Congregation delegates authority for leadership of this Church to the Board of Elders, which is comprised of: Senior Pastor-elder and at least three elders selected by the congregation. Additional elders may be added as deemed necessary by the Elder Board and the congregation.
2. The Elders shall supervise the spiritual welfare of the Church. An Elder shall be a male member in good standing, at least 21 years of age, who meets the standards of the New Testament, as stated in I Timothy 3:1-3 and Titus 1:5-9. An elected Elder shall have been a regular attendee and participant of the Church for a minimum of two years, and have served in a ministry of the Church for one year
3. Selection
  - a. *Nomination:* Any member of the congregation can submit the name of a candidate to the Elder Board. The Elder Board will prayerfully discuss and consider potential candidates, conduct interviews (looking for the right motive, character, and ability), obtain spousal endorsement, and select a slate of candidates as are needed to fill the board. The slate of candidates shall be made public two weeks before the meeting.
  - b. *Term of Service:* Each lay elder shall serve a term of three years and may be re-elected for an unlimited number of terms but must go through the nomination process and be affirmed by the election of the Membership for each term.
  - c. *Elections:* Elections will be held by secret ballot. Elders must receive three-fourths (3/4) vote (excluding abstentions) of the votes cast at the congregational meeting. In the case of a vacancy on the Board of Elders during the regular term, the remainder of the term may be filled by election at any scheduled congregational meeting of the Church.
4. Responsibility
  - a. Meeting regularly for prayer and consultation.
  - b. Overseeing the ministries of the church to ensure that they build up the body (Ephesians 4:12, 1 Corinthians 14:4-5, 18, 26) in an orderly manner (1 Corinthians 14:23, 27-33, 40).
  - c. Equipping the people (Ephesians 4:12) through teaching (2 Timothy 2:2) and example (1 Peter 5:2-3).

- d. Exhorting (Titus 1:9), warning (1 Thessalonians 5:12, 14), and rebuking (1 Timothy 5:20, 2 Timothy 4:2) with the goal of unity and mutual care (1 Corinthians 12:25).
- e. Supporting, encouraging, and providing accountability for the Senior Pastor (Hebrews 13:7, 17).
- f. Approving nominations for all officers of the Church (Acts 1:23).
- g. Providing oversight, counsel and support for his designated ministries and coordinators.

#### **Section B – Trustees**

1. The Trustees shall be the Elder board until the Elders are no longer able to fulfill this duty, at which time MCC will amend Section B of Article IV.
2. Any Trustee shall have authority to sign all legal papers, such as deeds, mortgages, leases, notes, and permits, and shall have the power to borrow money and mortgage the church property as security. However, no such obligation shall be incurred without an affirmative vote of two-thirds of those present and voting at a Church congregational meeting.
3. Expenditures up to the amount of \$2,500 per ministry project can be made without the consent of the congregation.
4. Duties:
  - a. The procurement of proper and adequate insurance for Church property and equipment.
  - b. The authorization for payment of all outstanding bills.

#### **Section C – Ministry Team**

1. *General:* The Ministry Team shall consist of those men and women who chair or direct areas of ministry in the Church. (They shall be known as Ministry Coordinators.)
2. *Qualifications:* A Ministry Coordinator shall be a member of good standing, at least 18 years of age, who meets the qualifications of ‘deacons’ (Acts 6:1-6, 1 Timothy 3:8-13). An elected Ministry Coordinator shall have been a regular attendee and participant of the Church for a minimum of one year and shall have served in a ministry of the Church.
3. *Responsibilities:*
  - a. Praying for the various areas of ministry.
  - b. Staffing and implementing ministries and programs.
  - c. Developing budgets: The Ministry Team will meet once each year, along with the Treasurer, Secretary, and the elder board, prior to the November congregational meeting, for the purpose of developing the budget.
  - d. Planning and coordinating calendars.
  - e. Dealing with facility needs (custodial, maintenance, building, etc.).
  - f. Providing clear communication between the ministry areas, the Elders, and the congregation.
4. *Selection:*
  - a. Appointed by the elders.
  - b. They will serve one-year terms with the choice of unlimited renewal at elder’s discretion.
  - c. Removal from office: the elders may remove a ministry coordinator.

#### **Section D – Business Officers**

1. *Chairman:* The chairman of this Church shall be from the Elder Board. He shall preside at all congregational meetings and budget meetings of the Church or appoint someone from the Elder Board to preside in his absence. He shall be an ex-officio member of all boards, committees, and teams.
2. *Treasurer:* The duties of the Treasurer shall be:
  - a. The treasurer shall receive from the Financial Secretary a report of church receipts and make disbursements as directed by the Church, the Elder board, or the Ministry Team.
  - b. He/she shall prepare financial reports for the Church as needed.
  - c. Attend the budget meetings to assist the Ministry Team in developing the budget.
3. *Financial Secretary:* The duties of the Financial Secretary shall be:
  - a. Record the gifts of each identifiable contributor and provide an IRS – compliant annual statement of contributions to each person who gives to the Church on a regular basis.
  - b. Receive and record all offerings for every service as counted by any two unrelated people designated by the Elders.
  - c. Deposit all contributions into the Church’s bank account and submit all records of those deposits to the Church Treasurer.

4. *Church Clerk*: The Church Clerk shall keep accurate records of the proceedings and decisions at all congregational meetings and ministry meetings of the Church; present them to the congregation or ministry coordinators for approval at each following meeting; preserve all Church records and historical documents; and work together with the Elder Board on maintaining a correct list of the members of MCC.

## **Article V: Committees**

### **Section A – Nominating Committee**

1. The nominating committee shall be the board of Elders.
2. The nominating process shall be as follows:
  - a. Collect a list of prospective nominees to fill offices and jobs related to the work of the Church, from the members of the congregation at large.
  - b. Interview prospective nominees to determine the necessary motive, character, ability, and agreeableness.
  - c. Prayerfully consider together and select the appropriate nominee(s).
  - d. Present to the Church at a congregational meeting a slate of nominees to be voted on for approval by the congregation.

### **Section B – Missions Committee**

1. The Mission Committee will be composed of at least 4 members. The ministry coordinator shall be selected by the Nomination Committee and elected for a two-year term at a congregational meeting. He/she shall be a member of the Ministry Team. Members are selected by the Missions Committee in consultation with the elders and will serve one-year renewable terms.
2. The frequency of committee meetings will be at the discretion of the Chairperson.
3. Duties:
  - a. Maintain a current missions policy and ensure its implementation.
  - b. Promote interest in, understanding of, and financial and prayer support for missions, home and abroad, within the Church.
  - c. Plan the annual missions program.
  - d. Propose allocation of funds.
  - e. Correspond with church supported missionaries.
  - f. Plan mission-related excursions by individuals or groups from the Church.
  - g. Recommend missionaries to be financially supported by the Church to be approved by the congregation.

### **Section C – Other Committees**

The Elders may establish other committees and nominate for congregational approval chairpersons as the need arises.

## **ARTICLE VI: CORRECTIVE CHURCH DISCIPLINE**

We believe in the responsibility and necessity of church discipline as clearly outlined in Scripture. Church discipline has the divine authority of Scripture and is vital to the purity of the church.

### **Section A - The Pattern and Basis for Discipline**

1. The discipline of the church is first patterned after the fact that the Lord Himself disciplines His children (Heb. 12:6) and, as a father delegates part of the discipline of the children to the wife, so the Lord has delegated the discipline of the church family to the church itself.
2. Discipline is further based on the holy character of God (1 Pet. 1:16; Heb. 12:11). The pattern of God's holiness, his desire for the church to be holy, set apart unto Him, is an important reason for the necessity of church discipline.
3. Church discipline must be patterned after and based on the divine commands of Scripture. We have numerous passages that both command and give us biblical directives on the how, when, and where of church discipline. (1 Cor. 5:1-13; Matt. 18:17-18; Titus 3:10; 2 Thess. 3:6-15; 1 Tim. 5:20; Gal. 6:1).

### **Section B - The Purposes of Church Discipline**

1. Concern for the glory of God and the testimony of the flock.

2. The restoration and reconciliation of the sinning believer.
3. The purity of the local body and its protection from moral and doctrinally impure influences, knowing a little leaven can leaven the entire lump (1 Cor. 5:6-7).

## **ARTICLE VII: GRIEVANCE PROCEDURES**

Suggestions and proposals from the congregation can be a vital and healthy avenue by which the leadership may minister to the rest of the congregation. When handled scripturally, this type of communication edifies the body, ministers to the needs of the congregation, helps preserve and promote unity within the church and brings glory to God.

Following the principles outlined above, any member of the congregation who harbors a disagreement about any policy or procedure promoted by the church or its leadership, should as a first step, prayerfully and privately approach the leadership. This may be done through informal consultation with an elder, by means of a signed letter to the Board, or meeting with the Board at the church member's request. It is recognized that these steps should be taken prior to public discussion of any issue so as to help the leadership minister to the body more effectively and to help avoid discord and disunity within the congregation (Prov. 13:3; 16:27-28; 17:4).

The church leadership should seek to prayerfully accept and address any complaint thus presented and seek to resolve all problems in a manner which best promotes those benefits mentioned above (Prov. 16:21-24).

When these policies are not followed, causing factions and strife, it will be necessary to exercise church discipline.

## **ARTICLE VIII: FAITH, PRACTICE, & FACILITY USE**

Approved at Congregational Meeting July 19, 2015

### **Section A – Statement Of Faith**

Final Authority for Matters of Belief and Conduct

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

### **Section B – Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

### **Section C – Marriage Policy**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Marquette Community Church will only recognize marriages between a biological man and a biological woman. Further, the [pastors/ministers/clergy] and staff of Marquette Community Church shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Marquette Community Church shall only host weddings between one man and one woman.

### **Section D – Church Membership Agreement**

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ. The elder board of this Church shall have final authority in all matters of church governance, as set forth and described in the Bylaws.

### **Section E – Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) 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 (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Marquette Community Church as the local Body of Christ, and to provide a biblical role model to the Marquette Community Church members and the community, it is imperative that all persons employed by Marquette Community Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) 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 Marquette Community Church.

## **Section F – Church Facility Use Policy**

**1. Purpose Statement:** Marquette Community Church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thes 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

**2. Approved Users and Priority of Use:** The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications: 1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice. 2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form. 3. The group or person seeking facility use must be willing to take

responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

3. **Scheduling Events:** Facility use requests shall be made to Administrative Assistant or to one of the church elders by submitting the "Church Facility Use Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

## **ARTICLE IX: AMENDMENTS**

These By-Laws may be amended or replaced when the elders and the members of the church body recognize the need for change. At the time such need is believed to be present, the elders, after consultation with the body, shall make provisional modification in light of Scripture and all essential information on this matter shall be communicated to the congregation in written form, providing adequate time for study and response. A date will be proposed for acceptance of the revisions at a congregational meeting. Any change to which the congregation agrees by two-thirds (2/3) vote (excluding abstentions) of votes cast at the congregational meeting becomes effective immediately.