

CONSTITUTION
Of
The Northwest Brethren Chapel
Of Pima County, Arizona, Inc.

ARTICLE I

Name

The corporate name of this organization is the Northwest Brethren Chapel of Pima County (NWBC), Arizona, Inc., DBA Northwest Community Church (NWCC)

ARTICLE II

Affiliation

This Northwest Brethren Chapel of Pima County, Arizona, Inc. is affiliated with the Southwestern District of The Brethren Church located in the State of Arizona, and the General Conference of the Brethren Church as incorporated in the State of Ohio, with headquarters in Ashland, Ohio.

ARTICLE III

Purpose and Core Convictions of this Church

SECTION 1. Purpose

The purpose of this organization is Serving Christ by Serving People.

SECTION 2. Core Convictions of Northwest Community Church are:

The core convictions of this church are to bring together followers of Jesus Christ for the purpose of:

1. **Grace:** Grace offers forgiveness and salvation through Jesus Christ in the face of our sin. At Northwest, we seek to operate on grace-realizing we have all sinned,

made poor choices, and screwed up in our lives and in those moments have received God's forgiveness and salvation in the wake of confession and repentance. Because Jesus shows us grace we too seek to base relationships with each other on grace offering mercy, forgiveness, and restoration.

2. **Community:** We recognize we were never created to be alone and even more the Christian life was never meant to be lived alone. We were created to be in community- to do life together. We do this knowing that God himself lives in community of the Father, Son and Holy Spirit.
3. **Serve:** Love is a verb and we desire not to simply tell the world that Jesus loves them, we want to show the love of Jesus to a lost and hurting world. Following Jesus' example and command to serve and not to be served, we seek to serve not only those at Northwest Community Church but also those in our community and in our world.
4. **Generosity:** We can't out give God. He is far more generous than we can imagine. In fact, He did not even withhold Jesus from us! He has given us so much and we desire to be generous with our time, talents, and resources for advancing the Kingdom of God by making a tangible difference in people's lives,

SECTION 2. Rights of the organization

This organization declares its right to determine the conditions of its membership; to receive grants of money and to expend same; to hold property; to sell, barter, or mortgage same; to establish endowments; to function as trustees; and to employ ministries according to its needs.

ARTICLE IV

Covenant Membership

SECTION 1.

Covenant Members are received into the church upon profession of faith in Jesus Christ as their personal Savior, having followed the Lord in believer's baptism. The word Covenant is used throughout scripture to describe an agreement that creates a

relationship between two parties. In this relationship, certain responsibilities and obligations are created necessary for the relationship to exist. Prior to being received into Northwest Community Church, attendance in the Membership class is required. Membership is open to those 16 years of age and older. Those coming from other churches of like faith, having been baptized, are received by transfer of their church letter.

SECTION 2. Transfer of church membership to another church

Members of this congregation in good standing, who wish to transfer their membership, will be granted a certificate of transfer to a church of like faith.

SECTION 3. Termination of Membership

Termination of membership shall be for any of the following reasons:

1. Transfer to another church of like faith
2. Request of the member
3. Inactive for a period of one year as defined by the by-laws
4. Death of the member
5. Persisting in Sin (Matthew 18:15-17)

A Member determined by the Board of Lay Elders to be guilty of unrepentant conduct inconsistent with biblical teaching or the Covenant of Northwest Community Church may be terminated from membership by the Board of Lay Elders. Such action may be taken only after reasonable efforts have been made to restore the Member to Christian fellowship.

SECTION 4. Rights of Members

All members of the congregation in good standing have equal rights and privileges in the fellowship of the church. To vote in any business meeting, a member must be sixteen (16) years of age or older.

SECTION 5. Dual Membership

Covenant membership is available for people who maintain residencies in different cities/states who wish to be covenant members of Northwest Community Church. One of the residencies must be in the Tucson, AZ area to qualify for membership.

ARTICLE V

Statement of Faith

The Bible

We believe that the scriptures, both Old and New Testament, are the inspired Word of God. Authored by humans under the guidance of the Holy Spirit, the scriptures are the ultimate source of truth. It is in the scriptures that God's desires are revealed. The scriptures are a Christian's final authority of how to live life out in today's world.

Deuteronomy 11:18-21, Joshua 1:8, Psalm 119:11, 119:105, 1 Corinthians 3:16, 2 Timothy 3:16, and 2 Peter 1:19-21.

God the Father

We believe that God is the one and only true God. He is the creator of all things and the ruler over all and He desires to be in a personal relationship with all of us. God has eternally existed in three persons: Father, Son, and Holy Spirit. This is also known as the Trinity.

John 1:1, John 3:16, and John 14:26, John 16:13-14, 1 Corinthians 8:6, and 2 Corinthians 5:19.

Jesus Christ

We believe Jesus Christ is both fully human and fully God. He was conceived by the Holy Spirit, and was born from the Virgin Mary. It was through Jesus Christ that God's plan of salvation and redemption was accomplished. Jesus, being the perfect sacrifice and living a sinless life, willingly offered himself by dying on the cross. He then arose from the dead on the third day demonstrating His power and having final victory over sin and death. Jesus Christ is now seated at the right hand of the Father, interceding for all of us and serving as our High Priest.

Matthew 1: 18-25, Mark 16: 1-8, Luke 23: 44-49, John 3:16-17, Hebrews 4:14-16, Hebrews 9:14, and Hebrews 10:12

Holy Spirit

We believe the ministry of the Holy Spirit is to carry on the work of Jesus Christ here on earth and to glorify Him. The Holy Spirit carries on this work by taking up residence in every believer's life helping them to come alive in their new life in Jesus Christ and giving every believer the power to live a life that honors God.

John 14:16, 14:26, 15:26, 16:7, 16:13-14, 1 Corinthians 12:1-13.

Humanity

We believe that humans, both men and women, are created in the image of God reflecting His character. However, we chose to disobey and

through our attitude of sin, we have a broken relationship with God and with each other. It is only through new life that the Holy Spirit gives that humans can once again be reunited with God and saved from the punishment of our sins.

Genesis 1:27, 3:17-24, John 16:7, Romans 6:32, and Titus 3:5.

Salvation

We believe that salvation comes only through Jesus Christ who is the only way to the Father. It is through His willing sacrifice and the shedding of his blood on the cross that we are able to be saved from the penalties of our sin and receive the gift of a personal relationship with God. Those who believe and accept Jesus Christ as Lord are called the Children of God, and their salvation is secure through Gods grace and power.

John 1:12, 14:6, 2 Timothy 1:12, 1 Peter 1:3-5, Hebrews 4:16, 7:25; 10:10, 14.

The Church

We believe the true Church, the bride of Jesus Christ, is made up of those people who have been made alive through the Holy Spirit into new life in Him. All believers are united into one body in which Jesus Christ is the head. In this body, the Church, all believers are given specific gifts by the Holy Spirit to build up and expand the body.

Romans 12:4-8, 1 Corinthians 12:14-20, and Titus 3:5.

The Final Days

We believe the day is coming when Jesus will return. It is in His coming that the "Blessed Hope" rests. It is in this hope that Jesus Christ will come, reclaim His people, and we will be able to dwell with Him without sin, death, sorrow, or pain forever in a new and restored creation. Until this day, Jesus has given all of us Christians the task of advancing the Kingdom of God in people's lives- making disciples as we go about living life on this earth, using the gifts and talents He has given us through the Holy Spirit.

Luke 12:42-47, John 14:1-4, Titus 2:13, and Romans 8:19-23.

ARTICLE VI

Government

SECTION 1. Defining church government

This church shall be directed by the inspired Word of God (the Bible, Old and New

Testaments), by the Holy Spirit of God, and by Spirit-filled leadership, as elected by the congregation. All members of this church, including leadership, shall be accountable to the congregation. This congregation shall adhere to a limited-congregational form of government. It shall have liberty to conduct its own affairs within the bounds and practices of The Brethren Church.

SECTION 2. Auxiliary organizations and ministries

All auxiliary organizations and ministries of this congregation are an integral part of this church and subject to the government of the whole.

SECTION 3. Dissolution

In the event that this congregation should cease to function as a Brethren Church due to economic or social change, membership loss, heretical teaching or schismatic division, or cease to fellowship with the General Conference of the Brethren Church with headquarters at Ashland, Ohio, the assets would automatically become the property of the Southwestern District of the Brethren Church, or as stated in the Articles of Incorporation, according to the laws of the State of Arizona.

ARTICLE VII

Officers

SECTION 1. Defining corporate officers

The corporate officers of this Church shall be Moderator, Assistant Moderator, Board Secretary, Assistant Board Secretary, Treasurer, and Assistant Treasurer. The age of 21 is a requirement of all corporate officers.

SECTION 2. Selection of corporate officers

All corporate officers, shall be chosen by majority ballot at the fourth quarter Congregational Business Meeting, and shall be installed in office early in the first quarter of the new year. A nominating committee shall be appointed by the moderator to prepare a slate for the election

SECTION 3. Terms of corporate officers

The terms of all corporate officers of the Church are three years, and none shall serve more than two consecutive terms in the same office. A third consecutive term is permissible by a vote of three - fourths of the members present at a congregational meeting.

ARTICLE VIII

Meetings

SECTION 1. Regularly scheduled meetings

Services for Worship of God and Christian instruction shall be held regularly.

SECTION 2. Special business meetings

Special Business Meetings may be called by the Moderator, or by the Ministry Board. Such meetings must be publicized, at least ten (10) calendar days in advance.

SECTION 3. A Quorum

A quorum shall be required to conduct regularly scheduled and special business meetings. A quorum shall consist of 33% of covenant members of record for Congregational meetings. Covenant members of record are defined in the by-laws. A quorum shall consist of 51% of appointment members for Ministry, Lay Elder and Deacon Board meetings.

Section 4. Non member attendance at meetings

All congregational meetings shall be open to both covenant members and regular attendees of NWCC. Exceptions shall be made for those persons invited to meetings by the moderator.

ARTICLE IX

Church Ministry Leadership

Section 1. Defining church ministry leaders:

The church ministry leaders of this church shall be the following:

1. Pastoral Staff (Shepherds) (as defined in the by-laws)
2. Board of Lay Elders (as defined in the by-laws)
3. Board of Deacons (as defined in the by-laws)
4. Ministries Board (as defined in the by-laws)

Section 2. Responsibilities of church leadership.

1. Pastoral Staff: They shall have the responsibility of overseeing the spiritual health of the congregation. They shall lead as “servant leaders” of Jesus Christ, following the mandate of Ephesians 4:11-14 seeing to: (1) The perfecting of the saints, (2) That the work of the ministry is accomplished in a Christ like manner, and (3) That the church congregation is edified through the clear teaching and application of the Word of God. All pastoral staff shall serve alongside the Lay Elders and Deacons of the church.
2. Lay Elders: They shall have the responsibility of working with the pastoral staff in attending to the spiritual nurturing of the congregation. They shall assist the pastoral staff in teaching the Word, biblically counseling the needy, sharing the Gospel of Jesus Christ with the lost, and bringing spiritual direction to the affairs of this church family. They will walk as examples of Christ-like “servants” among the congregation and in the community.
3. Deacons: They shall have the responsibility of overseeing the “physical” needs of the congregation. They shall especially see to the physical needs of widows, orphans, and the poor. They will also be responsible for overseeing the finances and the properties of the church. They will walk as examples of Christ-like “servants” among the congregation and in the community.
4. The Ministry Board: The ministry board will act as the official administrative board of

the church. This board will be made up of one or two members of each ministry in the church. They will meet quarterly to bring recommendations from their individual ministries. The board will then discuss and act upon recommendations and then bring the appropriate recommendations to the church congregation. The Ministry Board has the authority to expend monies in excess of the annual budget for any request not to exceed \$5,000.00. One or two members from the Pastoral staff, Lay Elders, and Deacons will also be members of this ministry board.

Section 3. Selection of church leadership.

1. Pastoral staff. All pastors of the church will be brought before the congregation after the candidate has met with a screening committee, which is selected by the Moderator of the church. The church congregation will have opportunity to question the candidate and hear his personal testimony of conversion, call to ministry, and experience in the ministry. The congregation will select this position by a three-quarter vote of those qualified, who are present at the meeting.
2. Lay Elders: Lay Elders shall be elected for a three-year term at the fourth quarter business meeting by a three-quarter vote. Before being brought to the congregation for election, candidates will meet with the Lay Elder Board for discussion of the biblical qualifications and responsibilities of a Lay Elder. Candidates for the lay elder board will be selected by the lay elder board and pastoral staff.
3. Deacon: Deacons shall be elected for a three-year term at the fourth quarter business meeting of the church and must receive a minimum three-quarter vote. Before being brought to the congregation they must first meet with the Deacon Board for discussion of the biblical qualifications and responsibilities of this position. Candidates for the Deacon board will be selected by the Deacon board and pastoral staff.
4. Ministry Board members: Ministry board members shall be selected from their individual ministry team. A term of service will be for one year. Ministry board members may serve consecutive years. The Moderator is the chairperson.

ARTICLE X
(Reserved)

ARTICLE XI
(Reserved)

ARTICLE XII
Amendment

This constitution may be amended by any regular or special business meeting of the congregation by a three quarter (3/4) vote of the members present.

BY-LAWS
ARTICLE I

Conferences

Section 1. District Conferences

This Church, as a member of the Southwestern District of the Brethren Church, shall participate in the district by:

1. Sending delegates to the annual District Conference meeting
2. Financially contributing to the district as directed by the Ministry Board.
3. Participating in district activities as directed by the Ministry Board.

Section 2. General Conference

1. This church shall encourage the congregation to attend the annual national General Conference, of the Brethren Church.
2. As possible, the church will send delegates to the annual meeting to represent this church body, and to bring back information from the meeting to the congregation.

ARTICLE II Membership

Section 1. Duties

Covenant Member: Anyone who enters into an intentional relationship with Northwest Community Church by committing to fulfill the mission and living out the core convictions of Northwest Community Church. Specifically, Covenant Members are expected to:

1. Participate in a Membership Orientation/ Seminar
2. Be welcomed by the congregation and extended the “right hand of fellowship”.
3. Agree to the Membership Covenant

Member’s Promises:

I will operate on the basis of grace . . .

- by accepting God’s gift of grace by being a follower of Jesus Christ
- by acting in love toward others in practicing forgiveness and reconciliation
- by withholding judgment when appropriate
- by exercising judgment with mercy when appropriate

I will live in community . . .

- by regularly worshipping at Northwest Community Church
- by being a part of a Small Group or Ministry Team
- by regularly praying for the people and leadership of Northwest Community Church
- by participating in church wide events when available

- by being held accountable, by the leadership and members of the church , to live a God-honoring life

I will serve Christ and Others . . .

- by participating in outreach or community service events, when possible
- by using my gifts to serve within the church
- by looking for ways to serve those outside the church: family, friends, neighbors, co-workers, and strangers by living a Godly life

I will be generous . . .

- by giving regularly to Northwest Community Church
- by using my talents/gifts and time to serve others by helping to practically meet needs of those in the church, local community, and the world

Section 2. Discipline

1. Matters of church discipline shall be conducted by the Pastoral Staff, Lay Elder Board and the Deacon Board.
2. They shall follow Matthew 18:15-17, Titus 3:9-11 and Galatians, 6:1-5, as the model for addressing any discipline of church members.

Section 3. Status of Members

1. Members shall be considered covenant as long as they have been in attendance to at least one regularly scheduled worship service every six months. Members who are incapacitated are not considered inactive. Only covenant members are permitted to vote in any business meeting of the church.
2. Members who have been absent from attendance from the church for a period of six months or more shall be contacted by the pastoral staff or one of the Lay Elders who will seek to minister to this member. Restoration to fellowship and worship is to be the intent of the visit. If restoration to covenant membership is not the desire of the member, or if there is a conflict that cannot be biblically resolved, they then will be informed that they will be purged from our church roll at the fourth quarter business

meeting. They will be encouraged to join another evangelical church.

ARTICLE III

Administrative and Ministry leadership

Section 1. Corporate Leadership

1. The corporate leadership of this church shall be the corporate officers, which include the Moderator, Assistant Moderator, Board Secretary, Assistant Board Secretary, Treasurer, and Assistant Treasurer.
2. They must be active members of the church and at least 21 years of age.

Section 2. Ministry Leadership

1. The ministry leadership of this church shall consist of Pastors, Lay Elders, Deacons, and the Ministry Board.
2. They shall be selected and follow the responsibilities as set forth in Article VIII of the Constitution of Northwest Brethren Chapel, DBA, Northwest Community Church, as revised 2/20/2000.

Section 3. Leadership Duties

Moderator

1. The Moderator shall preside over all congregational meetings and the Ministry Board, unless the business at hand should concern the Moderator, at which time, the Assistant Moderator shall preside.
2. The Moderator is an ex-officio member of every board, ministry, or committee of the church.
3. The Moderator shall appoint individuals to fill short term vacancies on church boards. Those appointments shall be valid until the next election.
4. The Moderator shall counsel with the Pastoral staff relative to efficient working of the entire congregation.

Assistant Moderator

1. The Assistant Moderator shall assist the Moderator in carrying out the duties of the Moderator office. The Assistant Moderator shall preside in the place of the Moderator's absence.
2. If the office of Moderator is vacated the Assistant Moderator shall assume the duties of Moderator until the next election.

Board Secretary

1. The Board Secretary shall keep accurate minutes of all business meetings, both of the congregation and the Ministry Board. The Board Secretary shall see that all minutes are read for approval, or corrected and approved, at the succeeding meeting. The Secretary shall secure a copy of all written reports and incorporate them into the minutes.
2. The Board Secretary shall see that all congregational meetings are posted or announced a minimum of (10) calendar days prior to the meeting.
3. The Board Secretary shall see that an accurate record of all members of the congregation is kept. These records shall be kept in the church office.
4. The Board Secretary shall send transfer of church letters to churches of like faith that request them. The Board Secretary shall also send request for transfer of church letters for new members coming from other churches.
5. The Board Secretary shall work in conjunction with the Lay Elder Board to annually purge the church rolls.
6. The Board Secretary with the assistance of the Pastoral Staff and the Assistant Board Secretary shall compile an annual report.

Assistant Board Secretary

1. The Assistant Board Secretary shall assist the Board Secretary when needed and assume the responsibilities of the Office in the absence of the Board Secretary.

2. The Assistant Board Secretary shall keep a record of attendance at all services of the church, and report it to the Ministry Board at quarterly meetings.

Treasurer

1. The Treasurer shall have charge of all funds and monies of the church, pay bills, keep itemized account of all receipts and disbursements, and present a complete report at each business meeting of the congregation or the Ministry Board.
2. The Treasurer shall work with the Board of Deacons and Pastoral Staff to prepare an annual budget and monthly financial reports
3. The Treasurer shall also make sure that an accurate and current record is kept of all individual giving to church ministries, and that an annual receipt is sent to each member who has contributed throughout the previous year.

Assistant Treasurer

1. The Assistant Treasurer shall assist the Treasurer in fulfilling the above responsibilities and shall be conversant of the financial system utilized by the church.
2. The Assistant Treasurer shall assume the responsibilities of the Treasurer in his absence.

Pastor

1. The Pastor is the spiritual leader of the congregation. The Pastor shall preach and teach the complete Word of God as believed and practiced by the Brethren Church.
2. The Pastor shall oversee the administration of believer's baptism by immersion, and the observance of communion, including the bread and cup, a love feast, and the washing of feet.
3. The Pastor will be available to the congregation within and without the church to offer service, counsel, instruction, and encouragement.
4. The Pastor will oversee weddings, memorial services, and any other spiritual

services within the congregation.

5. The Pastor will follow the guidelines of I Tim 3:1-7; II Tim 4:1-5, and Ephesians 4:7-13 in fulfilling his calling. The Pastor will walk among the congregation and in the community as a “Servant Leader” and exemplify the attitude of Jesus Christ (Philippians 2:1-8).
6. The Pastor shall be an ex-officio member of all Boards, Ministries, and Committees of the church. The Pastor will provide leadership for all Pastoral Assistants and Church office staff.

Assistant Pastors

1. All Assistant Pastors will work under the direction of the Pastor and in harmony with the Pastor’s leadership.
2. Each Assistant Pastor will receive a specific job description before assuming responsibilities for the position hired for.

Lay Elders

1. Lay Elders shall provide spiritual nurturing to the congregation, serving in conjunction with the Pastoral Staff. They will assist the Pastoral Staff in the teaching of the Word of God, biblically counsel the spiritually needy, share the Gospel of Jesus Christ, and bring spiritual direction to the congregation. They will walk among the congregation as “Servant Leaders” and as followers of Jesus Christ.
2. As soon as possible after the annual election the Lay Elder Board shall elect from its membership a chairman, assistant chairman, and secretary.
3. The officers of this Board shall serve for a one-year term and may serve consecutive terms.
4. This Board shall meet monthly, or as often as needed.

Deacons

1. Deacons shall provide spiritual leadership as it pertains to the physical needs of the

congregation.

2. They will oversee the financial affairs of the church, including the preparation and presentation of an annual church budget. They will receive the Treasurer's monthly report for analysis and planning.
3. They will oversee the property, buildings, and other assets of the congregation.
4. They will oversee the ministry to the poor, the widows, and the orphans represented in this congregation.
5. They will bring a report and recommendations to the Ministry Board.
6. They will walk among the congregation as "Servant Leaders" and as followers of Jesus Christ.
7. As soon as possible, after the annual election, the Deacon Board shall elect from its membership a chairman, assistant chairman, and secretary. The officers of this Board shall serve for a one-year term but may serve consecutive terms. This Board shall meet monthly, or as often as needed.
8. They will assist the Pastor in preparation for communion and baptismal services
9. The Board of Deacons shall be the legal custodian of all the physical assets of the congregation in compliance of the State of Arizona, and in accordance with provisions of articles of this Constitution and By-Laws.

Ministry Board

1. The Ministry Board shall act as the official administrative Board of the Church. The Moderator of the Church shall chair this Board.
2. The Ministry Board shall consist of one or two members of each ministry council that is established by the Lay Elder Board, Deacon Board, or the Pastoral Staff.
3. It shall meet quarterly or more often if the need arises.
4. Each Ministry Council will be responsible for bringing a report and recommendations from their ministry to the Ministry Board.
5. Each member will be selected by the members of their individual ministries for a

period of one year. A member may serve consecutive terms if selected by the members of the ministry on which they serve.

6. Recommendations to the congregation must first come through the Ministry Board for discussion and consideration. Recommendations must receive a minimum three-fourth's vote at the Ministry Board before being brought to the congregation for approval.
7. The Ministry Board will have the authority to approve the expenditure of monies, in excess of the annual budget, in the amount up to \$5,000 for any request. Any Board approval of this nature must receive a minimum three- fourth's vote of the Board.

Ministry Teams

1. Individual Ministry Teams shall be established as the need and qualified leadership arises. Ministry Teams will be established by the Pastoral Staff, the Lay Elder Board, the Deacon Board, or the Ministry Board. The Lay Elder Board or Deacon Board will have final approval of all members of Ministry Teams.
2. Each Ministry Team shall organize by electing a chairman, assistant chairman, and a secretary, in their first official meeting.
3. It will be the responsibility of each Ministry Team to prepare a Mission Statement. The Mission Statement of each Ministry Team will be attached to the minutes of their first official meeting.
4. Ministry Teams will meet as necessary to fulfill the mission of their ministry.

Section 3. Qualifications of Ministry Leadership

1. All Pastoral Staff, Lay Elders, and Deacons must meet the biblical qualifications for these positions as set forth in Acts 6, I Timothy 3, and Titus 1-2.
2. All ministry leadership must be covenant members of Northwest Community Church.

Section 4. Special Ministries

Audit Committee

1. This council shall be appointed by the Moderator of the church. The Moderator shall require an annual audit of all financial books of the church, or more frequently, as needed. They shall prepare a written report following each audit to be presented to the Ministry Board and Deacons.
2. The audit must be thorough, including incoming funds, outgoing funds and balances and all disbursements must be covered by receipts, vouchers, or cancelled checks.

Nominating Committee

1. The Nominating Committee shall be appointed by the Moderator with the approval of the Ministry Board.

Other Committees

1. Other committees, as the need arises, may be formed for specific purpose as defined by the Ministry Board. Members of these committees are appointed by the Moderator, with the approval of the Ministry Board

Section 5. Election or appointment of Leadership

1. The election of the following corporate and ministry leadership (Moderator, Assistant Moderator, Board Secretary, Assistant Board Secretary, Treasurer, Assistant Treasurer, Lay Elders, and Deacons) shall be held at the fourth-quarter business meeting of the congregation each year.
2. Before being presented to the Ministry Board each candidate will meet with the Pastor, Lay Elder Board or Deacon Board for discussion concerning the duties and qualifications of their particular position.
3. A slate of candidates shall be presented, by the Nominating Committee, to the Ministry Board, for approval. The Ministry Board will present the approved slate of officers to those present at the fourth-quarter business meeting of the congregation.

Each candidate must receive a three-fourth vote to be approved for their position.

4. The appointment of the following leadership (Nominating Committee, Audit Committee and any Special Committees) shall be made by the Moderator of the church, as the need arises.

ARTICLE III Ordinances

Section 1. Communion

1. The congregation shall convene at least once a year for observance of a Three-Fold Communion service. The entire congregation will be encouraged to attend this observance.
2. The observance of the bread and the cup of the Lord's atoning death shall occur in the worship service as directed by the Lay Elder Board and the Pastor of the Church.

Section 2. Baptism

1. Believer's baptism by immersion shall be observed by the Church as often as individuals receive Jesus Christ as Savior and Lord, and desire to bear public witness of their newfound faith.
2. The entire congregation shall be encouraged to witness the baptismal services, to pray for the spiritual growth of those obediently following the Lord, and to extend the right-hand of fellowship.

ARTICLE IV
Rules of Order

SECTION 1

Robert's Rules of Order shall serve as the parliamentary guide in business sessions, except as may be superceded by the Constitution and By-Laws.

ARTICLE V
Amendments

SECTION 1

The By-Laws may be amended at any special or regular meeting of the congregation by a three-quarter affirmative vote of the members present. The proposed amendment must be filed with the Board Secretary and announced four consecutive Sundays prior to the regular or special congregational meeting.

ARTICLE VI
Proxy Ballot

SECTION 1

Proxy ballots shall not be counted in any of the decisions of this congregation.