



# BYLAWS

## ARTICLE I Membership

### **Section One - Admission**

Persons may be received into membership after:

- (1) satisfactory completion of the pastoral membership class
- (2) public confession of faith in Jesus Christ as their personal Savior before the body of Oakwood Community Church,
- (3) believers baptism by immersion.
- (4) agreement with our statement of belief

### **Section Two - Rights and Privileges**

All active members shall have the right to vote and petition if eighteen years of age or over, to receive the provided training and ministries, and to benefit from the Church's care. It shall be the exclusive privilege of active members to hold positions of leadership.

### **Section Three - Responsibilities**

Members are expected to:

- (1) strive to live according to the truth revealed to them by the Holy Spirit through the study of God's Word,
- (2) whole-heartedly support the ministries and activities of the church with attendance, prayer, offerings, and the use of spiritual gifts in service to the body of Christ (Ephesians 4:3-7, 11-16)

### **Section Four - Inactive Statute**

The Board of Elders may declare inactive any member who:

- (1) has moved from the area
- (2) has been absent from the Church for a period of six months.

### **Section Five - Dismissal**

A member may be dismissed by the Board of Elders:

- (1) to the fellowship of another church;
- (2) after remaining in inactive status for one year
- (3) if the member shows evidence of non-Christian conduct (1 Corinthians 5:11-13; Romans 16:17,)
- (4) advocates non-Christian views, especially those contrary to our Statement of Belief. Persons dismissed as a result of discipline may be readmitted into membership after a process of restoration to be overseen by the Board of Elders.



## **BYLAWS**

### **Section Six - Reinstatement**

- (1) Former members dismissed under sections 5.1 and 5.2 may reinstate membership as outlined in section one.
- (2) Former members dismissed under sections 5.3 and 5.4 may apply for reinstatement to membership. The reinstatement process is at the discretion of the Elders.

## **ARTICLE II Senior Pastor**

### **Section One - Qualifications**

He is:

- (1) to be a man in agreement with our Statement of Belief;
- (2) to meet the Scriptural qualification of 1-Timothy 3:1-7 and Titus 1:5-9.

### **Section Two - Responsibilities**

The Senior Pastor as an overseer and spiritual shepherd is to:

- (1) be the leader in all of the Church's activities, and a member of the Board of Elders.
- (2) preach and teach the Word of God, administer the ordinances, and direct the spiritual welfare of the Church.
- (3) have the responsibility for the organization and supervision of the Church staff.

### **Section Three - Authority**

He shall have the freedom:

- (1) to act administratively, to give counsel to, and to participate in or override any decisions of those for whom he is responsible.
- (2) to determine his pastoral objectives, policies, and procedures; to determine his own weekly pastoral schedule

### **Section Four - Limitations**

The Senior Pastor is:

- (1) not to make any decisions reserved to be made by the Board of Elders or the Church body.
- (2) able to be overridden by a majority decision of the remaining Elders.
- (3) not eligible to serve as the Chairman of the Board of Elders.



## BYLAWS

### **Section Five - Accountability**

The Senior Pastor is:

- (1) accountable to the Board of Elders, the Governing Board, and ultimately the Church as a whole;
- (2) accountable for and over all Associate Pastors, all Ministers, his office staff, committee chairpersons, and ultimately for all positions.

### **Section Six - Election**

The Senior Pastor shall be selected as follows:

- (1) The Board of Elders shall approve a job description and candidacy process.
- (2) A pastoral search committee appointed by the Board of Elders shall recommend a candidate to the Board of Elders;
- (3) Upon approval of a candidate, the Board of Elders shall nominate him to the Church. Only one candidate at a time shall be nominated.
- (4) His election requires a three-fourths affirmative vote of the members present at a special business meeting. A written notice of the meeting is to be visibly posted at the Church two weeks prior to the meeting.

### **Section Seven - Term of Office**

- (1) It shall be indefinite.
- (2) It may be terminated upon 30-days notice by the Senior Pastor or by a three-fourths vote of the membership. The Board of Elders may call a special meeting for his dismissal after a two-week notice to the Senior Pastor for resignation. A written notice of the meeting must be visibly posted at the Church two weeks prior to the meeting.
- (3) In the case of extraordinary circumstances, the dismissal can be accelerated.

### **Section Eight - Vacancy**

When the office of Senior Pastor is vacant, another Pastor selected by the Board of Elders will become the temporary Senior Pastor. During that time a pastoral search committee is formed and a new Senior Pastor will be chosen. In the absence of an appropriate replacement, the Board of Elders will select someone to temporarily meet the needs of the Church.



## **BYLAWS**

### **ARTICLE III Associate Pastors**

#### **Section One - Qualifications**

Must:

- (2) be in agreement with our Statement of Belief;
- (2) meet the Scriptural qualification of 1-Timothy 3:1-7 and Titus 1:5-9.

#### **Section Two - Responsibilities**

The Associate Pastor is to:

- (4) be assigned a title based upon spiritual gifts and the Church's need; this title will reflect said gifts and needs. The title may be, but not limited to: Teaching Pastor, Preaching Pastor, Shepherding Pastor, Youth Pastor, and any title given will be decided by a three fourths decision of the Board of Elders
- (5) have the responsibility for the organization and supervision of their ministry area.
- (6) have a written job description and goals based on the needs of the church, their spiritual gifts, and their abilities.

#### **Section Three - Authority**

Shall have the freedom to:

- (3) act administratively to, give counsel to, participate in, and override any decisions of those for whom he is responsible;

#### **Section Four - Limitations**

The Associate Pastor is:

- (4) not to make any decisions reserved to be made by the Senior Pastor or the Board of Elders.
- (5) able to be overridden by the Senior Pastor
- (6) not eligible to serve on the Board of Elders, but may be invited to attend any or all Elder functions.

#### **Section Five - Accountability**

The Associate Pastor is

- (3) accountable to the Senior Pastor and the Board of Elders.
- (4) accountable for and over all volunteers who assist in their ministry.



## BYLAWS

### **Section Six - Election**

The Associate Pastor shall be selected as follows:

- (5) The Senior Pastor and the Board of Elders shall approve a job description and candidacy process.
- (6) A pastoral search committee appointed by the Board of Elders shall recommend a candidate to the Board of Elders;
- (7) Upon approval of a candidate, the Board of Elders shall nominate him to the Senior Pastor.
- (8) After approval of the Senior Pastor his appointment requires a three-fourths affirmative vote of the members of the Board of Elders.

### **Section Seven - Term of Office**

It shall be indefinite. It may be terminated upon 30-days notice by the Pastor or by a three-fourths vote of the Board of Elders.

### **Section Eight - Vacancy**

When an office of Associate Pastor is vacant, the Elder Board may appoint a temporary replacement while a pastoral search committee is formed and a new Pastor is chosen.

## ARTICLE IV Elders

### **Section One - Qualification**

A member of the Board of Elders must

- (1) be a male member in good standing
- (2) be in agreement with our Statement of Belief
- (3) preferably be at least 30 years of age
- (4) meet the requirements of 1-Timothy 3:1-7, and Titus 1:5-9.

### **Section Two – Responsibilities**

As the representative spiritual overseers of the Church, the Board of Elders is responsible for:

- (1) determining the authority structure and the relationships between the Board of Elders and the Board of Deacons, the departments and committees.



## BYLAWS

- (2) organizing the Church work into committees and departments, determining what positions are necessary for their proper functioning. The Board of Elders will appropriately appoint all positions
- (3) ensuring the availability of preaching through the Pastors or other means in the Pastors' absence
- (4) sending of missionaries
- (5) exhortation and encouragement
- (6) visitation of the sick
- (7) the contents of the operational manual, in cooperation with the Board of Deacons
- (8) overseeing the annual meeting and the election of Board Officers
- (9) determining the inactive status of members
- (10) to call Church business meetings and appoint the presiding officer
- (11) any matter previous to its being brought before the Church
- (12) the election of a Chairman who shall preside over all meetings of the Board of Elders, Governing Board meetings and the Church annual meeting

### **Section Three - Authority**

The Elders shall have authority to:

- (1) Administer Church discipline as required in Matthew 18:17
- (2) deciding any issue the Board of Deacons cannot unanimously decide upon
- (3) the overriding of pastoral decisions, if necessary
- (4) dismissal of inactive members, if needed, according to Article one of the bylaws

### **Section Four - Accountability**

Each Elder is accountable to the Board of Elders, the Governing Board and ultimately the Church as a whole

### **Section Five - Election**

- (1) Members of the Board of Elders shall be elected by the Church for a term of three years each on a rotating basis, so that approximately one third of the board will be elected each year;
- (2) A member may make written nominations to the Board of Elders no later than four weeks prior to the elections, at which time the nominations will close.
- (3) The Board of Elders shall review all nominations, and the Board of Elders shall post a slate of candidate's two weeks prior to the annual meeting or any special meeting to fill a vacancy.



## BYLAWS

- (4) His election requires a three-fourths affirmative vote of the members present at a special business meeting. Prior to election A two week written notice is to be given to all the members

### **Section Six – Term of Office**

- (1) Term of office is three years
- (2) Term of office may be terminated by the Elder with written resignation to the Chairman of the Board of Elders. The resignation shall be presented to the Board of Elders at the first regular meeting after its receipt. The Board of Elders shall take final action on the resignation.

## ARTICLE V Deacons

### **Section One - Qualifications**

A member of the Board of Deacons must:

- (1) be a male or female member in good standing
- (2) be in agreement with our Statement of Belief
- (3) preferably be at least 21 years of age
- (4) meet the requirements of 1-Timothy 3:8-11.

### **Section Two - Responsibilities**

The Board of Deacons is the corporation directors and trustees. They are responsible for:

- (1) organize the Church work that the Board of Elders has determined to be under their authority
- (2) overseeing the receipt and distribution of Church funds
- (3) prepare, present and manage the annual Church budget

### **Section Three - Authority**

The Board of Deacons is to decide:

- (1) the approval of the Church calendar events
- (2) the use of major property by outside groups
- (3) the contents of the operational manual, in cooperation with the Board of Elders
- (4) recommendations of paid staff personnel
- (5) the authorization of non-budgeted expenditures over \$100.00
- (6) the submission of budget items to the Governing Boards and the Church.



## BYLAWS

### **Section Four – Accountability**

The Board of Deacons is

- (1) accountable to the Board of Elders, the Governing Board and ultimately the Church as a whole
- (2) accountable for the Church funds, property and all other assets

### **Section Five - Election**

- (1) Members of the Board of Deacons shall be elected by the Church for a term of three years each on a rotating basis, so that approximately one third of the board will be elected each year;
- (2) A member may make written nominations to the Board of Elders no later than four weeks prior to the elections, at which time the nominations will close.
- (3) The Board of Elders shall review all nominations, and the Board of Elders shall post a slate of candidate's two weeks prior to the annual meeting or any special meeting to fill a vacancy.
- (4) Their election requires a three-fourths affirmative vote of the members present at a special business meeting. Prior to election A two-week written notice is to be given to all the members.

### **Section Six – Term of Office**

- (1) Term of office is three years
- (2) Term of office may be terminated by the Deacon with written resignation to the Chairman of the Board of Deacons. The resignation shall be presented to the Board of Deacons at the first regular meeting after its receipt. The Board of Deacons shall take final action on the resignation

## ARTICLE VI Treasurer

### **Section One - Qualifications**

The Treasurer must:

- (1) be a male or female member in good standing
- (2) be in agreement with our Statement of Belief
- (3) preferably be at least 21 years of age
- (4) meet the requirements of 1-Timothy 3:8-11.



## BYLAWS

### **Section Two - Responsibilities**

The Treasurer is responsible for

- (1) paying all valid invoices
- (2) e individual annual statements of contributions
- (3) prepare and present monthly and annual reports to the church.

### **Section Three – Authority**

The Treasurer is authorized to set schedule of accounts payable and make payments with valid approvals and signatures .

### **Section Four - Accountability**

The Treasurer answers directly to the Board of Deacons concerning all financial matters and is a member of the Deacon Board.

### **Section Five - Election**

- (1) The Church shall elect the Treasurer for a term of three years.
- (2) A member may make written nominations to the Board of Elders no later than four weeks prior to the elections, at which time the nominations will close.
- (3) The Board of Elders shall review all nominations, and the Board of Elders shall post a slate of candidate's two weeks prior to the annual meeting or any special meeting to fill a vacancy.
- (4) Their election requires a three-fourths affirmative vote of the members present at a special business meeting. Prior to election A two week written notice is to be given to all the members

### **Section Six – Term of Office**

- (1) Term of Office is three years
- (3) Term of Office may be terminated by the Treasurer with written resignation to the Chairman of the Board of Deacons. The resignation shall be presented to the Board of Deacons at the first regular meeting after its receipt. The Board of Deacons shall take final action on the resignation



# BYLAWS

## ARTICLE VII Ministers

### **Section One - Selection**

The leaders of the various departments and committees shall be appointed by the Board of Elders.

### **Section Two - Qualifications**

They must:

- (1) be a male or female member in good standing
- (2) be in agreement with our Statement of Belief
- (3) preferably be at least 21 years of age
- (4) meet the requirements of 1-Timothy 3:8-11.

### **Section Three - Responsibilities**

Ministers:

- (1) will head the department in the area of their service
- (2) will operate under the direction of the Board of Elders or the Board of Deacons, according to the authority structure determined by the Board of Elders.

### **Section Four – Authority**

### **Section Five – Accountability**

Ministers

- (1) will be accountable to either the Board of Elders or the Board of Deacons, according to the authority structure determined by the Board of Elders
- (2) in paid staff positions will be accountable to the Senior Pastor
- (3) will not be eligible to serve on the Board of Elders

### **Section Six - Term of Office**

- (1) They shall serve an indefinite term.
- (2) They may be dismissed at the discretion of the Board of Elders.



## **BYLAWS**

### **ARTICLE VIII Meetings**

#### **Section One - Voting**

The following matters require the vote of the members:

- (1) The election of the Governing Boards
- (2) The approval of the annual budget
- (3) Amendments of the Constitution and Bylaws
- (4) The purchase, sale or mortgaging of real estate and major property

#### **Section Two - Annual Meetings**

The annual meetings of the Church for the election of officers and the approval of the budget shall be held at a time specified by the Board of Elders. A four-week prior notice is to be given to the membership.

#### **Section Three - Special Meetings**

Special meetings to transact business may be called at any time upon two- (2) week's notice to the membership.

#### **Section Four - Petitions**

After the Board of Elders or Board of Deacons has decided a matter, members have the right of petition. The Elder Board must call a special meeting upon receiving a petition having signatures of 30% of the active membership. A two-thirds majority vote is required to override the decision.

### **ARTICLE IX Committees**

The Church shall have committees which support and oversee various aspects of the Church's ministries.

#### **Section One – Committee Types**

The Church may have

- (1) Standing Committees – carry on an ongoing work within the Church
- (2) Special Committees – created by the Board of Elders for specific, temporary purposes and which are dissolved upon the conclusion of the task



## **BYLAWS**

### **Section Two – Committee Members**

The Board of Elders may commission and dissolve standing or special committees.

- (1) members are appointed or selected from volunteers
- (2) Pastor(s) shall be ex-officio members of every committee

## **ARTICLE X Operational Manual**

### **Section One - Provision**

The Board of Elders and the Board of Deacons are to provide an operational manual for the administration of the Church.

### **Section Two - Contents**

The operational manual shall contain

- (1) the structure of the Church organization
- (2) the responsibilities, authority, and accountability of each Church position
- (3) the policies and procedures of each committee and department of the Church.

## **ARTICLE XI Amendments**

These Bylaws may be amended by a simple majority vote of the members, provided written notice is given to all active members at least two weeks previously.