

**BYLAWS OF**  
**CrossRoad Baptist Church**

Ames, Iowa

Adopted February 5, 2006

Last Amended October 6, 2024



# Bylaws of CrossRoad Baptist Church

Adopted February 5, 2006

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## Section I: Definitions

For purposes of the Bylaws the following definitions shall apply:

- A. **Annual Meeting:** the meeting held as prescribed in Section IX, Subsection 1.
- B. **Articles:** the Articles of Incorporation of the Church, as amended from time to time.
- C. **Bylaws:** these Bylaws, as amended from time to time.
- D. **Call:** the invitation of the Voting Members to a qualified man to become an Elder of the Church.
- E. **Church:** the entity incorporated under the laws of the State of Iowa.
- F. **Congregation:** the Voting and Non-Voting Members of the Church.
- G. **Covenant:** the agreement among the Members in Section III.
- H. **Deacon:** a male Voting Member elected by the Voting Members under Section VIII.
- I. **Deacons' Fund:** a fund for the assistance of the Members and persons in the community.
- J. **Directors:** the Deacons.
- K. **Elder:** a man who has been called by the Voting Members as provided in Section VII to lead the Congregation. (See also Pastor)
- L. **Elder Team:** the team of Elders cooperating to lead the Church together in accordance with Section VII.
- M. **Financial Recorders:** those Voting Members designated under Section XI, Subsection 7.
- N. **Member:** a person whose name appears upon the Membership List of the Church.
- O. **Membership Committee:** those Voting Members designated by the Voting Members to act under Section V.
- P. **Membership List:** a list kept by the Secretary as provided in Section V, Subsection 3.
- Q. **Moderator:** the male Voting Member designated by the Deacons to preside at meetings of the Congregation.
- R. **Nominating Committee:** the committee established according to Section VIII, Subsection 3.
- S. **Non-Vocational Elder:** a man who has been elected by the Voting Members under Section VII, Subsection 4B.
- T. **Non-Voting Member:** a Member not qualified to vote according to Section IX, Subsection 7.
- U. **Pastor:** a man who has been called by the Voting Members under Section VII to lead the congregation. (See also Elder)
- V. **President:** the Deacon or Elder selected by the Voting Members to act as President under Section XI.
- W. **Resolution:** an official action taken by the Voting Members at a meeting of the Voting Members.
- X. **Search Committee:** The group who acts according to Section VII, Subsection 4.
- Y. **Secretary:** the Deacon or Elder selected by the Voting Members to act as Secretary under Section XI.
- Z. **Senior Pastor:** the Pastor so designated by the Voting Members.
- AA. **Statement of Faith:** the doctrinal statement contained in Section II.
- BB. **Student Member:** a Member admitted to membership as provided in Section V.
- CC. **Task Force:** a group comprised of at least one Elder, at least two Deacons, and other Voting Members designated by Resolution to perform broad functions for the Congregation according to the provisions of Section X.
- DD. **Treasurer:** the Deacon or Elder selected by the Voting Members to act as Treasurer under Section XI.
- EE. **Vocational Elder:** a man who has accepted a call by the Voting Members under Section VII, Subsection 4A.

FF. **Voting Member:** a Member qualified to vote according to Section IX, Subsection 7.

GG. **Watchcare Member:** a Member admitted or included in membership as provided in Section V. Subsection 4.

## Section II: Statement of Faith

The Members hold to the following doctrinal statement, which shall be known as the Statement of Faith. Each Member shall be deemed by the act of becoming a Member to assent wholeheartedly to the Statement of Faith. This Section II shall not be amended, modified, replaced, restated or otherwise changed except upon the vote of 75% of the Voting Members at a Special Meeting called solely for this purpose.

### Section 1: The Bible

We believe that every word of the Bible, consisting of the sixty-six books of the Old and New Testaments, as originally written was inspired by God.<sup>1</sup> It is truth<sup>2</sup> without any error.<sup>3</sup> We believe the Bible to be the basis of Christian unity and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

<sup>1</sup> 2 Timothy 3:16-17;  
<sup>2</sup> Peter 1:19-21  
<sup>2</sup> John 17:17  
<sup>3</sup> Psalm 19:7

### Section 2: God

We believe there is one and only one living and true God,<sup>1</sup> an infinite<sup>2</sup> spirit.<sup>3</sup> He is awesome in holiness and worthy of all possible honor,<sup>4</sup> confidence and love.<sup>5</sup> In the unity of the Godhead there are three persons: the Father, the Son and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious functions in God's plan.<sup>6</sup>

<sup>1</sup> Deuteronomy 4:39  
<sup>2</sup> Revelation 1:8; Psalm 45:6  
<sup>3</sup> John 4:24  
<sup>4</sup> Revelation 4:11  
<sup>5</sup> Deuteronomy 6:5  
<sup>6</sup> Matthew 28:19-20  
<sup>7</sup> Genesis 1, 2;  
Colossians 1:16-17;  
John 1:3;  
1 Corinthians 8:6

We believe that God is the creator and supreme ruler of heaven and earth, of angels and people.<sup>7</sup> The biblical account of creation is neither allegory nor myth, but a literal, historical account of the direct, immediate creative act of God without any evolutionary process.

### Section 3: Jesus Christ

**The virgin birth:** We believe that Jesus was conceived of the Holy Spirit in a miraculous manner,<sup>1</sup> born of Mary, a virgin,<sup>2</sup> as no other man was ever born or can be born of woman, and that He is both the Son of God<sup>3</sup> and God, the Son.<sup>4</sup>

<sup>1</sup> Matthew 1:18-25  
<sup>2</sup> Isaiah 7:14  
<sup>3</sup> Luke 1:35  
<sup>4</sup> John 1:1, 14

**Resurrection and Priesthood:** We believe in the bodily resurrection of Christ<sup>1</sup> and in His ascension into heaven,<sup>2</sup> where He now sits at the right hand of the Father<sup>3</sup> as our High Priest<sup>4</sup> interceding for us.<sup>5</sup>

<sup>1</sup> Matthew 28:6-7; Luke 24:39  
<sup>2</sup> Luke 24:51  
<sup>3</sup> Hebrews 12:2  
<sup>4</sup> Hebrews 2:17  
<sup>5</sup> Hebrews 7:25

### Section 4: The Holy Spirit

We believe that the Holy Spirit is a divine person,<sup>1</sup> equal with God the Father and God the Son, and of the same nature.<sup>2</sup> He was active in the creation,<sup>3</sup> and in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled.<sup>4</sup> He convicts of sin, of righteousness and of judgment;<sup>5</sup> He bears witness to the truth of the gospel in preaching and testimony;<sup>6</sup> and He is the agent in the new birth.<sup>7</sup> He seals,<sup>8</sup> endows,<sup>9</sup> guides,<sup>10</sup> teaches,<sup>11</sup> comforts, sanctifies,<sup>12</sup> and helps<sup>13</sup> the believer. We believe the sign and revelatory gifts of the Holy Spirit, such as prophecy and tongues, have fulfilled their purpose and are not the works of the Holy Spirit today.<sup>14</sup>

<sup>1</sup> Acts 5:3-4  
<sup>2</sup> Mathew 28:19  
<sup>3</sup> Genesis 1:1-3  
<sup>4</sup> 2 Thessalonians 2:7  
<sup>5</sup> John 16:8-11  
<sup>6</sup> Romans 8:16  
<sup>7</sup> John 3:5-6  
<sup>8</sup> Ephesians 1:13-14  
<sup>9</sup> Luke 24:49  
<sup>10</sup> John 16:13; Romans 8:14  
<sup>11</sup> John 14:26  
<sup>12</sup> 2 Thessalonians 2:13;  
1 Peter 1:2  
<sup>13</sup> John 14:16-17; Romans 8:26-27  
<sup>14</sup> 1 Corinthians 13:8-10;  
2 Corinthians 12:12

## Section 5: Angels and Demons

We believe in the reality of angels, created by God<sup>1</sup> as his servants.<sup>2</sup> Some angels chose to rebel against God in pride and are usually referred to as demons.<sup>3</sup>

We believe in the reality and personality of Satan, the Devil.<sup>4</sup> He was created by God as an angel but through pride and rebellion became the enemy of his Creator.<sup>5</sup> He became the unholy god of this age, the ruler of all the powers of darkness<sup>6</sup> and is destined to eternal judgment in the lake of fire.<sup>7</sup>

<sup>1</sup> *Colossians 1:6*

<sup>2</sup> *Mark 1:13; Hebrews 1:6-7, 14*

<sup>3</sup> *2 Peter 2:4; Jude 6; Revelation 12:9*

<sup>4</sup> *Matthew 4:1-11*

<sup>5</sup> *Isaiah 14:12-17;*

*Ezekiel 28:11-19*

<sup>6</sup> *2 Corinthians 4:4*

<sup>7</sup> *Revelation 20:10*

## Section 6: Man

**Creation and the Fall of Man:** We believe Adam and Eve were created by the direct and immediate act of God, in His image, and not from previously existing forms of life. Adam and Eve were created in innocence in the image and likeness of God,<sup>1</sup> but by choosing to disobey God,<sup>2</sup> Adam fell from his sinless and happy state.<sup>3</sup> We believe all people are descended from the historical Adam and Eve, and as a consequence of Adam's sin, all people are totally depraved,<sup>4</sup> are sinners by nature and conduct,<sup>5</sup> and are guilty before God.<sup>6</sup> We teach that, because all men were in Adam, a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. All men are thus sinners by nature, by choice, and by divine declaration.<sup>7</sup>

<sup>1</sup> *Genesis 1:26-27; 2:7, 18, 21-23, James 3:9*

<sup>2</sup> *Genesis 3:1-6*

<sup>3</sup> *Genesis 3:24*

<sup>4</sup> *Romans 3:10-19*

<sup>5</sup> *Romans 5:12, 19*

<sup>6</sup> *Romans 1:18, 32*

<sup>7</sup> *Psalms 14:1-3; Jeremiah 17:9; Romans 3:9-18, 23; 5:10-12*

**Sex (Gender):** We believe God created man in His own image, creating male and female. These exclusive genders of male and female are essential properties, not a choice or fluid, but fundamental and fixed.<sup>1</sup> While equal in value, the divinely ordained differences between male and female reflect God's original creation design and are meant to be complementary, and for human good and flourishing.<sup>2</sup> Seeking to confuse or change the God-given distinction of one's biological sex violates God's creative design and revealed will.<sup>3</sup> As God's people we are called to own our God-given biological sex, to be set apart with distinctive markers, including by our conduct and the wearing of clothes appropriate for our biological sex.<sup>4</sup>

<sup>1</sup> *Genesis 1:26-27; Matthew 19:4-6*

<sup>2</sup> *Genesis 2:22-24*

<sup>3</sup> *Jeremiah 1:5; Psalm 139:13-14*

<sup>4</sup> *Deuteronomy 22:5; 1 Corinthians 11:7-15*

**Marriage:** As delineated in Scripture, the term "Marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive, covenant union as husband and wife for a lifetime.<sup>1</sup> It is God's unique gift to reveal the union between Christ and His church<sup>2</sup> and to provide for the man and the woman in marriage the framework for intimate companionship, the exclusive channel for sexual expression according to biblical standards,<sup>3</sup> and the means for procreation of the human race.<sup>4</sup> Any form of sexual immorality, including but not limited to adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pedophilia, or pornography, is sinful by God's standard and design.<sup>5</sup>

<sup>1</sup> *Matthew 19:3-6; Mark 10:2-9; Romans 1:18-32*

<sup>2</sup> *Ephesians 5:22-6:4*

<sup>3</sup> *Proverbs 5:15-20; 31:10-11, 28; 1 Corinthians 7:1-16*

<sup>4</sup> *Genesis 1:26-28; Malachi 2:14-16*

<sup>5</sup> *Leviticus 18:1-30; Matthew 5:28, 15:18-20; Romans 1:24-27; 1 Corinthians 5:1, 6:9-10; 1 Thessalonians 4:1-8*

**Family:** God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.<sup>1</sup>

<sup>1</sup> *Genesis 1:26-28; 2:15-25; Proverbs 17:6; 18:22; 127; Malachi 2:14-16; Genesis 15:3; Exodus 2:10; Esther 2:7*

**Civil Government:** We believe that God established civil government for the interests and good order of human society.<sup>1</sup> Believers should pray for, honor and obey government officials,<sup>2</sup> except in those things opposed to the will of our Lord Jesus Christ<sup>3</sup> Who is the only Lord of the conscience and the coming King of kings.

<sup>1</sup> *Romans 13:1-7; Acts 23:5; Matthew 22:21*

<sup>2</sup> *Daniel 3:17-18; Acts 4:19-20; 5:29; 1 Timothy 2:1-2*

<sup>3</sup> *Acts 5:26-29*



## Section 7: Salvation

We believe that the salvation of sinners is initiated by God,<sup>1</sup> wholly of grace,<sup>2</sup> and accomplished through the death, burial and resurrection of Jesus Christ, the Son of God.<sup>3</sup> In obedience to the Father, Jesus freely took our human nature,<sup>4</sup> but without sin,<sup>5</sup> thus qualifying Himself to be our Savior. By the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding our sin.<sup>6</sup> His sacrifice was a voluntary substitution of Himself in our place, the Just dying for the unjust,<sup>7</sup> Christ the Lord bearing our sins in His own body on the tree.<sup>8</sup> Having risen from the dead, He broke the power of death and sin over us,<sup>9</sup> and He is now enthroned in heaven,<sup>10</sup> qualified in every way to be a suitable,<sup>11</sup> compassionate,<sup>12</sup> and all-sufficient Savior.

We believe that faith in the Lord Jesus Christ<sup>13</sup> is the only condition of salvation.<sup>14</sup> Repentance is a change of mind and purpose toward God, prompted by the Holy Spirit.<sup>15</sup> It is an integral part of saving faith.<sup>16</sup>

**Grace and the new birth.** We believe that in order to be saved, sinners must be born again;<sup>1</sup> that the new birth is a new creation in Christ Jesus;<sup>2</sup> that it is instantaneous and not a process;<sup>3</sup> that in the new birth we sinners participate in God's nature<sup>4</sup> and receive eternal life, the free gift of God.<sup>5</sup> The new birth is brought about by our sovereign God in a manner above our comprehension,<sup>6</sup> solely by the power of the Holy Spirit<sup>7</sup> through the word of God,<sup>8</sup> to which we respond by faith.<sup>9</sup> The natural result of our salvation is to do the good works that God has prepared for us.<sup>10</sup>

**Justification.** We believe that justification is that judicial act of God by which He declares the believer righteous based on the imputed righteousness of Christ. It is granted, not in consideration of any work of righteousness which we have done, but solely through faith in the Redeemer's shed blood.<sup>1</sup>

**Sanctification.** We believe that God sanctifies believers in three ways. First, He establishes the believer in a position of holiness at the moment the believer is saved;<sup>1</sup> second, the Holy Spirit helps believers increasingly apply the word of God to their lives;<sup>2</sup> third, He completes sanctification at the Lord's return, when the believer sheds the sin nature and becomes totally holy.<sup>3</sup>

**Eternal Security.** We believe that all who are truly born again cannot lose their salvation; they are kept secure by the power of God.<sup>1</sup>

## Section 8: The Church

We believe that a local church is an organized congregation of immersed believers, associated by covenant of faith and fellowship of the gospel;<sup>1</sup> observing the ordinances of Christ;<sup>2</sup> governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word. Its officers are elders and deacons, whose qualifications, claims and duties are clearly defined in the Scriptures.<sup>3</sup> We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity.<sup>4</sup> We hold that the local church has the absolute right of self-government free from the interference of any hierarchy of individuals, organizations, or governments. On all matters of membership, polity, government, discipline, and benevolence, the will of the local church is final.<sup>5</sup> Its one and only authority is Christ through the Holy Spirit.<sup>6</sup> It is Scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance

<sup>1</sup> *Jonah 2:9; John 3:16*  
<sup>2</sup> *Ephesians 2:8; Acts 15:11*  
<sup>3</sup> *1 Corinthians 15:3-4*  
<sup>4</sup> *Philippians 2:7-8*  
<sup>5</sup> *2 Corinthians 5:21*  
<sup>6</sup> *Hebrews 9:22-26*  
<sup>7</sup> *1 Peter 3:18*  
<sup>8</sup> *1 Peter 2:24*  
<sup>9</sup> *1 Corinthians 15:12, 13-18, 19-21*

<sup>10</sup> *Acts 5:31*  
<sup>11</sup> *Hebrews 2:17*  
<sup>12</sup> *Hebrews 4:15*  
<sup>13</sup> *Romans 3:21-22*  
<sup>14</sup> *Acts 4:10-12*  
<sup>15</sup> *Acts 26:20*

<sup>16</sup> *Luke 24:46-47*  
<sup>1</sup> *John 3:3*  
<sup>2</sup> *2 Corinthians 5:17*  
<sup>3</sup> *1 John 5:1; Acts 16:31*  
<sup>4</sup> *2 Peter 1:4*  
<sup>5</sup> *Romans 6:23*  
<sup>6</sup> *Ephesians 2:1, 5; Colossians 2:13*  
<sup>7</sup> *Romans 8:16*  
<sup>8</sup> *Romans 10:17*  
<sup>9</sup> *Ephesians 2:9-8*  
<sup>10</sup> *Ephesians 1:10*

<sup>1</sup> *Romans 3:24; 4:5; 5:1, 9; Galatians 2:16; Philippians 3:9*

<sup>1</sup> *1 Corinthians 1:30; Hebrews 10:10-14*  
<sup>2</sup> *John 17:17; 2 Corinthians 3:18; Ephesians 5:25-27; 1 Thessalonians 5:23-24*  
<sup>3</sup> *1 John 3:2; Jude 24-25*

<sup>1</sup> *Philippians 1:6; John 10:28-29; Romans 8:35-39; Jude 1*

<sup>1</sup> *Acts 2:41-21*  
<sup>2</sup> *1 Corinthians 11:2; Matthew 28:19-20*  
<sup>3</sup> *1 Timothy 3:1-13*  
<sup>4</sup> *Matthew 28:19-20; Acts 1:8*  
<sup>5</sup> *Matthew 18:15-17; Acts 6:1-7; 13:1-3; 14:26-27; 1 Corinthians 5:1-13; 6:1-11; 2 Corinthians 8:1-24*  
<sup>6</sup> *Ephesians 1:22-23; 4:15-16; Acts 9:31; Luke 16:13*  
<sup>7</sup> *Acts 15:4 -16:5*  
<sup>8</sup> *1 Corinthians 12:12-13; Ephesians 1:22-23; 3:1-6; 4:11; 5:23; Colossians 1:8; Acts 15:13-18*

of the gospel.<sup>7</sup> Each local church is the sole judge of the measure and method of its cooperation.

We believe in the unity of all New Testament believers in the universal church, which is the Body of Christ.<sup>8</sup>

**Baptism and the Lord's Supper.** We believe God gave the church two ordinances, baptism and the Lord's Supper, to observe.

<sup>1</sup> Acts 8:36, 38-39;  
Romans 6:3-5; Colossians 2:12  
<sup>2</sup> Matthew 28:18-20  
<sup>3</sup> Acts 2:41-42  
<sup>4</sup> 1 Corinthians 11:23-28

We believe that baptism is the single immersion of a believer in water to show a solemn and beautiful picture of our identification with Christ in his death, burial and resurrection, through whom we died to sin and rose to a new life.<sup>1</sup> Baptism is to be performed under the authority of the local church<sup>2</sup> and is a prerequisite to church membership.<sup>3</sup>

We believe that the Lord's Supper is the commemoration of His death until He comes, and should always be preceded by solemn self-examination. We believe participants in the Lord's Supper should be obedient believers.<sup>4</sup>

**Separation.** We believe in obedience to the Biblical commands to separate ourselves to God from worldliness<sup>1</sup> and apostasy.<sup>2</sup>

<sup>1</sup> 2 Corinthians 6:14-18; 7:1;  
1 Thessalonians 1:9-10;  
1 John 2:15-16  
<sup>2</sup> 1 Timothy 6:3-5; Romans 16:17;  
2 John 1:9-11  
<sup>1</sup> Genesis 13:14-17  
<sup>2</sup> Leviticus 26:33; Nehemiah 1:8;  
Ezekiel 6:8; 36:19  
<sup>3</sup> Ezekiel 37:2-28  
<sup>4</sup> Romans 11:1-32

**Israel.** We believe in the sovereign selection of Israel as God's eternal covenant people.<sup>1</sup> Israel is now dispersed because of disobedience to and rejection of Christ.<sup>2</sup> Israel will be kept, gathered again in the Holy Land, and saved at the second coming of Christ.<sup>3</sup> We believe that the Church and Israel are separate and distinct.<sup>4</sup>

## Section 9: Things to Come

**Future Events.** We believe the pretribulational, premillennial return of Christ could happen at any time. When it does the dead in Christ will be raised in glorified bodies and the living in Christ will be given glorified bodies without dying. Together they will be taken up to meet the Lord in the air.<sup>1</sup> Following the seven year Tribulation, Christ will return to earth in power and great glory to sit on the throne of David and establish the millennial kingdom.<sup>2</sup>

<sup>1</sup> 1 Corinthians 15:51-57;  
1 Thessalonians 4:13-18  
<sup>2</sup> Zechariah 14:4-11;  
Revelation 3:11; 20:1-7

**The Righteous and the Wicked.** We believe that there is a radical and essential difference between believers and unbelievers;<sup>1</sup> that only believers are truly righteous in His sight;<sup>2</sup> and that all who continue in unbelief are wicked in His sight and under judgment.<sup>3</sup> This distinction is fixed for all people forever at death. We believe in the everlasting happiness of believers with God in the new heaven and new earth and the everlasting conscious suffering of unbelievers in the lake of fire.<sup>4</sup>

<sup>1</sup> Malachi 3:18;  
Galatians 5:19-23  
<sup>2</sup> John 3:18; Romans 1:17  
<sup>3</sup> Mark 16:16; 2 Peter 2:9  
<sup>4</sup> Luke 16:19-31; Mark 9:43-49  
2 Thessalonians 1:3-10;  
Revelation 20:11-15

### Section III: Covenant

Each Member by becoming a Member or continuing to be a Member assents to the following agreement among the Members. This agreement shall be known as the Covenant.

#### Covenant

We believe the Holy Spirit led each of us personally<sup>1</sup> to receive the Lord Jesus Christ as our Savior,<sup>2</sup> and we have declared our faith by word<sup>3</sup> and baptism.<sup>4</sup> Because of this, we enter into a covenant with all the members of CrossRoad Baptist Church, as one body in Christ.<sup>5</sup>

<sup>1</sup>John 15:26, 1 Corinthians 12:3; <sup>2</sup>Isaiah 12:2, John 1:12, 3:16; Acts 16:31, Ephesians 2:8, 2 Thessalonians 2:13; <sup>3</sup>Matthew 10:32; <sup>4</sup>Matthew 28:19, Acts 2:38, 8:36-38, 10:48, 16:31-34, <sup>5</sup>Romans 12:4-8, 1 Corinthians 12:13-27

We walk together in love<sup>6</sup> without regard to national origin, sex (gender), income, or social standing,<sup>7</sup> working together to serve our church with the power of the Holy Spirit. We pledge to fulfill our stewardship obligations of regularly gathering together for worship, study, participation, and service in the ministries and life of the church.<sup>8</sup> We support the elders who lead our church, increasing their joy as they work on our behalf.<sup>9</sup>

<sup>6</sup>Amos 3:3, Romans 15:5-6, 1 Corinthians 1:10; <sup>7</sup>Genesis 1:26-27, Exodus 23:3, 2 Corinthians 5:16, 1 Timothy 5:21; <sup>8</sup>2 Corinthians 9:7, Galatians 5:13, Hebrews 10:24; <sup>9</sup>1 Thessalonians 5:12-13; Hebrews 13:7, 17

We pray for an increase in spiritual knowledge, holy living, and wisdom,<sup>10</sup> worshipping God fervently while sustaining the church ordinances, discipline, and doctrines.<sup>11</sup> We cheerfully contribute regular offerings to support the expenses of the church, the relief of the poor, and communication of the gospel to Ames and all the world.<sup>12</sup>

<sup>10</sup>Matthew 26:41, Colossians 1:9, James 1:5-6; <sup>11</sup>Acts 2:42, 2 Thessalonians 2:15, 1 Timothy 4:6-16, Hebrews 10:1-39; <sup>12</sup>Malachi 3:10, Acts 11:29-30, Romans 15:25-27, 1 Corinthians 16:1-3, 2 Corinthians 8:2-4, 8:12-14, 9:7, Galatians 2:10, 1 Timothy 5:17-18

We will continue personal and family times of Bible study and prayer.<sup>13</sup> We who are parents will responsibly teach our children to obey the commands of Christ in all of life.<sup>14</sup> We pray for the salvation of our families and friends while testifying of Christ in word and actions.<sup>15</sup> We guard our reputation in the community by demonstrating integrity in our business relationships and faithfulness at work, living lives of example,<sup>16</sup> avoiding all gossip,<sup>17</sup> false witness,<sup>18</sup> and inappropriate display of anger.<sup>19</sup>

<sup>13</sup>Matthew 6:6, Luke 18:1, ; <sup>14</sup>Deuteronomy 6:7-12, Psalm 78:1-8, Proverbs 22:6, Ephesians 6:4, 2 Timothy 3:15; <sup>15</sup>Matthew 5:16, 28:19-20, Philippians 1:27; <sup>16</sup>Ephesians 6:5-10, Philippians 3:16-18, Titus 2:9-10, 1 Peter 2:11-12; <sup>17</sup>Proverbs 26:20, Matthew 12:36, Romans 1:30; <sup>18</sup>Exodus 20:16; <sup>19</sup>Ephesians 4:26

We abstain from any drugs, food, drink, and practices which bring unwarranted harm to our bodies, minds, or spirits.<sup>20</sup> We will avoid anything that is a hindrance to our fellowship with the Lord, or encourages believers to sin.<sup>21</sup>

<sup>20</sup>1 Corinthians 6:12-20, 10:23; <sup>21</sup>Romans 14:1-15:7, 1 Corinthians 8:1-13

We will love and care for each person in the family of God, praying for and helping those who are sick or in need.<sup>22</sup> We will show this love by using courteous speech,<sup>23</sup> giving and receiving correction with meekness and affection.<sup>24</sup> We will be slow to take offense,<sup>25</sup> always ready to secure reconciliation as soon as possible.<sup>26</sup> We affirm the essentials of our faith while giving freedom when we disagree over non-essential issues, which will remain between ourselves and God.<sup>27</sup>

<sup>22</sup>Galatians 6:2, Ephesians 6:18, Philippians 4:16, 1 John 3:17-18; <sup>23</sup>Colossians 4:6; <sup>24</sup>James 3:13; <sup>25</sup>Proverbs 14:29, 1 Corinthians 6:1-8, James 1:19; <sup>26</sup>Matthew 18:15, Romans 12:18, 14:19; <sup>27</sup>Romans 14:1, Galatians 1:9 Hebrews 4:14, Jude 1:3

We further promise that when we move from the Ames area, we will quickly join another church where we can carry out the spirit of this covenant and the principles of God's Word.<sup>28</sup>

<sup>28</sup>Acts 9:19, 18:27, Romans 16:1-2, Hebrews 10:25

## **Section IV: Location of Church Offices**

The principal office of the Church shall be 57011 U.S. Highway 30, Ames, Story County, Iowa. It may be relocated by vote of the Voting Members. The registered office of the Church shall be the principal office. The Church may have other offices in Story County, Iowa.

## **Section V: Membership**

### **Subsection 1. Requirements for membership.**

Membership in the Church is open to those persons who:

- A. Confess faith in the Lord Jesus Christ as personal Savior,
- B. Have identified themselves with Christ's death, burial, and resurrection by submitting to baptism by immersion (Matthew 28:19; Acts 8:34-38),
- C. Exhibit evidence of regeneration by living consistent with their profession,
- D. Subscribe wholeheartedly to the Statement of Faith and the Covenant, and
- E. Agree to be governed as a Member by the Articles and Bylaws.

### **Subsection 2. The membership committee.**

- A. The Membership Committee shall be an ad hoc committee comprised of one Elder and at least one other Elder or Deacon.

### **Subsection 3. Process for becoming a member, membership list.**

- A. A Membership Committee shall be constituted and shall interview the Applicant, specifically asking the Applicant to recount the circumstances of the Applicant's salvation, baptism, and evidence of regeneration.
- B. The Applicant shall complete and sign a Membership Application in the form adopted by the Voting Members.
- C. Based upon the Application and its interview, the Membership Committee shall either (i) recommend the Applicant to the Voting Members or (ii) refer the Applicant to the Elders for further consideration and review.
  1. If they recommend the Applicant to the Voting Members, then the Applicant shall appear before the Congregation or provide a written or recorded testimony to tell the Congregation the details of the Applicant's salvation and baptism. In the event baptism is to occur after such appearance, the Applicant shall state a desire to be baptized prior to being admitted to Membership.
  2. The Voting Members shall then vote whether to accept or reject the Applicant into membership (a non-baptized Applicant shall be provisionally accepted subject to full acceptance upon baptism).
  3. If the Voting Members vote to accept the Applicant, the Secretary shall add the new Member's name to the Membership List.
  4. If the Voting Members vote to reject the Applicant, the Applicant shall not be added. However, an Applicant rejected by the Voting Members may re-apply at any time.

### **Subsection 4. Pastoral membership, Student membership, Watchcare Membership.**

- A. Pastoral Membership. A Pastor, having given testimony of his salvation and baptism prior to the Call, shall become a Member upon acceptance of the Call.
- B. Student Membership. Student membership will be made available to those college and university students who wish to retain membership in their home church. Candidates for student membership will follow the procedure described in Subsection 3 above, except that the candidate for student membership must provide evidence that the doctrinal statement of the candidate's home church is substantially identical to the Statement of Faith in Section II. Student Members shall not be Voting Members, but shall otherwise have all the privileges and responsibilities of Members. The Secretary shall keep a separate list of Student Members in the Membership List and shall send the home church a notification that a person has joined as a Student

Member. Student membership will be terminated three months after graduation or the cessation of college or university enrollment.

- C. Watchcare Membership: Watchcare Membership will be made available to those individuals who are not planning to be permanent or long-term residents of the community, or to those who are unable to regularly attend Church services and/or participate in the ministries of Church due to ill health or other conflicting circumstances.
1. A Candidate for Watchcare Membership who is currently not a member of the Church will follow the procedure described in Subsection 3 above.
  2. An individual who is currently a member of the Church, but for conflicting circumstances is unable to regularly attend services and/or participate in the ministries of the Church (1) may request Watchcare Membership by communicating such desire to an Elder who shall review the request with the Elders and determine if the person qualifies for Watchcare Membership. Or, (2) as recommended by the Elders after an attempt had been made to contact the individual by representatives from the Elders, the Deacons, or a combination thereof about changing their membership status to that of Watchcare. Members recommended for Watchcare Membership by the Elders shall be deemed a Watchcare Member by a majority vote of the Voting Members present at any business meeting.
  3. Watchcare Members shall not be Voting Members or be eligible to hold elected office, but shall otherwise have all of the privileges and responsibilities of Members as their circumstances allow. The Secretary shall keep a separate list of Watchcare Members in the Membership List.
  4. Procedure for Transition from Watchcare Membership to Voting Member Status: A Member may be transitioned from other Membership status to Watchcare Membership status by a majority vote of the Voting Members present at any business meeting.

#### **Subsection 5. Duties of members.**

The New Testament teaches that the church is the body of Christ, and that God has called every member to a life devoted to the growth of the body. Scripture exhorts all believers to edify the other members by practicing the “one anothers” of the New Testament (e.g., Heb. 10:24-25) and exercising their spiritual gifts (Rom. 12:6-8; 1 Cor. 12:4-7; 1 Pet 4:10-11). Exhortations to this kind of ministry presuppose that believers have committed themselves to other believers in a specific local assembly. Church membership is simply the formal way to make that commitment. Therefore, the Members shall strive to (i) perform the duties contained in the Church Covenant and (ii) comply with the Articles and Bylaws.

#### **Subsection 6. Restoration of members.**

Church discipline is a biblical process that is to be followed by the church when a member is found to be consistently in violation of clear biblical truth. The purpose of church discipline is to see repentance and restoration of the erring member to a spiritually healthy condition and full participating membership in the Church and its ministries.

##### **A. Discipline Process**

1. The biblical process articulated in Matthew 18:15-17 and Ephesians 4:15 shall be the basis for the church discipline progression.
  - a. PRIVATE CONSULTATION. The erring member should be directly approached in private by a concerned and informed fellow member, who, speaking the truth in love, queries the erring member regarding their sin. If repentance does not follow, the church discipline process proceeds to the next step.
  - b. PRIVATE CONFERENCE. The erring member will be confronted about his or her sin by the fellow member (a. above) and two or three fellow Voting Members. If repentance does not follow, the church discipline process proceeds to the next step.
  - c. CHURCH NOTIFICATION. After the second step, the Elders will determine whether or not the biblical ideals of discipline, love, and concern have been appropriately communicated and counseled to the erring

member. If the Elders are so convinced and the erring member has not repented, they shall call a public meeting to inform the Voting Members regarding the erring member. The Elders may opt to:

- i. Recommend to the Voting Members to plead with the erring member for a determined time period not to exceed 100 days. The erring member shall not hold elected office, teach, serve in a ministry capacity, or be allowed to participate in Business Meetings, until such a Member has been restored. If repentance does not follow, the church discipline process shall proceed to the final step.
  - ii. Recommend to the Voting Members to proceed to the final step of Public Exclusion immediately.
- d. **PUBLIC EXCLUSION.** When the Elders and Voting Members have made reasonable efforts to bring the erring member to repentance without results, the erring member shall be dismissed from membership by the Voting Members at a Business Meeting. The erring member shall be considered by the Church as an unbeliever.
2. A Member under discipline shall be denied a request to transfer their membership to another church.
  3. At any point of the discipline process, if the allegations are found to be false, the case shall be dismissed and the Elders shall clear the name of the accused member in a manner appropriate to the situation.
  4. At any point of the discipline process, if the Elders determine that the erring member has repented and forsaken the offense(s) for which discipline was exercised, the erring member may be restored to active membership by a majority vote of the Voting Members at a business meeting.

#### **Subsection 7. Administrative removal from or change in membership**

- A. **ADMINISTRATIVE REMOVAL OR CHANGE IN MEMBERSHIP STATUS.** Should a Member who is not a Watchcare Member meet any of the following conditions, the Member may be removed from the membership.
  1. The Member has moved from the area,
  2. The Member has joined or is regularly attending another church,
  3. The Member has not attended the regular services of the Church for a significant time, or
- B. **CONDITIONS FOR ADMINISTRATIVE REMOVAL OR CHANGE IN STATUS.** The conditions for administrative removal are:
  1. The Member has moved from the area,
  2. The Member has joined or is regularly attending another church,
  3. The Member has not attended the regular services of the Church for a significant time, or
- C. **PROCEDURE FOR ADMINISTRATIVE REMOVAL OR CHANGE IN STATUS.** A Member may be removed from the membership or their membership changed by a vote of the Voting Members at a business meeting.
- D. **MEMBER REQUESTS REMOVAL.** Should the Member request that the Member be removed from the membership, the Elders shall care for the Member to understand the nature of the request and grant removal. The Voting Members shall be notified at the next business meeting of the Member's request and removal.

### **Section VI: Leadership and Organization**

#### **Subsection 1. Congregational Authority.**

Under the authority of Jesus Christ and the Word of God, the Voting Members of the Church are collectively the final authority within this local Church. This authority is normally exercised through the election of officers to govern the Church. However, the vote of the membership of this Church at a properly called meeting, as provided in the Bylaws, shall be required to effect the following actions:

- A. Accept members into the Church, give letters of transfer or recommendation to members, or drop members from the Church roll (Acts 2:41);
- B. Discipline members by dismissing them and discipline officers by removing them from office (Matthew 18:15-17);
- C. Elect officers of the Church (Acts 6:3-5, 14:23);

- D. Approve the call and job description of Elders for fulfilling their Elder responsibilities;
- E. Adopt, amend, or repeal the Articles, Bylaws, Statement of Faith, and Covenant of this church (Acts 15:22-25, 1 John 4:1);
- F. Approve annual budgets of the Church and approve any transactions regarding real property;
- G. Accept, reject, or otherwise dispose of any matter submitted to the membership of the Church by the Elders, or raised by motion at a business meeting (Acts 14:27).

**Subsection 2. Officers of the Church.**

The Biblical officers of the Church shall be the Elders (Pastors) and the Deacons. The three terms—“elder,” “pastor,” and “overseer”—all refer to the same office (1 Timothy 3:1–7; Acts 20:17–38; Philippians 1:1). The two offices of Elder and Deacon exist within the local church, not as a hierarchy outside or over the local church. Any other persons filling positions of responsibility the Church may desire to establish shall not be considered Biblical officers of the Church. The Voting Members shall designate certain persons to fill the offices of President, Secretary and Treasurer as provided in Section XI to comply with the requirements of the Iowa Non-Profit Corporation Act, but these officers shall have no rights or duties unless they are delegated to that officer by the Voting Members or prescribed in the Bylaws.

**Section VII: Elders**

**Subsection 1. Qualifications.**

An Elder shall meet the qualifications of 1 Timothy 3:1-7 and Titus 1:5-9. In this regard, the Congregation believes that an Elder should:

- A. Evidence a desire and God’s preparation for serving as an Elder (1 Timothy 3:1, 2 Timothy 3:16-17).
- B. Never have been divorced.
- C. Demonstrate the ability to be the husband of one wife and rule his household well.
- D. Demonstrate the ability to disciple and shepherd with gentleness.
- E. Subscribe wholeheartedly to the Statement of Faith and Church Covenant.
- F. Agree to be subject to the Articles and Bylaws.

**Subsection 2. Roles and Duties.**

- A. ALL ELDERS. Elders are shepherds responsible for leading the church (1 Timothy 5:17; Titus 1:7; 1 Peter 5:1-2), teaching, exhorting, and correcting according to the Scriptures (1 Timothy 3:2; 2 Timothy 4:2; Titus 1:9), providing care for the church and protection from false teachers and doctrine (Acts 20:17, 28-31, 1 Timothy 4:13; 2 Timothy 3:13-17; Titus 1:9), calling on and praying for the sick (James 5:14), and promoting the Congregation’s growth in Christ and unity (Ephesians 4:11-16). Other formal responsibilities of the Elders shall include:
  - 1. Teaching the whole counsel of God.
  - 2. Shepherding and equipping the membership of the Church for the work of the ministry.
  - 3. Overseeing, coordinating and promoting the ministries of the Church.
  - 4. Examining prospective members and candidates for baptism and acquainting them with the Statement of Faith and Church Covenant.
  - 5. Mobilizing the church for world missions.
  - 6. Overseeing the process of Church discipline.
  - 7. Identifying and developing potential future Deacons and Elders.
- B. INDIVIDUAL ROLES. Vocational Elders and Non-Vocational Elders together comprise one office of the church.
  - 1. VOCATIONAL ELDERS (Pastors). The New Testament articulates a pattern of certain men being called out to serve as Elders (1 Timothy 5:17), who receive financial compensation from the Church as

they fulfill God's call to the specific ministries of the Word, prayer, and shepherding of the flock. The pastoral staff shall include the Senior Pastor, and such additional Pastors as the Voting Members shall deem necessary to carry out the ministerial work of the church.

- a) SENIOR PASTOR. The Senior Pastor shall:
  - i) Preach and teach the Scriptures (1 Timothy 5:17; Titus 1:9).
  - ii) Oversee the other Pastors and the Church staff.
  - iii) Oversee and coordinate the day-to-day ministries of the church with the help of the Associate Pastors.
- b) ASSOCIATE PASTORS.

Associate Pastors shall perform all the scriptural and necessary duties of their offices per the job descriptions for which they were hired. Associate Pastors shall be supervised by and shall report to the Senior Pastor. Any significant, definitional changes to pastoral job descriptions must be approved by the Elder Team and reported to the congregation.

2. NON-VOCATIONAL ELDERS. In addition to those God sets aside for vocational ministry, God raises up other qualified men whom He also calls out to shepherd and lead His people. These men meet the qualifications without the need to be financially compensated for their work in the Church.
  - a) Lead and oversee the Church as part of the Elder Team.
  - b) Faithfully serve in a ministry of the Church.
  - c) Teach Church Members in some capacity.
  - d) Work with the Senior Pastor to oversee pastoral compensation.
- C. ELDER TEAM. The Elder Team shall give leadership and oversight to the Church as they provide order, direction, care, and accountability. The Voting Members give delegated authority to the Elder Team to guide the church in organizational strategy and evaluation in order to ensure the Church's faithfulness to Scripture and its vision.
  1. ORGANIZATION.
    - a) Non-Vocational Elders shall comprise a majority of the Elder Team. If there is a time where the Non-Vocational Elders do not exceed the Vocational Elders, the Elder Team will bring a recommendation to the Congregation on how to proceed temporarily for their approval.
    - b) The chairman of the Elder Team shall be the Senior Pastor. A vice chairman will be elected by the Elder Team from among the Non-Vocational Elders to collaborate with the chairman and lead in the chairman's absence and at the chairman's discretion.
    - c) The Elder team shall seek unity in God's will under God's Word as they make decisions. In the rare instance where unity cannot be reached, the Senior Pastor and Non-Vocational Elders will reach a majority decision.
  2. DUTIES.
    - a) Provide order, care, and direction for the church and accountability for the Senior Pastor.
    - b) Examine Deacon and Elder nominees for biblical qualifications.
    - c) Coordinate the work of the Deacons and appointed Church agents, committees, and Task Forces.
    - d) Establish the policies of the Church.
    - e) Oversee the implementation of the annual budget as adopted by the Church.
    - f) Oversee non-elder staff hiring, dismissal, and compensation matters.
    - g) Report to the Church at quarterly Business Meetings.



#### **Subsection 4. Call.**

- A. **Vocational Elders.** A Vocational Elder shall be called by invitation of the Voting Members following a careful examination of his qualifications. The procedure shall be as follows:
1. The Congregation shall meet at one or more regular or special meetings to discuss the ministry of the Church and the qualifications of the Pastor necessary to lead the Congregation in accomplishing the ministry. The Elders shall develop a statement of qualifications and responsibilities of the Pastor for use in searching for a candidate.
  2. At one of these meetings, the Voting Members shall review the statement of qualifications and responsibilities for the Pastor to be called. The Voting Members must approve the statement of qualifications and responsibilities prior to a search beginning.
  3. The Elders shall serve as the Search Committee and may be given a budget for defraying the costs of the search, including any travel to hear a potential candidate. The Voting Members shall select a group of Voting Members that fairly represents the character of the Congregation to serve as an advisory committee to the Search Committee.
  4. When the Search Committee has identified one candidate, it shall extend an invitation to the candidate, his wife and family to visit the Congregation. The candidate shall preach at a regular Sunday morning service and such other services of the Church as may be mutually convenient for the candidate and the Congregation. The candidate shall also meet with the Congregation for at least one question and answer session.
  5. After the candidate has departed, the Congregation shall meet at either a regular or special meeting to determine whether it is God's will to extend a call to the candidate. In the event the Congregation believes that a call should be extended to the candidate, a vote shall be taken. No call shall be extended to the candidate unless 80% or more vote in favor.
  6. A member of the Search Committee shall write or call the candidate to inform him of the results of the vote. The member shall determine the desire of the candidate in the event a call has been extended and inform the Congregation. In the event the candidate accepts the call, the Elder Team shall negotiate a compensation package with the candidate and establish a start date for his ministry, subject to the approval of the Voting Members. In the event the candidate does not accept, the Search Committee shall commence its search anew, following the same procedure.
- B. **Non-Vocational Elders.** A Non-Vocational Elder shall be called through election by the Voting Members following a careful examination of his qualifications. The procedure shall be as follows:
1. Three months prior to election, the Voting Members shall have a period of one month to nominate candidates for Non-Vocational Elders. The Elders shall evaluate the nominations and recommend candidates for the election at least one month prior to election.
  2. Each year at the Annual Meeting prospective Non-Vocational Elders shall be proposed to the Congregation by ballot recommendation of the currently serving Elders.
  3. Non-Vocational Elders shall be called by affirmative vote of two-thirds of a quorum of the Voting Members to serve a three-year term.
  4. Non-Vocational Elders who have served two consecutive three-year terms shall not be eligible for re-election for one year, unless the Voting Members otherwise determine.

#### **Subsection 5 Termination**

- A. **TERMINATION FOR CAUSE.** An Elder may be terminated for cause from his position on the same basis and using the same procedure as provided in Section V, Subsection 6 for the restoration of Members, provided, however, that the Elder shall not be terminated until the following additional steps are taken. The Elder Team may decide by majority vote to suspend the Elder without pay through the duration of this process.
- B. **PROCEDURE FOR TERMINATION FOR CAUSE.** If the restoration process does not result in the restoration of the Elder, then at the Special Meeting of the Voting Members that would be called for the purpose of presenting to the Voting Members the recommendation of the Elders as to appropriate discipline

of the Elder, the Elders shall recommend the termination of the Elder. The procedure for calling and holding this meeting shall be as follows:

1. The reason for the calling of the Special Meeting shall be presented to the Elder in writing at least two weeks prior to the special meeting.
  2. The Special Meeting shall be announced two Sundays in advance.
  3. The Moderator shall moderate the meeting.
  4. The reason for calling the Special Meeting shall be read as well as any written response from the Elder. The reading of the reason shall constitute a motion and a second to terminate the Elder. No separate motion and second shall be required.
  5. There will then be a discussion, and a ballot vote taken.
  6. A majority vote of a quorum of the Voting Members in favor of the motion shall be sufficient to terminate the Elder.
  7. The Elder shall be considered terminated upon the vote in favor of the motion. He shall be allowed a reasonable time thereafter to remove his belongings from the Church premises.
- C. **PROCEDURE FOR TERMINATION OTHER THAN FOR CAUSE.** An Elder may be terminated other than for cause upon the majority vote of the Voting Members provided this procedure is followed:
1. The matter shall be brought before the Voting Members at a Special Meeting.
  2. The Special Meeting may only be called upon the vote of majority of the Elders (other than the Elder who may be terminated) and Deacons.
  3. The reason for the calling of the Special Meeting shall be presented to the Elder in writing at least two weeks prior to the special meeting.
  4. The Special Meeting shall be announced two Sundays in advance.
  5. The Moderator shall moderate the meeting.
  6. The reason for calling the Special Meeting shall be read as well as any written response from the Elder. The reading of the reason shall constitute a motion and a second to terminate the Elder. No separate motion and second shall be required.
  7. There will then be a discussion, and a ballot vote taken.
  8. A majority vote of a quorum of the Voting Members in favor of the motion shall be sufficient to terminate the Elder.
  9. The Elder shall be considered terminated upon the vote in favor of the motion. He shall be allowed a reasonable time thereafter to remove his belongings from the Church premises.
- D. **STATUS AFTER TERMINATION.** A terminated Elder shall remain a Member unless the termination is for cause, in which case the termination shall act as a termination of the Elder's membership as well.
- E. **SALARY AFTER TERMINATION.** A terminated Pastor shall receive one month's compensation following the termination date. By mutual consent of the Pastor and Voting Members this period may be shortened or lengthened.

## **Section VIII: Deacons**

### **Subsection 1. Qualifications:**

The qualifications for deacon shall be those set forth in the New Testament (Acts 6:3 and I Timothy 3:8-13). In this regard, the Congregation believes that a Deacon should:

- A. Be members in good standing.
- B. Never have been divorced.

- C. Demonstrate the ability to be the husband of one wife and rule his household well.
- D. Subscribe wholeheartedly to the Statement of Faith and Church Covenant.
- E. Agree to be subject to the Articles and Bylaws.

**Subsection 2. General duties.**

Deacons are elected to serve the congregation. They shall:

- A. **SERVE THE MEMBERS.** Assist the Elders in ministering to the spiritual, emotional, physical and financial needs and concerns of the Members.
- B. **SERVE THE ELDERS.** Minister to the spiritual, emotional, physical, and financial needs and concerns of the Elders.
- C. **SERVE AS TASK FORCE MEMBERS.** Some Deacons will serve as voting members of a respective Task Force established by the Voting Members. A Deacon may serve on one or more Task Forces.
- D. **ADMINISTER THE DEACONS' FUND.** Collect and administer the Deacons' Fund to help financial needs in our community, with the advice of the Elders.

**Subsection 3. Number, nomination, and election of deacons.**

- A. **NUMBER.** The number of Deacons shall be commensurate to the needs of the Congregation. The number of Deacons may be increased or decreased by recommendation of the Elders and Resolution of the Voting Members. Any increase in the number of the Deacons shall create a vacancy that may be filled immediately by the vote of the Voting Members. A decrease in the number of Deacons shall have no effect on the length of the term of office of any incumbent Deacon.
- B. **NOMINATION.** Candidates for the office of Deacon shall be nominated by the Elder Team. Nomination recommendations shall be received from the Voting Members and evaluated by the Elder Team.
- C. **ELECTION.** At each Annual Meeting, the Voting Members shall elect Deacons from among those nominated by the Elder Team to hold the office for the term for which the Deacon is elected. Each Deacon shall be a deacon for the term for which he is elected or until his successor shall have been elected and qualified, whichever occurs last. Deacons shall be elected to serve two-year terms. There shall be no term limits.

**Subsection 4. Meetings of deacons.**

The Deacons shall meet from time to time as they and the Elder Team shall determine. At these meetings they shall perform such duties as the Elder Team or Voting Members may delegate to them from time to time.

**Subsection 5. Removal of deacons.**

- A. **REMOVAL FOR CAUSE.** A Deacon may be removed from office for cause on the same basis and using the same procedure as provided in Section V for the restoration of Members, provided, however, that the Deacon shall not be a member of the Restoration Committee.
- B. **REMOVAL OTHER THAN FOR CAUSE.** If at any point, the Elders deem a Deacon ineligible for office, or unable to meet the responsibilities of the office, the Elders may recommend the Deacon for removal from office to the Voting Members. The Deacon shall remain a Member of the Church.

**Section IX: Congregational Meetings**

**Subsection 1. Annual meeting and moderator.**

The Annual Meeting of the Congregation shall be held immediately after the last Sunday morning service in April. At each Annual Meeting the election of the Elders and Deacons for the following fiscal year shall take place and such other business shall be transacted as may be properly presented to such meeting. If these elections shall not be held on the day so designated for any Annual Meeting, or at any adjournment thereof, an election shall be held at a meeting of the Congregation as soon thereafter as conveniently possible. All meetings of the Congregation shall be presided over by the Moderator, who shall be selected by the Elders prior to the Annual Meeting to preside as Moderator for a term of one year.

### **Subsection 2. Other periodic meetings.**

Meetings of the Congregation shall be held on the second Sunday on the second month of each quarter. Notice of these quarterly meetings shall be given to the Congregation in the bulletin normally prepared and distributed for the regular Sunday morning service. Other meetings of the Congregation may be held from time to time to consider routine matters of interest to the Congregation.

### **Subsection 3. Special meetings.**

Special Meetings of the Congregation may be held from time to time when called by a majority of the Elders, by petition of not less than one-fourth of the Voting Members or as provided in these Bylaws. All Special Meetings shall be held on Sunday. The purpose of any Special Meeting shall be announced at the same time the day for the meeting is announced. No other business may be transacted at a Special Meeting except as stated in the announcement of the meeting.

### **Subsection 4. Notice of special meetings.**

Written or printed notice stating the place, day and hour of a Special Meeting and the purpose or purposes for which the Special Meeting is called, shall be given not less than fourteen nor more than sixty days before the date of the meeting, either (a) personally, (b) by mail, or (c) by announcement at two regular Sunday morning services and, in those same services, publication in the bulletin normally prepared and distributed for the regular Sunday morning service. If such notice shall be made by personal service or by mail, then it shall be made to each Member. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the Member at the Member's address as it appears on the Membership List of the Church, with postage thereon paid.

### **Subsection 5. Place of meetings.**

All meetings of the Congregation shall take place at the principal office of the Church or, if it is unavailable, at some other convenient and appropriate place in Story County, Iowa as shall be designated by the notice of the meeting. If no designation is made the place of meeting shall be the principal office of the Church in the State of Iowa.

### **Subsection 6. Closing of membership list and fixing record date.**

For the purpose of determining Voting Members entitled to notice of or to vote at any meeting of the Congregation or any adjournment thereof or in order to make a determination of Voting Members for any other proper purposes, the Voting Members may provide that the Membership List shall be closed as of a certain date. If the Membership List shall be closed for the purpose of determining Members entitled to notice of or to vote at any meeting of Members, such Membership List shall be closed for not less than fourteen nor more than sixty days immediately preceding such meeting. Instead of closing the Membership List, the Voting Members may fix, in advance, a date as the record date for any such determination of Members. Such date in any case shall be not less than fourteen nor more than sixty days prior to the date on which the particular action, requiring such determination of Members, is to be taken. If the Membership List is not closed and no record date is fixed for the determination of Members, the date on which notice of the meeting is mailed shall be the record date for such determination of Members.

When a determination of Members entitled to vote at any meeting of Members has been made as provided in this subsection, such determination shall apply to any adjournment thereof.

### **Subsection 7. Membership list and voting requirements.**

The Secretary shall maintain the Membership List. The Membership List shall designate those Members entitled to vote at a Congregational meeting, arranged in alphabetical order, with their addresses. It shall also designate those having Student Membership and Watchcare Membership, arranged in alphabetical order, with their addresses. The Membership List shall be kept on file at the registered office of the Church and shall be subject to inspection by any Member at any time during usual business hours. The Membership List shall also be produced and kept open at the time and place of any meeting and shall be subject to the inspection of any Member during the whole time of the meeting. The Membership List shall be presumptive evidence as to who are the Members entitled to examine such record or to vote at any meeting of the Congregation. Failure to comply with the requirements of this subsection shall not affect the validity of any action taken at such meeting. The Membership List shall not, however, be open to inspection of the public or any authority without the consent of all the Members.

For purposes of voting at any meeting of the Congregation only those Members who meet the following qualifications shall be entitled to vote. A Voting Member shall:

- A. Be at least 16 years of age.
- B. Not be undergoing the restoration process, as defined in Section V.
- C. Not be a Student Member.
- D. Not be a Watchcare Member.

**Subsection 8. Conduct of meetings, exclusion of non-voting members.**

All meetings of the Congregation shall be conducted under the guidance of the Moderator, who shall allow all Members to express themselves, provided the expression is in an orderly manner. A Pastor shall be recognized to speak at any time except where the Bylaws provide otherwise. All decisions of the Congregation shall be made by the Voting Members, voting as provided in the Articles and Bylaws. At any meeting of the Congregation, it may vote to exclude from the meeting all Non-Voting Members except for Watchcare Members in attendance. Watchcare Members in attendance shall not be eligible to vote.

**Subsection 9. Quorum of members.**

- A. BASIC QUORUM. Thirty percent (30%) of the Voting Members, present at the meeting, shall constitute a quorum at any meeting of the Voting Members.
- B. BASIC VOTING REQUIREMENT, EXCEPTIONS. If a quorum is present, the affirmative vote of the majority of the Voting Members present at the meeting and entitled to vote on the subject matter shall be the act of the Congregation unless the vote of a greater number is required by the Iowa Non-profit Corporation Act, the Articles or the Bylaws.
- C. LACK OF QUORUM. Should less than a quorum be present, a majority of the Voting Members present may adjourn the meeting from time to time without further notice. Any business may be transacted at an adjourned meeting at which a quorum is present that could have been transacted at the meeting as originally called.
- D. LOSS OF QUORUM. If a quorum is present at the organization of a meeting but Member withdrawals thereafter leave less than a quorum, those of the Voting Members remaining present may continue to conduct business until adjournment, but their acts to be the acts of the Congregation shall require the same majority vote as is called for in this Subsection.
- E. QUORUM FOR CALL OF PASTOR. The quorum for the call of a pastor shall be 55% of the Voting Members.

**Subsection 10. Proxies, voting agreements.**

No person may vote by absentee ballot or by proxy at any meeting of the Congregation, nor shall any Member enter into a voting agreement with any other Member. No proxy or voting agreement shall be recognized or enforceable.

**Subsection 11. Informal action by congregation.**

Except for the calling or termination of a Pastor (as described in Section VII) or a vote of the Voting Members during the restoration process (as described in Section V) any action required by the Iowa Nonprofit Corporation Act to be taken at a meeting of the Congregation, or any action which may be taken at a meeting of the Congregation, may be taken without a meeting if a consent in writing setting forth the action so taken, shall be signed by a majority of the Voting Members.

**Subsection 12. Voting by ballot.**

Voting on any question or in any election may be by voice unless the Moderator shall order or any of the Voting Members shall demand that voting be by ballot, provided, however, that all votes on the following matters shall always be by ballot:

- A. Election or termination of any officers.
- B. During the restoration process with respect to any Member.

**Subsection 13. Inspectors.**

The Moderator at any meeting of the Congregation may appoint two or more inspectors to act at such meeting or any adjournment thereof. If the Moderator fails to appoint inspectors, the Voting Members may do so. Such inspectors shall faithfully execute the duties of inspectors. At such meeting, the inspectors shall receive and take

charge of the ballots and count them, making a report to the Congregation of the results. An inspector shall be a Member. Any officer of the Church may be an inspector on any question other than a vote for or against a proposal in which he shall have a material interest.

## **Section X: Task Forces.**

### **Subsection 1. Establishment of Task Forces.**

- A. RESOLUTION. The Voting Members, by Resolution, may designate from among the Voting Members one or more Task of which, to the extent provided in such Resolution, shall have and may exercise such authority and carry out such duties as the Resolution may provide.
- B. ORGANIZATION.
  - 1. Each Task Force shall have as members at least one Elder and two Deacons to be appointed by the Elders.
  - 2. The Resolution establishing the Task Force shall provide the number of Members to be on each Task Force, and either the identity of each Member or the manner in which a Member shall be designated to the Task Force.
- C. TERM. Each member of Task shall serve for a one-year term.
- D. LIMITATION ON AUTHORITY. No Task Force shall have the authority to:
  - 1. Usurp the authority granted the Elders established by the Articles or Bylaws,
  - 2. Approve or recommend to the Voting Members actions or proposals required by the Iowa Nonprofit Corporation Act to be approved by Voting Members,
  - 3. Amend the Articles or Bylaws, or
  - 4. Take or recommend any action not within the scope of the Resolution establishing such Task Force.
- E. REPORTS TO CONGREGATION. All Task Force shall annually report their doings to the Congregation.
- F. APPROVAL BY VOTING MEMBERS. All actions of a Task Force shall be subject to the approval or disapproval of the Voting Members, unless an action has been accomplished and its undoing would either be impractical or detrimental to the ministry of the Church.

### **Subsection 2. General application.**

Whenever in the Bylaws or by Resolution of the Voting Members a group of Members is established or designated a Task Force, and given certain duties, the rules stated below shall apply to the actions and meetings of such Task Force.

### **Subsection 3. Regular meetings.**

The Task Force shall have regular meetings at such times and places as its members shall determine by vote.

### **Subsection 4. Minutes, reports to congregation.**

Minutes of any meeting of a Task Force shall be kept and be open to inspection by any Member.

### **Subsection 5. Vacancies.**

Any vacancy occurring in a Task Force may be filled by the Elders Team. A member elected to fill a vacancy shall be elected for the unexpired term of the member's predecessor in office.

## **Section XI: Statutory Officers**

### **Subsection 1. Designation of statutory officers.**

As required by the Iowa Code, the corporate officers of the Church shall be the President, Secretary, and Treasurer. No person may hold more than one office.

### **Subsection 2. Election and term of office.**

The corporate officers shall be elected from among the Elders or Deacons by the Voting Members at the Annual Meeting for one-year terms. Vacancies may be filled or new offices created and filled at any meeting of the Voting Members. Each officer shall hold office until his successor has been duly elected and qualified, until his death, or

until he resigns or has been removed in the manner provided in these Bylaws. Election or appointment of an officer or agent shall not of itself create contract rights. None of these corporate officers shall have any duties or rights not delegated to them by the Voting Members by Resolution.

### **Subsection 3. Removal.**

Any officer or agent may be removed by the Voting Members whenever in their judgment the best interests of the Church will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. No officer shall be removed except as provided by these Bylaws.

### **Subsection 4. Vacancies.**

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Elder Team for the unexpired portion of the term.

### **Subsection 5. The president.**

The President shall sign, with the Secretary or any other officer of the Church authorized by the Voting Members, deeds, mortgages, bonds, contracts, or other instruments which the Voting Members have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Voting Members or by the Bylaws to some other officer or agent of the Church, or shall be required by law to be otherwise signed or executed. In general, he shall perform such duties as may be prescribed by the Voting Members from time to time, but shall have no other authority or duties.

### **Subsection 6. The secretary and assistant secretaries.**

- A. THE SECRETARY. The Secretary shall keep or supervise the keeping of the minutes of the Church, maintain the Membership List, see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law, be custodian of the Church records, keep a register of the post office address of each Member which shall be furnished to the Secretary by each Member, and in general perform all duties incident to these duties and such other duties as from time to time may be assigned to him by the Voting Members.
- B. ASSISTANT SECRETARIES. The Secretary may be assisted with respect to his duties as Secretary for the meetings of the Congregation by an Assistant Secretary or Assistant Secretaries, who shall be appointed, if at all, by the Secretary. The Assistant Secretary shall assist the Secretary in keeping the Membership List and shall correspond with other churches regarding membership matters, under the supervision of the Secretary.

### **Subsection 7. The treasurer and financial recorders.**

- A. THE TREASURER. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Church, however, he shall not receive nor give receipts for moneys due and payable to the Church, which shall be the function of the Financial Recorders. He shall in general perform all duties incident to this function and such other duties as from time to time may be assigned to him by the Voting Members. The Treasurer, with approval from the Elder Team, may appoint an Assistant Treasurer or Assistant Treasurers to assist in performing the day-to-day duties of the Treasurer. If required by the Voting Members or Elder Team, the Treasurer, any Assistants to the Treasurer and the Financial Recorders shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Voting Members shall determine. The Church shall pay the cost of such bond.
- B. THE FINANCIAL RECORDERS AND CHAIR. A reasonable number of Voting Members, none of whom shall be a Treasurer or Assistant Treasurer, shall be appointed as Financial Recorders by the Elders and approved at the Annual Meeting by the Voting Members. The Chair of the Financial Recorders shall be appointed by the Elders. The Chair shall make periodic reports to the Elders and the Congregation, and shall keep a confidential record of the contributions of individuals and in January of each year provide a copy of such record to each contributor. The Financial Recorders shall receive and deposit all moneys received by the Church from whatever source, in the name of the Church in such banks, trust companies or other depositories as shall be selected by the Voting Members.
- C. THE AUDIT COMMITTEE. A group of three Deacons, none of whom shall be the Treasurer, an Assistant Treasurer or a Financial Recorder or a member of the Financial Task Force, shall be appointed by the Deacons and reported to the Congregation at the Annual Meeting to serve as the Audit Committee. Upon appointment they shall elect a Chair who shall automatically serve as a member of the Audit Committee for

the year elected and the following year to provide continuity. The Audit Committee shall be provided such information as they deem necessary by the Treasurer and the Financial Recorders to allow the Audit Committee to audit the accounts of the Church. The Audit Committee shall make a report of their findings to the Congregation at the next quarterly meeting following the end of the fiscal year. The Voting Members shall take such action as the Voting Members deem appropriate upon receiving the Audit Committee's report.

#### **Subsection 8. Other assistants and acting officers.**

The Voting Members may appoint any Voting Member to act as assistant to any officer, or to perform the duties of such officer whenever for any reason it is impracticable for such officer to act personally. Such assistant or acting officer may perform all the duties of the office to which the Voting Member is so appointed to be assistant, or as to which the Voting Member is so appointed to act, except as the Voting Members may otherwise define or restrict the Voting Member's powers.

#### **Subsection 9. Salaries.**

No officer shall receive a salary or any other remuneration.

#### **Subsection 10. Church Employees.**

The Church may employ additional personnel. The Senior Pastor and Non-Vocational Elders or their designees will be responsible for hiring and dismissing such personnel and determining their duties. The Senior Pastor shall be responsible for the administrative direction of these employees.

### **Section XII: Contracts, Loans, Checks and Deposits**

#### **Subsection 1. Contracts.**

The Voting Members may authorize by Resolution any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Church, and such authority may be general or confined to specific instances.

#### **Subsection 2. Loans.**

No loans shall be contracted on behalf of the Church and no evidence of indebtedness shall be issued in its name unless authorized by Resolution of the Voting Members. Such authority may be general or confined to specific instances.

#### **Subsection 3. Checks, drafts, etc.**

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Church, shall be signed by such officer or officers, agent or agents, of the Church, and in such manner as shall from time to time be determined by Resolution of the Voting Members. In no event, however, shall those delegated the responsibility of receiving and depositing the offerings and donations to the Church be authorized to sign any checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Church. Until otherwise determined by Resolution, the Treasurer or Assistant Treasurer shall sign checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Church.

#### **Subsection 4. Deposits.**

All funds of the Church not otherwise employed shall be deposited from time to time to the credit of the Church in such banks, trust companies, or other depositories as the Voting Members may select.

### **Section XIII: Fiscal year and seal**

The fiscal year of the Church shall be June 1 through May 31. The Church shall have no seal. The procedure for the transition from calendar to fiscal year shall be established by Resolution of the Voting Members at the annual meeting in December 2005.

### **Section XIV: Waiver of notice**

Whenever any notice is required to be given to any Member of the Church under the provisions of the Iowa Nonprofit Corporation Act or under the provisions of the Articles or Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be equivalent to the giving of such notice.



## **Section XV: Amendments**

Unless otherwise specifically stated herein, the Bylaws may not be altered, amended or repealed and new Bylaws adopted unless at a Special Meeting of the Voting Members at which a quorum is present, by the affirmative vote of a majority of the Voting Members present at the meeting. Notice of the Special Meeting shall include the text of any proposed amendments. The text of any proposed amendments shall also be posted in the church for thirty (30) days prior to the Special Meeting.

## **Section XVI: Indemnification**

- A. Except as provided by Chapter 504, Code of Iowa, a director, officer, employee, or Member of the Church shall not be liable for the Church's debts nor obligations. A director, officer, Member, or other volunteer is not personally liable in that capacity, for a claim based upon an act or omission of the person performed in the discharge of the person's duties, except for a breach of the duty of loyalty to the Church, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit.
- B. The Church shall indemnify any director, officer, Member, or other volunteer against all expenses, liabilities, and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity arising out of any act or omission performed in discharge of the person's duties on behalf of the Church unless such act (a) constitutes a breach of the duty of loyalty to the Church, (b) is not in good faith, (c) involves intentional misconduct or knowing violation of the law, or (d) involves a transaction from which the person derives an improper personal benefit.

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