

THE CORPORATE BYLAWS OF

A FLORIDA NON-PROFIT CORPORATION

Constitution

ARTICLE I – Name

The name of this corporation shall be known as “Heights Baptist Church, Inc.” located in Escambia County, Florida, in or near Pensacola, Florida, and incorporated under the laws of the State of Florida as a non-profit corporation. This corporation shall be referred to in the Constitution and Bylaws as the “Church.” The Church is organized for religious and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, and its assets are to be used in performing the Church’s functions.

ARTICLE II – Purpose

The purpose of the Church shall be to serve Christian religious objectives, namely the advancement of the kingdom of Christ and His gospel through worship, evangelism, Christian education, missions, fellowship, and ministry service consistent with the free exercise of faith.

ARTICLE III – Mission Statement

Our vision is to see Pensacola transformed by the gospel of Jesus Christ. Our mission is to be a community devoted to pursuing Jesus together and leading people into a growing relationship with Jesus Christ.

ARTICLE IV – Statement of Faith

The Church recognizes the Bible as the inspired Word of God, as the only basis for our beliefs, and as its sole authority in faith and practice. However, in order to set forth certain principles on which Southern Baptists generally agree, the Church affirms its agreement with The Baptist Faith and Message as adopted by the Southern Baptist Convention June 14, 2000, as a general statement of our faith and practice.

ARTICLE V – Self-Governance

The Church is an autonomous body, not subject to the direction or control of any outside body, ecclesiastical or otherwise. The government of the Church is composed of the body of believers who compose it, under the leadership of the Lord Jesus Christ. Therefore, the Church shall have and exercise all powers related to its internal affairs, such as but not limited to establishing and enforcing standards of membership, electing officers, selecting and guiding those who function in its organizational structure, acquiring and directing the use of its properties, and adopting such rules and procedures as it deems appropriate to its religious objectives.

ARTICLE VI – Denominational Relationship

This Church shall be a self-governing church, subject only to the Lord Jesus Christ, the Head of the Church. It has the right to cooperate and associate with other biblical groups on a voluntary basis and as such has chosen to cooperate with the Pensacola Bay Baptist Association, the Florida Baptist Convention, and the Southern Baptist Convention. This Church supports the fellowship of conservative, orthodox, evangelical churches and Christian groups that are consistent with our statement of faith and will collaborate with them as the Holy Spirit dictates to promote the cause of Jesus Christ as described in the Bible.

ARTICLE VII – Church Government

Headship of Christ. The leadership of the Church shall focus on seeking and maintaining the Lordship of Jesus Christ over the Church. All those in authority within the Church shall continually seek the mind and will of the Lord Jesus Christ, through His Spirit and the Word of God, in all actions and decisions.

Pastor-led Congregationalism. The Church is ruled by Christ¹, governed by the congregation², spiritually-led by pastors³, and served by deacons⁴. Pastors equip the saints to do the work of ministry. Deacons serve the church by supporting the work of the pastors. Members of the body of Christ make disciples by being citizens of heaven through membership in a local church.

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Colossians 1:18

² Ephesians 4:1-16, Matthew 16, Matthew 18

³ Hebrews 13:17, 1 Timothy 3:1-7, Titus 1:5

⁴ Acts 6:1-7, 1 Timothy 3:8-13

ARTICLE VIII – Membership

The Church shall define its members as those who meet the conditions of the Membership Covenant in Article IX, subject to compliance with the Bylaws. The Church may admit or terminate such persons, as in its judgment, that meet or do not meet these qualifications.

ARTICLE IX – Membership Covenant

The Church Membership Covenant is stated as follows: “Having received Jesus Christ as my Lord and Savior, having been scripturally baptized, and being in agreement with the mission, vision, and values of Heights Baptist Church, I commit myself to God and to other church family members to do the following:

I will protect the unity of my church by acting in love toward other members, by refusing to gossip, and by following church leadership;

I will share the responsibility of my church by praying for its health and growth, by inviting unchurched people I know to attend, and by warmly welcoming those who visit;

I will serve the ministry of my church by discovering my gifts and talents, by using those gifts and talents to serve Christ and others, and by developing a servant’s heart;

I will support the testimony of my church by attending services and activities faithfully, by living a Christ-like, godly life, and by supporting my church financially.”⁵

ARTICLE X – Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one’s biological sex is a rejection of the image of God within that person. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, pre-marital sex, homosexual sex, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10). Therefore, because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, the Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of the

Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of the Church shall be available only to host weddings between one biological man and one biological woman. We believe that in order to preserve the function and integrity of the Church as the local body of Christ, and to provide a biblical role model to the Church members and community, it is imperative that all persons employed by the Church in any capacity, or who serve as volunteers, agree to and abide by this statement of marriage, gender, and sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Church.

ARTICLE XI – Officers

The officers of this corporation shall be a president, a vice-president, a secretary, and a treasurer, administered by four (4) at-large trustees, and such others as required by law or defined by the Bylaws (Article III). Only members of the Church shall be eligible to serve as corporation officers. These officers shall have the powers normally associated with these offices, or required by law, and compatible with religious freedom. The officers of the corporation shall serve as the Board of Trustees.

⁵ 1 Corinthians 1:10-12, John 17:21, 1 Peter 4:10, Ephesians 4:11-16

ARTICLE XII – Meetings

The Church shall conduct such meetings for worship, business, training, inspiration, or other religious causes as it shall deem necessary or desirable. All business affairs of the corporation shall be decided at regular or special business meetings called for such purposes as specified in the Bylaws.

ARTICLE XIII – Dissolution

In the event of the dissolution or discontinuance of the corporation, the Board of Trustees shall, after paying or making provisions for all the liabilities of the corporation, dispose of all remaining assets of the corporation as the Board of Trustees shall determine, in accordance with

section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law) and, that if in existence, all property will go to the entity named in our reverter clause. Upon dissolution of the Church, no member shall receive, nor have any rights to, any assets of the corporation.

ARTICLE XIV – Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps.139). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Church.

ARTICLE XV – Amendments

This Constitution may be amended, or repealed and replaced, at any regular or special business meeting by a three-fourths vote of the Church members present at such meeting. Any proposed change to this Constitution must be provided to the Church in writing and made available to the Church not less than two (2) successive meetings (e.g. Sunday + following Wednesday) prior to the business meeting at which a vote is to be held.

Bylaws

In order to serve its stated purpose and to honor provisions set forth in its Constitution, Heights Baptist Church, Inc., adopts the following Bylaws. We declare and establish these Bylaws to preserve and secure the principles of our faith, and to govern the Church body in an orderly manner. Heights Baptist Church, Inc. will be further referred to in these Bylaws as the “Church.” The Church maintains its principal office at 600 Pickens Ave, Pensacola, FL 32503.

ARTICLE I – Membership

The membership of the Church shall be composed of individuals who are believers in the Lord Jesus Christ; affirm the tenets of the Church Constitution; fulfill the qualifications for membership stated in Section 1 below; and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and Bylaws, and are actively pursuing and continuing a vital fellowship with the Lord Jesus Christ.

Section 1: Qualifications for Membership

1. The basic qualifications for membership in the Church shall be as follows:

- a) A personal commitment of faith in Jesus Christ for salvation.
- b) Baptism by immersion in water as a testimony of salvation.
- c) A commitment to abide by the Church's membership covenant as defined in the Church Constitution.
- d) Ratification of the membership candidate by vote of the Church at any regular or special business meeting.

2. The Church may admit a person to membership by any of the following ways:

- a) By the candidate's profession of faith followed by baptism by immersion administered by the Church, completion of membership counseling, and a commitment to abide by the Church's membership covenant.
- b) By the candidate's statement that he or she has personally professed faith in Jesus Christ and has been baptized by immersion as a testimony of their faith in Christ. Candidate must complete Church's membership class and affirm the Church's membership covenant.
- c) By restoration of an excluded member who has satisfied the Church that he or she has corrected any condition which led to exclusion, and that the candidate has renewed his or her Christian commitment.
- d) By promise of a letter from another church of like faith where their membership resides. Candidate must complete Church's membership class and affirm the Church's membership covenant.

3. Except as provided below, each member shall enjoy the same rights and privileges of membership, but that membership shall not be the sole qualification for any office or position in the Church's ministry or structure.

Section 2: Responsibilities of Membership

The responsibilities of membership are described in the Church Membership Covenant as stated in the Church Constitution.

Section 3: Voting Rights of Membership

Each member in good standing sixteen (16) years of age and older is entitled to one vote. Voting by proxy is prohibited and voting by absentee ballot is prohibited.

As an autonomous, self-governing Church, each member in good standing shall have the right to vote on the following matters:

- a) The annual budget of the Church.
- b) The election of Church officers, deacons, and members of standing committees.
- c) The disposition of all of the assets of the Church.
- d) The merger or dissolution of the Church.
- e) The acquisition of substantial real property and any related indebtedness.
- f) Amendments to the Articles of Incorporation, Constitution, or Bylaws of the Church.
- g) The calling or the removal of the Senior Pastor.
- h) Additional business related matters at the discretion of the Senior Pastor.

Section 4: Termination of Membership

The Church shall remove from its list of members the name of any deceased member and may dismiss a member on any of the following grounds:

- a) Evidence that the member has united with a different church.
- b) A member's written request that his or her name be removed from the Church's membership.
- c) Dismissal by the Church according to the following conditions:
 1. Evidence that the member's life and conduct is not in accordance with the Church Membership Covenant, and/or the Church Statement of Faith, and/or biblical principles which constitute a godly life, such that the member's belief, practice, or conduct hinders the ministry influence of the Church in the community.
 2. Procedures for the dismissal of a member shall be according to Matthew 18:15-17, as initiated by the Senior Pastor with advice and counsel of the Deacon Body. Redemptive steps should be taken to restore the offending member into proper fellowship with the Church.
 3. If the offending member persists in the offending behavior without appropriate remorse and repentance, the pastoral team is authorized to act on behalf of the Church to exercise appropriate church discipline upon the offending member, which may include removal of membership. A majority vote of the congregation must occur to execute any disciplinary action against an offending member, including the removal of membership.

Section 5: Restoration of Membership

Members dismissed by the Church may be restored by the Church when their lifestyles are judged by the Senior Pastor, with the advice and counsel of the Deacon Body, to be in

accordance with the Church Membership Covenant and the Church's Statement of Faith. A majority vote of the members present is necessary for restoration of membership.

ARTICLE II – Meetings

The Church shall schedule general meetings for worship, prayer, instruction, inspiration or other purposes. Business meetings shall be held at least quarterly to approve the annual Church ministry budget, elect Church officers, and elect individuals to the deacon ministry; and to act upon other matters needing congregational action or attention. A quorum for any business meeting shall consist of those members present and voting. The Church shall adopt the annual budget at the business meeting preceding the beginning of the new fiscal year. The Finance Committee shall circulate summaries of the proposed annual budget at least one week prior to the meeting at which it is presented.

A Special Business Meeting of the Church may be called as needed in one of the following ways:

- a) an agreement between the Senior Pastor and a majority of the Deacon Body;
- b) a majority of the Deacon Body; or Special Business Meetings may be scheduled only on a Sunday or Wednesday after at least one week's notice has been given to the Church body, unless the Special Business Meeting is called for the purpose of amending, or repealing and replacing, the Constitution and/or the Bylaws, in which case notice must be given over two (2) successive meetings. A Special Business Meeting must be for a stated purpose(s) and only that/those purpose(s) may be considered at said meeting.

All business meetings of the church shall be conducted in strict accordance with parliamentary procedure as stated in Roberts Rules of Order, Revised.

ARTICLE III - Officers

Section 1: Corporate Officers

The Corporate Officers of the Church are hereby designated as Officers of the Corporation.

The duty of Officers shall be to serve as corporate officers in any and all business and financial matters as required by law or authorized by the Church. The officers shall have the power to execute and deliver all documents, pay all fees and expenses and take all such other actions as

may be necessary, desirable, or expedient to implement actions approved by the Voting Members in accordance with these Bylaws, including to:

- A. Purchase, sell, or lease real estate;
- B. Enter into a contract with a term greater than one (1) years in length;
- C. May not borrow or pledge Church assets without church vote;
- D. Any other actions specifically directed and approved by the Voting Members of the Church.

The Church shall affirm annually four (4) at-large members to serve as corporate officers. Each will serve a three (3) year term, with one being elected each year to ensure that terms are staggered. The officers shall be nominated and elected from among the Church body at the April business meeting.

For legal and financial undertakings and purposes, the officers of The Church shall be:

PRESIDENT. The voting members of the Church shall nominate and elect a President of the Corporation, and he/she shall serve as President of the Church. In the absence of the Senior Pastor, the President shall act as moderator of the Church. He/she shall perform duties normally discharged by a society's presiding officer such as the day-to-day affairs of the Church as provided in the budget. However, the President shall not have the authority to purchase, sell, mortgage, or lien real property, or incur a liability or debt without first obtaining a recommendation from the appropriate committee and subsequent approval from the congregation at a business meeting held for such purpose. If, during the course of a Church business meeting, the Senior Pastor finds it necessary to speak directly in support or opposition to an issue, he may appoint a temporary moderator to preside until such issue is decided. During a vacancy in the office of Senior Pastor, the President will serve as moderator. If, during a vacancy in the office of both the President and the Senior Pastor, the Vice-President will serve as moderator. In other circumstances, the moderator shall be selected in accordance with Roberts Rules of Order, Revised. All appointive actions made in the absence of a Senior Pastor are subject to Church ratification.

VICE PRESIDENT. The Vice President shall be nominated and elected annually by the Voting Members of the Church, and shall act as moderator of the Church in the absence of the Senior Pastor and President.

SECRETARY. The Secretary shall be nominated and elected annually by the Voting Members of the Church, and shall act as clerk of the Church, oversee the preparation and maintenance of a faithful record of business meetings, arrange for the safekeeping of these records, and provide any Church member access to these records on the basis of a reasonable request.

TREASURER. The Treasurer shall be nominated and elected by the Voting Members of the Church annually and shall review financial transactions and prepare financial statements that may be used to report the financial condition of the Church to Church staff, and the Church. The Treasurer shall:

- Have oversight of, and be ultimately responsible for all funds and securities of the Church.
- Ensure that all receipts for monies due and payable to the Church from any source are being fully and accurately documented.
- Confirm that all monies are appropriately deposited in the name of the Church in banks, trust companies, or other depositories as provided in the ByLaws.
- Oversee the writing of checks and disbursement of funds from all accounts to discharge obligations of the Church, along with a joint signatory who is to be selected by a majority vote from the Administrative Team. No checks shall be signed in blank at any time for any situation.
- Ensure that a monthly voucher and any bill pay by the bank shall be evidenced by the copy of the check number kept in the financial records. There shall be no automatic bill pay for successive months.
- Validate that the financial books and records of the Church are being maintained accurately and in accordance with all laws and best practices.
- Be an ex-officio member of the Finance Committee and any other committee dealing with the finances of the Church.

Section 2: Removal of Officers

Officers may be removed by a majority of voting members of the Church present at any regular or special business meeting whenever such a removal is deemed by the members as being in the best interests of the Church.

ARTICLE IV – Senior Pastor, Senior Pastor Search

Section 1: Senior Pastor

1. The Senior Pastor shall serve as the chief spiritual leader of the Church, and moderator of the Church. The Senior Pastor shall be responsible for all worship and other public services of the Church. The Senior Pastor will not be liable for the debts or obligations of the corporation of any nature whatsoever, and, as such, may not serve as an officer of the Church, but may participate in meetings of the Officers on a non-voting basis. Although pastors act jointly and share responsibility and authority for leadership of the church, not

all are equal in their giftedness, biblical knowledge, leadership ability, experience, or dedication. The Senior Pastor will be a “first among equals” who will be the primary leader and teacher of the church. The basic qualifications for the Senior Pastor are set forth in 1 Timothy 3:1-7 and 1 Peter 5:1-3.

2. The Senior Pastor is an ex-officio member of any ad hoc team, standing committee, special team, or organization of the Church.
3. When a Senior Pastor resigns, he shall give the Church a notice of at least two weeks, but the Church shall be at liberty to permit a resigning Senior Pastor to adjust the length of notice as circumstances may require.

Section 2: Senior Pastor Search

In the event of a vacancy in the office of the Senior Pastor, the Deacon Body will nominate a search committee to search for and to nominate a new Senior Pastor, subject to the following rules:

- a) **Nomination.** The Search Committee shall seek, find, and nominate a pastoral candidate by a majority vote.
- b) **Compensation.** The initial compensation package of the Senior Pastor shall be recommended by the Search Committee, and approved by vote of the Church. Compensation shall be regularly reviewed for increases when appropriate.

- c) **Installation.** The Church's call of a Senior Pastor shall require the support of not less than three-fourths of members voting at the special business meeting called for such purpose. The Senior Pastor shall be elected for an indefinite period.

ARTICLE V – Deacons

1. The basic scriptural qualifications are set forth in Acts 6:1-6 and I Timothy 3:8-13. A Deacon shall be worthy of respect and filled with the Holy Spirit; have a reputation for wisdom, sincerity, temperance, and honesty; be a strong Christian witness in the Church and community; and have a redemptive, forgiving nature. The wife of a married deacon will be expected to have the same spiritual qualifications of a Deacon. A Deacon must be committed to faithful Bible study, attendance and participation in the worship services and ministries of the Church, and generously support the Church with their time, talents, and finances.
2. The primary task of Deacons shall be to serve the Church by assisting the Church staff in the work of ministry. Deacons function primarily as servant leaders and have no formal governmental, procedural, or business authority except for those functions explicitly detailed in these Bylaws where ratification by Deacon Body is required. The Pastor may seek counsel from and inform the Deacon Body regarding important or sensitive matters facing the Church.
3. Deacon officers will consist of Chairman, Vice Chairman, and Secretary. Officers will be elected annually by the Deacon body at a meeting prior to the onset of the new Church year, for a term of one-year.
4. The Deacons shall meet on a regular basis at a time and schedule of their choosing but not in conflict with the Church's schedule of general meetings. Special meetings of the Deacon Body may be called as needed by either the Deacon Chairman or the Senior Pastor. Reasonable notice shall be given to the Deacon Body for any such special meeting.
5. New Deacons are selected annually according to the following procedure:
 - a) Deacons are selected by the Church Body in accordance with the qualification in 1 Timothy 3:8-13.
 - b) They are brought before the church for confirmation.
 - c) Deacons will be evaluated annually in light of biblical qualifications and personal factors.
 - d) An individual's service may be discontinued by his own decision or the unanimous decision of the Deacon Body.

6. The term of a Deacon shall terminate upon: death; resignation; termination of Church membership; or, removal from his/her office by either the Deacon Body or the Church due to a failure to substantially perform duties or no longer meets the scriptural or Church qualifications as presented in Article V of the Bylaws.

ARTICLE VI – Church Committees and Special Teams

The Church is to be recognized as a Jesus-ruled, congregationally accountable, pastor-led, and deacon served church in accordance with biblical principles laid down in the New Testament. As such, the Church may utilize committees, special teams, and other organizations to assist in fulfilling its purpose, achieving its mission, and providing service opportunities for gifted members.

Section 1: Standing Committees

All standing committees are elected by The Church and report directly to the Administrative Team. However, all committees should keep the deacons and Pastoral Team (through the Chairman of Deacons), informed of any controversial activities, recommendations, or motions. The duties of each committee shall be written, approved by The Church, and filed in the Committee Handbook prior to or concurrent with church election of the committee.

Unless stated otherwise herein, all standing committees and their chairmen shall be nominated by the Nominating Committee*. There shall be a Chairman of the Committee, an even number of members, and the Chairman may vote to break a tied vote if necessary. Standing Committee recommendations shall be submitted to the Administrative Team for discussion and subsequently presented to the Church for a vote. The Standing Committees for the Church are, but are not limited to:

1. Audio/Visual
2. Budget and Finance
3. Buildings and Grounds
4. Hospitality
5. Long Range Planning
6. Nominating
7. Rentals

When electing committees, members of The Church will at all times have the privilege of making additional nominations to those placed before it by the Nominating Committee. A majority of any committee shall constitute a quorum for the transaction of business. The Pastoral

Team will act in an advisory or listening capacity. The Senior Pastor and Pastoral Team shall be considered ex-officio members of any standing committee.

*Comprised of the following individuals: The Chairman of the Deacons, a member of the Pastoral Team, the President of the Corporation, and 4 at-large voting members of the congregation. Amongst themselves they will choose a Chairman. All at-large members on the committee are elected to staggered 3 year terms.

Section 2: Special Teams

As the need arises, Special Teams may be created to address issues or needs which may be of a temporary purpose or duration. A Special Team will have a specific assignment, and, once that assignment has been completed, the Special Team will disband. Special Teams may be appointed, and a Chairman designated, with ratification by the Church body.

Section 3: Church Staff

The Administrative Team shall approve or terminate non-pastoral staff employment positions. With the exception of the Church Officers, non-pastoral church staff may be dismissed, with or without cause, at the discretion of the Administrative Team, without needing a ratification vote by the church body.

ARTICLE VII – Christian Education

The Church shall provide from its membership leaders to assist in the training, nurturing, and equipping of church members through Bible study and discipleship classes, and related ministries and activities.

Bible study and discipleship teachers and leaders shall be recruited and trained by the Church staff and/or other designated education leadership.

Any such leader serving in a teaching capacity must be a member of the Church in good standing for a minimum of at least one (1) year, and demonstrate evidence of Christian maturity (James 3:1). All volunteer leaders who work with minors must submit to a voluntary criminal history investigation.

ARTICLE VIII – Records, Reports, and Policies

Section 1: Maintenance of Records, Reports, and Policies

The Church will maintain the following records, reports, and policies in the Church office:

- a) Adequate and correct financial records, to be audited periodically by a Certified Public Accountant;
- b) Written minutes of Administrative Team meetings; Deacons meetings; Church business meetings; and Church Officer meetings.
- c) A record of the members of the Church, setting forth their names and addresses;
- d) Contribution statements for financial supporters;
- e) A Church Wedding/Funeral Policy;
- f) A Church Facilities Use Policy; and
- g) An Employee Handbook detailing Church employment and personnel policy.

Section 2: Member Requests for Records, Reports, and Policies

The Church will follow current Florida law regarding member requests for records.

ARTICLE IX – Use of Church Facilities, Assets, and Resources

The Church staff and other appropriate leadership shall oversee implementation of a policy regarding the use of Church facilities, assets and all other resources. Such policy will ensure that all facilities, assets and resources of the Church are used in a manner which is not inconsistent with the Holy Scriptures and the Baptist Faith & Message, 2000 edition. The policy shall be drafted to ensure that any use of all or part of the Church grounds or facilities (whether by members or by outside interests or entities) will be done in a manner which is not inconsistent with our beliefs as a Church. Moreover, any and all use of Church property shall be sufficiently documented and memorialized so as to protect the Church from unnecessary exposure to liability.

ARTICLE X – Indemnification

Should any member(s) of the Church staff or lay-leadership acting in his/her duty or obligation to the Church be faced with actual or threatened litigation as a result of the performance of their proper and normal duties, the Church will provide a sufficient and appropriate legal defense and/or indemnify such staff member(s) or lay-leader(s) for costs and expenses relating to such actual or threatened litigation. This obligation to indemnify and/or provide a defense shall cease if at any time it is discovered that the staff member(s) or lay-leader(s) in question acted contrary to Holy Scripture, or otherwise acted in any way that was dishonest or lacking complete candor.

ARTICLE XI – Designated Gifts

The Church recognizes the wish of some members to designate the way in which contributions are used. However, the Church also recognizes that all that we have comes from God, and should be used to further His Kingdom. Therefore, the Church will accept gifts and contributions that are intended for a designated purpose. However, unless the designation on the gift or contribution is to an existing designated account and/or ministry of the Church, the designation shall be deemed advisory only (versus mandatory). In such an instance, the Church may choose to use the gift in accordance with the designation, or it may choose to use the gift elsewhere. All donors to the Church recognize the necessity and propriety of this discretion. The Church's discretionary authority includes the right to refuse to accept any gift at any time, for any reason.

ARTICLE XII – Amendments

These Bylaws may be amended, or repealed and replaced, at any regular or special business meeting by a three-fourths vote of the Church members present at such meeting. Any proposed change to these bylaws must be provided to the Church in writing and made available to the Church not less than two (2) successive Sundays prior to the business meeting at which a vote is to be held.

ARTICLE XIII - Qualification of Voting Rights

As contained herein, all quorums and vote percentages shall be obtained only from the members in good standing that are present at the vote.