



BYLAWS

of

HANOVER FELLOWSHIP CHURCH

A State Nonprofit Religious Organization

ARTICLE I. MEMBERSHIP.....	3
SECTION 1.01 GENERAL	3
SECTION 1.02 QUALIFICATIONS FOR MEMBERSHIP	3
SECTION 1.03 DUTIES OF MEMBERSHIP.....	4
SECTION 1.04 CHURCH COVENANT	4
SECTION 1.05 PRIVILEGES OF MEMBERSHIP	4
SECTION 1.06 DISCIPLINE OF A MEMBER	5
SECTION 1.07 TERMINATION OF MEMBERSHIP	6
ARTICLE II. MEETINGS.....	9
SECTION 2.01 PLACE.....	9
SECTION 2.02 MEETINGS FOR WORSHIP.....	9
SECTION 2.03 ANNUAL MEMBERSHIP MEETING.....	9
SECTION 2.04 SPECIAL MEMBERSHIP MEETINGS	9
SECTION 2.05 CORPORATE OFFICERS' MEETINGS.....	9
SECTION 2.06 CHURCH COUNCIL MEETINGS.....	9
SECTION 2.07 QUORUM.....	10
SECTION 2.08 NOTICE REQUIREMENTS FOR MEMBERSHIP MEETINGS.....	10
SECTION 2.09 VOTING.....	10
SECTION 2.10 RULES OF ORDER	11
SECTION 2.11 FISCAL YEAR	11
ARTICLE III. CHURCH LEADERSHIP.....	13
SECTION 3.01 CHURCH OFFICERS.....	13
SECTION 3.02 CORPORATE OFFICERS	13
SECTION 3.03 MINISTRY LEADERS	13
SECTION 3.04 SUPPORT STAFF	13
SECTION 3.05 ELIGIBILITY FOR OFFICE	13
SECTION 3.06 TERMS OF OFFICE	14
SECTION 3.07 ELECTION OF OFFICERS	15
SECTION 3.08 PASTORAL OVERSIGHT OF OFFICERS AND STAFF.....	15
ARTICLE IV. DUTIES AND POWERS OF OFFICERS	17
SECTION 4.01 SPECIAL DUTIES OF CORPORATE OFFICERS	17
SECTION 4.02 THE PASTOR	17
SECTION 4.03 THE DEACONS	17
SECTION 4.04 THE CHURCH CLERK	18
SECTION 4.05 TREASURER	19
SECTION 4.06 CHURCH COUNCIL	19
SECTION 4.07 MINISTRY LEADERS	20
ARTICLE V. MINISTRY OF EDUCATION	21
SECTION 5.01 PURPOSE	21
SECTION 5.02 CHURCH PARTICIPATION	21
SECTION 5.03 STAFF MEMBERSHIP	21

SECTION 5.04	STATEMENT OF FAITH ACCORD	21
SECTION 5.05	UNITY	21
SECTION 5.06	TEACHING.....	21
SECTION 5.07	CHRISTIAN WALK.....	22
ARTICLE VI.	ORDINATION OF MINISTERS AND DEACONS	23
SECTION 6.01	ORDAINING MINISTERS.....	23
SECTION 6.02	ORDAINING DEACONS.....	23
ARTICLE VII.	FISCAL RESPONSIBILITIES.....	25
SECTION 7.01	POLICIES AND PROCEDURES MANUALS	25
SECTION 7.02	INTERNAL AUDITING/SAFETY TEAMS.....	25
ARTICLE VIII.	DESIGNATED CONTRIBUTIONS	27
ARTICLE IX.	AMENDMENTS	29

PREAMBLE TO THE BYLAWS

Hanover Fellowship Church endeavors to be a church of the Lord Jesus Christ as described, established, and mandated by the New Testament. The purpose of these Bylaws is to help us accomplish the task of this Church in a “decent and orderly” manner through the use of effective and efficient means of good stewardship of the body’s time, gifts and resources. Our ultimate desire is to bring glory to Jesus Christ through the Church.

These Bylaws are to provide general guidance on organization, governance and operation, based upon biblical principles and practices. However, the ultimate authority for Hanover Fellowship Church’s organization, governance and operation is the Bible. When a conflict or ambiguity exists with regard to these Bylaws, deference is to be given to the biblical reference to resolve the conflict or ambiguity.

ARTICLE I. MEMBERSHIP

SECTION 1.01 GENERAL

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body (Romans 16:1; 1 Corinthians 1:2; 2 Corinthians 8:1; Philippians 1:1; Acts 11:26).

In order to implement the principles of accountability and commitment to the local body of Christ, as defined in the New Testament and practiced in the early churches, Hanover Fellowship Church recognizes the need for formal membership. Membership in this Church shall consist of all persons who have met the qualifications for membership and are listed on the membership roll.

SECTION 1.02 QUALIFICATIONS FOR MEMBERSHIP

Upon a majority vote of the Church Council at a regular or specially called meeting, membership shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior; who renounce sin; who endeavor to live a consecrated life wholly unto the Lord; who enter into the Church covenant contained herein; who agree to submit to the authority of the Church and its leaders as set forth herein; and upon compliance with any one of the following conditions:

- (A) By baptism by immersion as a true believer in Christ Jesus as personal Savior;
- (B) By letter of transfer from another Bible-believing church of like faith, or other written statement of good standing from the prior church if the applicant has been baptized by immersion subsequent to a profession of faith;
- (C) By testimony of faith, having been baptized by immersion as a believer; or
- (D) By restoration, if having been removed from membership, upon majority vote of the Church Council after confession is made publicly before the Church Council of the sin or sins involved, and satisfactorily evidencing repentance to the Pastor (or Church Council if the office of Pastor is vacant).

Each new member will receive a copy of the Church Constitution and these Bylaws and a copy of the current General Operating Budget.

SECTION 1.03 DUTIES OF MEMBERSHIP

Members are expected to be faithful in all duties essential to the Christian life; to attend faithfully the services of our Church; to give financial support to the Church; to support faithfully its mission causes; and to share in its organized work. These are detailed in the Hanover Fellowship Church Covenant.

SECTION 1.04 CHURCH COVENANT

As members of God's covenant family known as Hanover Fellowship Church, we commit ourselves to God and to one another to be Christ-like in our lives and relationships through the presence, guidance, and power of God's Holy Spirit (1 PETER 2:21).

We will love one another as Christ loved us (JOHN 13:34), honor one another above ourselves (ROMANS 12:10), be kind and compassionate to one another (EPHESIANS 4:32), encourage and build up one another (1 THESSALONIANS 5:11), comfort one another (2 CORINTHIANS 1:4), and offer hospitality to one another (1 PETER 4:9).

We will have a spirit of unity based on our common bond in Christ (EPHESIANS 4:3-6), be united in mind and convictions (1 CORINTHIANS 1:10), meet together regularly (HEBREWS 10:25), have equal concern for each other, suffer when one suffers and rejoice when another is honored (1 CORINTHIANS 12:25-26), and consider others more important than ourselves (PHILIPPIANS 2:3).

We will use our God-given knowledge to instruct one another (ROMANS 15:14), use our spiritual gifts to bless one another (1 CORINTHIANS 12:7), use the Word of Christ to teach and admonish one another (COLOSSIANS 3:16), and nurture one another toward spiritual maturity measured by the life and ministry of Jesus (EPHESIANS 4:13).

We will confess our sins to one another, pray for each other (JAMES 5:16), warn those who are idle, encourage the discouraged, help the weak, be patient with one another (1 THESSALONIANS 5:14), forgive one another as the Lord forgave us (COLOSSIANS 3:13), and gently restore those who sin (GALATIANS 6:1).

We will not talk negatively about one another (JAMES 4:11), not pass judgment on one another, not put any stumbling block in one another's way (ROMANS 14:13), not be morally impure, not use obscenities, not be greedy (EPHESIANS 5:3-4), but we will be filled with the Spirit (EPHESIANS 5:18).

We will let the light of godly lives shine together to bring glory to God (MATTHEW 5:16).

SECTION 1.05 PRIVILEGES OF MEMBERSHIP

(A) Every member, 16 years and older, shall have the right to vote on the following matters:

1. Adoption of the annual General Operating Budget of the Church,

2. Election of Church officers,
3. Acquisition of real property,
4. Disposition of all or substantially all of the assets of the Church,
5. Merger or dissolution of the Church,
6. Obtaining of any indebtedness,
7. Amendments to the Constitution and Bylaws of the Church,
8. Calling or removing the Pastor, and
9. Other matters in which the Church Council feels led to seek the membership's advice and counsel

Each member is entitled to one vote. There shall be no proxy or absentee voting.

- (B) Membership in this Church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the Church's worship services, the Church property remains private property. The Pastor (or in his absence, an individual designated by the Church Council) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on Church property or facilities rented or leased by the Church. If after being notified of such a suspension or revocation, the person enters or remains on Church property or facilities rented or leased by the Church, the person may, in the discretion of the Pastor (or in his absence, an individual designated by the Church Council), be treated as a trespasser.
- (C) A member, upon five-business days prior written request made upon the Church, may inspect or copy the prepared financial statements of the Church, the minutes of the proceedings of Church meetings, and the minutes of the proceedings of council meetings.
1. A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the Church, the list of names and addresses of the Church members, or the accounting books and financial records of the Church.
 2. The Church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.

SECTION 1.06 DISCIPLINE OF A MEMBER

- (A) The Pastor and the Church Council shall comprise the discipline committee. These individuals shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the Church covenant. If the Pastor or a member of the Church Council is the subject of a disciplinary matter, he or she shall not sit as a member of the discipline committee. The Pastor and Church

Council members shall be entitled to the same steps as other Church members and be subject to the same discipline.

- (B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.
- (C) If reconciliation is not reached, a second member, either a Church Council member or the Pastor, is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- (D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the discipline committee, as the Church representatives Biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the Church Council that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.
- (E) If the matter is still unresolved after the steps outlined in subsections (B), (C), and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the Church upon a majority vote of the Church Council.
- (F) No matter may be heard by the discipline committee or the Church Council unless the steps outlined in subsections (B) and (C) have been taken, except in the case of a public offense.
- (G) If an unrepentant offending party is removed from the Church membership, all contact with him/her from that point forward (except by family members) must be for the sake of restoration.
- (H) The procedures provided in this section are based on Matthew 18:15-20; Romans 16:17-18; 1 Corinthians 5:1-13; 2 Corinthians 2:1-11; Galatians 6:1; 1 Thessalonians 5:14; 2 Thessalonians 3:6, 10-15; 1 Timothy 5:19-20; and Titus 3:10-11.

SECTION 1.07 TERMINATION OF MEMBERSHIP

- (A) The membership of any individual member shall be automatically terminated without notice if the member in question has not attended a regular worship service of the Church in the preceding six months. Upon good cause being shown to the Pastor, this provision for termination may be waived in the case of any individual member at the discretion of the Pastor.

OFFICIAL DOCUMENT – ADOPTED BY MAJORITY VOTE 6-11-2006

- (B)** No member of this Church may hold membership in another church. If any member unites in membership with another church, that person is automatically terminated without notice from membership in this Church.
- (C)** The Church Council, by a majority vote, may terminate the membership of individuals in accordance with the procedures outlined in Section 1.06. However, no other provisions contained in this section shall be subject to or governed by the procedures regarding discipline of members set forth in Section 1.06.
- (D)** A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the Pastor.

ARTICLE II. MEETINGS

SECTION 2.01 PLACE

Meetings of the members shall be held at a building on the Church property or at such other place or places within or outside the incorporated State as may be designated from time to time by the Church Council.

SECTION 2.02 MEETINGS FOR WORSHIP

Unless otherwise determined by the Pastor, the Church shall meet each Sunday morning for public worship and at other times, as deemed fit, for Bible study and worship.

SECTION 2.03 ANNUAL MEMBERSHIP MEETING

An Annual Membership meeting of the members shall be held in November or December of each year at such time as determined by the Church Council. The primary purpose of this meeting shall be to adopt the Ministry Plan, which includes the General Operating Budget, for the coming fiscal year and to elect any new deacons and corporate officers. Subject to Section 2.07 of this Article, any other proper business may be conducted at this meeting.

SECTION 2.04 SPECIAL MEMBERSHIP MEETINGS

The Pastor (or Church Council if the office of Pastor is vacant or the Pastor is the subject of possible disciplinary action) may call special meetings of the members by following the notice requirements outlined in Section 2.08.

SECTION 2.05 CORPORATE OFFICERS' MEETINGS

Meetings of the Corporate Officers shall be held as needed to conduct the legal business of the Church. The president (Pastor) or secretary (Clerk) shall notify the Corporate Officers of required meetings and the matter(s) to be reviewed with at least one week's verbal or written notice.

SECTION 2.06 CHURCH COUNCIL MEETINGS

The Church Council shall meet monthly at such time as the Council may determine. Prior notice of these meetings shall be in the Church bulletin for the Sunday immediately preceding the meeting. Any member of the Church is permitted to attend Council meetings, although the Council reserves the right at any time to enter closed door session to discuss matters requiring confidentiality. Any member of the Church may address the Council on an issue, as long as notice is given by the member to the pastor or a Council member at least 24 hours in advance of the Council meeting.

Special Church Council meetings may be called by the Pastor or the Treasurer with a minimum of one (1) week's verbal or written notice to the members of the Council.

SECTION 2.07 QUORUM

Those members present and voting at a meeting duly noticed and called shall constitute a quorum of the membership or council for the transaction of business.

SECTION 2.08 NOTICE REQUIREMENTS FOR MEMBERSHIP MEETINGS

- (A) Whenever members are required or permitted to take any action at a meeting of the Church membership, notice shall be given to members no less than two weeks prior to a meeting. Notification of membership meetings shall be given in any of the following manners, which shall be deemed to be a reasonable method of calling a membership meeting:
- Distribution of written material to the congregation in attendance at a regular weekend worship service,
 - Announcement of the meeting in the Church newsletter,
 - Oral announcement to the congregation at a weekend worship service,
 - Announcement by email or United States mail to each member household on the membership roll.
- (B) Action by the members on any of the following proposals is valid only if the notice specifies the general nature of the proposal:
- Selection, rebuke, or dismissal of the Pastor,
 - Amending the Articles of Incorporation,
 - Adopting, amending or repealing the Bylaws,
 - Disposing of all or substantially all of the Church's assets,
 - Approving the acquisition of real property and related indebtedness,
 - Approving the election to dissolve the Church.

SECTION 2.09 VOTING

- (A) Church action shall be by concurrence of a majority of members present and voting, EXCEPT for the calling or removal of the Pastor which shall require an affirmative vote of three-fourths (3/4) of those present and voting, and the amending of the Constitution and Bylaws (for which requirements, see Article IX of these Bylaws and Article VII of the Constitution). All voting shall be by those physically present at the Church meeting at which a vote is taken; no proxy votes shall be allowed.
- (B) The Church Council shall determine the procedures for nomination and voting to the extent not already specified in these bylaws. The Council shall make every

effort to ensure that the nomination procedures are fair and open to all eligible members.

SECTION 2.10 RULES OF ORDER

- (A) Church meetings are open to any Church member desiring to attend.
- (B) The Pastor shall designate someone responsible for recording the minutes of the meeting. The minutes shall include who presided over the meeting, quorum of members, and the summary of actions taken at the meeting.
- (C) The Pastor, or his designee, shall serve as moderator at all Church meetings (except those meetings concerning discipline of the Pastor, in which case the Council shall designate the moderator). The moderator shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and his decision is final and controlling.
- (D) For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 1.05(B) and treat the person as a trespasser.

SECTION 2.11 FISCAL YEAR

The fiscal year of the Church shall begin January 1st and end December 31st.

ARTICLE III. CHURCH LEADERSHIP

SECTION 3.01 CHURCH OFFICERS

The Church officers are: Pastor, Deacons, Church Council members, Church Clerk, and Treasurer.

SECTION 3.02 CORPORATE OFFICERS

Some Church officers shall also serve as corporate officers. They are:

- (A) The Pastor, who shall serve as president of the corporation;
- (B) The Church Clerk, who shall serve as secretary of the corporation;
- (C) The Treasurer, who shall serve as treasurer of the corporation.

SECTION 3.03 MINISTRY LEADERS

Ministry leaders (excluding the Pastor) are called to serve by recommendation from the Church Council and are empowered by the Council for running the day-to-day ministry operations of the Church. The Council may, at their discretion, bring a candidate for ministry leader before the Church membership for approval at a general or specially called membership meeting.

SECTION 3.04 SUPPORT STAFF

Support staff may be employed as the need arises upon recommendation of the Church Council and subject to budgetary constraints. The Council shall have approval authority over the staff positions and those chosen to fill said staff positions.

SECTION 3.05 ELIGIBILITY FOR OFFICE

- (A) The Church shall not install or retain an officer or ministry leader who fails to adhere to or expresses disagreement with the Statement of Faith. All Church officers, upon request of the Pastor, shall affirm their agreement with the Statement of Faith (as set forth in the *Constitution of Hanover Fellowship Church*).
- (B) Only Church members are eligible for election or appointment to any Church office or ministry lead position.

- (C) Church Council members-at-large and deacons shall be members in good standing at Hanover Fellowship Church for at least one year prior to their taking office. Spouses shall not be allowed to serve together on the Church Council.
- (D) As extensions of the pastoral ministry, deacons shall at all times meet high standards for personal conduct. They shall be men who actively work to protect the unity of the church and promote goodwill toward the pastor. They shall earnestly seek to resolve disputes so as not to harbor any personal resentment or ill will toward the pastor or fellow deacons. The pastor and, if instituted, the deacon team (by a majority vote) shall judge the suitability of candidates for the office of deacon. Evaluators shall take into consideration a deacon candidate's current (i.e., prior five year) pattern of personal (public and private) conduct according to 1 Timothy 3:8-12. This consideration shall extend to whether a candidate, if married, actively demonstrates covenant love and fidelity toward his wife (the original language of verse 12 literally requires a deacon to be a "one woman man," i.e., faithful to "one wife"). In the spirit of this criterion, unmarried candidates shall be chaste and appropriately trustworthy in their conduct toward women. If divorced, a candidate's failure to maintain the marital covenant shall be held to the same standard as, for instance, prior immoderation toward alcohol (verse 8) or failure to manage one's children well (verse 12); that is, candidates shall be considered only under the condition that they have actively and consistently (for at least five years prior to being elected to office) demonstrated repentance (e.g., taking responsibility for their actions, attempts at reconciliation and/or bridge-building, lack of vengeful behavior and outward bitterness).
- (E) The number of deacons shall be based on the approximate average worship attendance for the calendar year based on the following formula: $3 + (1 \text{ deacon for approximately every } 50 \text{ attenders})$. Thus, for an approximate average attendance of 100, the number of deacons would be $3 + 2 = 5$. In the event of a substantial reduction in worship attendance, the Church Council shall decide the need for a reduction in the deacon team as well as the procedures thereof.

SECTION 3.06 TERMS OF OFFICE

- (A) The relationship between the Pastor and the Church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The calling of a Pastor or severance of the relationship between the Pastor and the Church may be considered at any regular or specially called membership meeting, provided notice to that effect shall have been given from the pulpit to the Church each Sunday for two Sundays prior to said regular Church administration meeting. A three-fourths majority of the eligible members present and voting shall be required to call a Pastor or to sever the relationship between the Pastor and the Church. Disciplinary removal of the Pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to the requirements of Section 1.02(D).

- (B) The term of service for the Treasure shall be three years, at the expiration of which they may be re-elected or re-appointed.
- (C) The term of service for all officers in the Church, except the Pastor and the Treasurer, shall be one year, at the expiration of which they may be re-elected or re-appointed.
- (D) A vacancy occurring in any office, except in the case of the Pastor, may be filled at any regular or specially called Church membership meeting.
- (E) All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed.
- (F) Members of the Church Council and deacons may be removed from office for unbiblical conduct (and, in the case of deacons, personal conduct unbecoming a deacon as set forth in Section 3.05(D)), as determined by the Church Council, upon a majority vote of the remaining members of the Church Council.

SECTION 3.07 ELECTION OF OFFICERS

The election of officers by the Church membership shall occur at the annual membership meeting.

SECTION 3.08 PASTORAL OVERSIGHT OF OFFICERS AND STAFF

- (A) Subject to the approval of the Church membership and on the condition that they shall become a member of the Church upon assuming their duties, the Pastor may hire associates and assistants to assist the Pastor in carrying out his God-given responsibilities.
- (B) All Church staff and ministry leaders, whether paid or volunteer, shall be under the supervision of the Pastor who has the sole authority to dismiss the same. No employee or volunteer shall be hired, appointed, or retained who fails to adhere to or expresses disagreement with the Statement of Faith.
- (C) The Pastor, or his designee, is *ex officio* a member of every ministry of the Church, and his leadership is to be recognized therein.

ARTICLE IV. DUTIES AND POWERS OF OFFICERS

SECTION 4.01 SPECIAL DUTIES OF CORPORATE OFFICERS

- (A) The Corporate Officers will, upon the specific vote of the Church authorizing such action, have the power to buy, sell, mortgage, lease or transfer any property of the Church.
- (B) The Corporate Officers will execute all legal papers relating to the Church and to the community as the Church may direct.
- (C) The Corporate Officers will hold in trust the title to all property of the Church and Corporation, and will represent the Church in all matters of legal responsibility regarding the purchase, insuring, improvement and disposal of Church property imposed upon them by the laws of the State of Pennsylvania.

SECTION 4.02 THE PASTOR

- (A) The Pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall administer the ordinances of the Church, act as moderator at all Church meetings for the transaction of Church matters, supervise the teaching ministries of the Church, and tenderly watch over the spiritual interests of the membership.
- (B) The Pastor shall serve as the president of the corporation. He shall publicly inform all newly elected officers of the particular function and the responsibilities of their respective offices. He shall extend the right hand of fellowship to all new members on behalf of the Church and perform such other duties as generally appertain to such a position. The Pastor shall be free to choose the means and methods by which he exercises the ministry that God has given him.
- (C) All appointments for public worship and Bible study and the arrangements thereof, including time and place and the use of the property belonging to the Church for purposes other than the stated appointments, shall be under the control of the Pastor.

SECTION 4.03 THE DEACONS

- (A) The deacon team shall be a service ministry. They shall NOT constitute a decision-making body.
- (B) The deacons shall assist the pastor in ministering to the physical and spiritual needs of the Church family, in promoting the spiritual welfare of the Church, in conducting the religious services, and in performing all other work of the Church. They shall make provision for the observance of the ordinances of the Church.

They shall, if requested by the Pastor, consider applications for Church membership. They shall assist the Pastor in visitation and all other evangelistic efforts of the Church.

SECTION 4.04 THE CHURCH CLERK

The Church clerk shall:

- (A) Attend, or be represented at, all business meetings of the Church, the Corporate Officers and the Church Council;
- (B) Report directly to the Pastor;
- (C) Certify and keep at the office of the Church, the original bylaws or a copy, including all amendments or alterations to the bylaws;
- (D) Keep at the place where the bylaws or a copy are kept a record of the proceedings of meetings of the Church Council, with the time and place of holding, the notice of meeting given, the names of these present at the meetings;
- (E) Sign, certify, or attest documents as may be required by law;
- (F) See that all notices are duly given in accordance with the provisions of these bylaws. (In case of the absence or disability of the Clerk, or his or her refusal or neglect to act, notice may be given and served by the Pastor or by the Church Council.);
- (G) Be custodian of the records of the Church, including the membership roll, baptisms, and certificates of ordination, licenses and commissions;
- (H) See that the reports, statements, certificates, and all other documents and records required by law are properly kept and filed in a secure and readily accessible location;
- (I) Exhibit at all reasonable times to proper persons on terms provided by law the bylaws and minutes of proceedings of the Church Council or the minutes of the meetings of the Church members;
- (J) Keep an account of any special events in the life of the Church which are of historical interest and give a report at the annual membership meeting of the status of the Church membership roll in the past year;
- (K) Keep all records at the office of the Church and deliver them to any successor upon leaving office;
- (L) Serve as the secretary of the corporation.

SECTION 4.05 TREASURER

The treasurer shall:

- (A) Have charge and custody of, and be responsible for, all funds of the corporation, and deposit all funds in the name of the Church in banks, trust companies, or other depositories as shall be selected by the Church Council;
- (B) Receive, and give receipt for all contributions, gifts, and donations to the Church;
- (C) Disburse, or cause to be disbursed, the funds of the Church as may be directed by the Church Council, or the budget adopted by the members of the Church at the annual membership meeting, taking proper vouchers for the disbursements;
- (D) Supervise the financial secretary, which position will handle the day-to-day functions of bookkeeping and finances;
- (E) Keep and maintain adequate and correct accounts of the Church's properties and business transactions including account of its assets, liabilities, receipts, disbursements, and capital;
- (F) When and as requested, render to the Pastor and the Church Council accounts of all his or her transactions as treasurer and of the financial condition of the Church;
- (G) Make a general report for the year at the annual membership meeting;
- (H) Keep all Church financial records in a secure and readily accessible location and deliver them to any successor upon leaving office;
- (I) Serve as treasurer of the corporation.

SECTION 4.06 CHURCH COUNCIL

The administrative body of the Church, reporting to the membership, shall be the Church Council. The Church Council shall advise the Pastor on operational aspects of the Church and shall oversee administrative, legal and financial matters.

- (A) The Church Council shall consist of the Pastor, the Treasurer, the Ministers of the Student, Worship and Media ministries and three members at large. The three "at large" Council members shall not be eligible for re-election until one year following their term of service. As deemed necessary, two or more positions may be filled by a single individual; however, no individual shall have more than one vote on any Council business.
- (B) Meetings of the Church Council shall be conducted by the Pastor, or, in his absence, the Treasurer. Regular meetings of the Church Council shall be held monthly, at such times as the Council so designates.

- (C) The Church Council shall assist the Pastor in caring for the administrative needs of the Church's various ministries as requested by the Pastor. If the Pastor is unavailable or the office of Pastor is vacant, the Church Council shall provide the pulpit supply and choose a moderator for Church meetings. Upon the death, resignation, or dismissal of the Pastor, the Church Council shall appoint a pulpit committee and shall have full authority to decide all guidelines for the pastoral search process which are not otherwise specified in these bylaws.

SECTION 4.07 MINISTRY LEADERS

- (A) The primary task of ministry leaders is to equip, encourage, support and train the members of Hanover Fellowship Church in the work of ministry.
- (B) Ministry leaders may act individually to enter into transactions regarding their specific area of ministry, conditioned upon budgetary constraints, but they are subject to the oversight of the Church Council and authorization levels given to them by the Pastor and the Council. If a minister exceeds his or her authorization level in a Church transaction, the minister may be held personally responsible for any obligations incurred as a result. The Pastor is responsible, and will be held accountable to the Church Council, for the oversight of all ministerial staff of the Church.

ARTICLE V. MINISTRY OF EDUCATION

SECTION 5.01 PURPOSE

The Church believes that it is to provide members and their children with an education which is based upon and consistent with Biblical teachings. The Church believes that the home and Church are responsible before God for providing a Christian education. To this end, the Church shall engage in ministries in education in keeping with the following dictates.

SECTION 5.02 CHURCH PARTICIPATION

All educational programs or courses of instruction formulated and offered by the Church shall be primarily for the benefit of the members of the Church; however, the Pastor may permit nonchurch members to participate in Church educational programs or courses of instruction if he deems it in the best interest of the Church.

SECTION 5.03 STAFF MEMBERSHIP

All instructors, teachers, and administrators shall be members of this Church. This provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

SECTION 5.04 STATEMENT OF FAITH ACCORD

All educational programs or courses of instruction shall be taught and presented in full accord with the Statement of Faith of the Church found in the *Constitution of Hanover Fellowship Church*. The Church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or expresses disagreement with the Statement of Faith.

SECTION 5.05 UNITY

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the Church.

SECTION 5.06 TEACHING

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

SECTION 5.07 CHRISTIAN WALK

All administrators, instructors, and teachers shall continue or adopt a lifestyle consistent with the precepts which they teach, whether in or out of the classroom.

ARTICLE VI. ORDINATION OF MINISTERS AND DEACONS

SECTION 6.01 ORDAINING MINISTERS

Any present member of this Church, or former member now serving in ministry at another location, who by his piety, zeal, and aptness to preach and teach gives evidence that he is called of God to the work of the ministry may, by a vote of a majority of the members present at any membership Church meeting, and after examination by the Pastor, ordained pastoral staff and deacons as to his Christian experience, be ordained by the Church to the Christian ministry.

When a Church of like faith and order shall have called a member of this Church to its staff and shall have requested in writing that he be ordained, this Church shall consider such request. If the Church by a vote of a majority of the members present at a regular Church meeting approves such a request, then it shall authorize and direct the Pastor to assemble an ordination council of ordained ministers of the Gospel of like faith and order and deacons of like faith and order who shall perform the ceremony of ordaining this member to the Gospel ministry in the name of, and in the presence of the Church.

SECTION 6.02 ORDAINING DEACONS

A deacon is deemed eligible for the office according to the procedures outlined in Section 3.05 shall be put to a vote of the Church membership. If the Church, at a membership Church meeting, shall elect a member or members to the office of deacon, it shall authorize and direct the Senior Pastor to assemble an ordination council which may be composed of ordained ministers of the Gospel of like faith and order and deacons of this Church, and deacons of like faith and order who shall perform the ceremony of ordaining him or them to the office of deacon, in the name of, and in the presence of, this Church.

ARTICLE VII. FISCAL RESPONSIBILITIES

SECTION 7.01 POLICIES AND PROCEDURES MANUALS

Policies and Procedures Manuals may be developed as deemed prudent by the Church Council at the direction and approval of the Church Council. The Policies and Procedures Manuals shall support and complement the Articles found in these bylaws. Policies and procedures will be designed to provide reasonable assurance that the established ministry objectives, goals and values of Hanover Fellowship Church will be achieved in an orderly and timely fashion.

The Church Council reserves the right to modify, supplement, rescind, or revise unless otherwise so stipulated, any of the manuals' information from time to time, with or without notice, as they feel necessary and appropriate as so led by Jesus Christ, who is the Head of this body of believers.

The official copy of each manual shall be kept in the Church office.

SECTION 7.02 INTERNAL AUDITING/SAFETY TEAMS

- (A) The Church Council shall establish two advisory teams: Risk Management Team and Internal Auditing Team. The primary purpose of these teams shall be to provide:
- Assurance that the Church is operating its activities in an effective, efficient and safe manner which demonstrates the wise stewardship of time and material resources;
 - Assurance that key risk areas of the Church are being managed by the use of adequate internal controls in its operational systems;
 - Assurance that the financial disclosures are properly made by the staff and that the Church reasonably portray the ministry's financial condition, results of operations, cash flow needs, and long-term commitments;
 - Assurance that the Church is in reasonable compliance with pertinent laws and regulations, is conducting its affairs ethically, and is maintaining effective controls against leadership and employee conflicts-of-interest.
- (B) Throughout the year, these teams will actively review the operational systems of the Church to accomplish the assurances mentioned above. They will work closely with the pastoral and support staff. They will report directly to the Church Council regarding their findings.
- (C) Should an accusation of criminal conduct be brought against any member of Hanover Fellowship Church pertaining to behavior in the course of his/her ministry on behalf of the Church, the Risk Management Team shall convene

within 24 hours of learning of such accusation and shall decide appropriate measures to be followed in notifying appropriate authorities, thoroughly investigating the accusation, and mitigating risk to the Church. In such a case, the Risk Management Team shall recommend action to the Church Council, and the Council shall, after careful deliberation, implement such actions as it deems prudent. In such deliberations, any Council members who are the subject of the accusation under review shall not have a vote.

ARTICLE VIII. DESIGNATED CONTRIBUTIONS

From time to time the Church Council, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Whenever financial contributors designate uses for their contributions toward such goals, every effort shall be made to honor their designations. However, in cases where contributions exceed the funding needed to accomplish the goals for which they are designated, the Church Council shall retain the right to use those contributions for the general furtherance of any of the purposes stated in Article II of the *Constitution of Hanover Fellowship*.

ARTICLE IX. AMENDMENTS

These bylaws or any provision of them may be altered, amended or repealed, and new bylaws may be adopted at any time by the Church Council, with affirmation of change, as reflected by a two-thirds (2/3) vote of the members present at any special or regular membership meeting.