

Preamble: Leroy Community Chapel, having been formed as a not-for-profit corporation [501 (c) (3)] on _____ 1939, hereby adopts the following constitution and bylaws for the governance of said corporation.

Article I – Name and Affiliation

1. Name. The church shall be known as Leroy Community Chapel, hereafter referred to as LCC.
- 2 Affiliation. LCC is organized as an independent, autonomous and self governing body. We maintain affiliations with churches of like faith and practice to further the cause of Christ and the ministry of LCC. We can establish official or voluntary affiliation with organizations by 2/3 majority vote at a duly called congregational meeting.

Article II – Statement of Faith

1. **Scripture.** We believe that the Bible, both Old and New Testaments, is verbally inspired (2 Timothy 3:16-17; 2 Peter 1:20-21) and the only infallible, authoritative Word of God (Luke 24:25-27; 1 Thessalonians 2:13).
2. **Godhead.** We believe that there is only one God, eternally existing in three persons: Father, Son and Holy Spirit (Genesis 1:26; Deuteronomy 6:4; 2 Corinthians 13:14). God the Father is the creator of all things (Genesis 1:1) and is sovereign in creation, providence, and redemption (Romans 11:36). Jesus Christ possesses all the divine attributes and is coequal and coeternal with the Father (John 10:30; 14:9). At the incarnation Christ surrendered the free use of those divine attributes, but never surrendered His deity, so that He might accept the characteristics of humanity and become the only God-Man (Philippians 2:5-8; Colossians 2:9). The Holy Spirit is a divine person, eternally possessing all the attributes of personality and deity (1 Corinthians 2:10-13). He executes the will of the Father in relation to mankind. He is the supernatural agent in regeneration, baptizing believers into the Body of Christ (1 Corinthians 12:13). He indwells, sanctifies, instructs, and empowers the saints for service, sealing them unto the day of final redemption (Romans 8:9; 2 Corinthians 3:6; Ephesians 1:13).
3. **Man.** We believe that man was created in the image of God (Genesis 1:26-27). That man rejected God and as a result of this rebellion, referred to as The Fall (Genesis 3), was separated from God, and was placed under the condemnation of death (Romans 3:23; 6:23). The entire human race shares in man's lost condition (Romans 3:9-10; 5:19).

4. **Jesus Christ.** We believe that Jesus Christ is the promised Son of God (Hebrews 1:1-3), the fullness of God in human form (Colossians 1:19). As eternal God, He was the Word of God (John 1:1-2). He was born of the virgin Mary (Matthew 1:23), lived a sinless life (Hebrews 4:15), was crucified as a sacrificial substitute for our sin (Hebrews 10:11-14), conquered death by raising from the dead (1 Corinthians 15:3-4), ascended to the right hand of the Father (Hebrews 1:3), and will personally return in power and glory to judge the living and the dead (1 Peter 4:5), and to establish his Kingdom (Revelation 12:10).

5. **Salvation.** We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on the cross for the forgiveness of our sins (Ephesians 2:8-10; Ephesians 1:18; 1 Peter 1:18-19). Through Christ, the sinner is justified before God whereby He declares the guilty sinner not guilty (Romans 8:33). Through the substitution of Christ, man's sin is imputed to Christ and Christ's righteousness is imputed to man (2 Corinthians 5:21). God's wrath is satisfied as His grace is lavished through forgiving sin. Every believer is sanctified unto God through justification and declared holy unto Him instantly (Acts 20:32; Hebrews 2:11). All the redeemed are eternally kept by God and secure in Christ forever (John 5:24, 6:37-40; Romans 5:9-10, 8:1).

6. **Eternal State.** We believe that Jesus Christ will return to bring all things to judgment (John 14:3; 2 Corinthians 5:9-10), to set up His kingdom (Revelation 12:10), to bring this age to a close, and to initiate the new heavens and earth (2 Peter 3:10-13). We believe every person will be resurrected from the dead; the believers to an eternal life of blessedness and joy (1 Corinthians 15:51-52), unbelievers to everlasting punishment, and Satan forever put down in the Lake of Fire (Revelation 20:7-15).

7. **The Church.** We believe that the Church is commissioned by Christ to "preach the gospel to every creature" and to "make disciples of all nations" (Matthew 28:19-20). Having received the gospel, every member is an ambassador of the gospel to their world (2 Corinthians 5:17-20). The mission of the local church is to disciple its members to be able to pass on the truth to others as they share the gospel in all they do (Ephesians 4:11-16; 2 Timothy 2:1-2).

8. **Ordinances.** To commemorate the work of salvation, we celebrate two ordinances of the faith. (1) Baptism, as a symbol of our cleansing and our new identity as Christians by entering into the death, burial and resurrection of Jesus Christ (Romans 6:1-5); and (2) The Lord's Supper, as a symbol of our commitment to the work of redemption – secured through the death and resurrection of Jesus Christ (1 Corinthians 11:17-32).

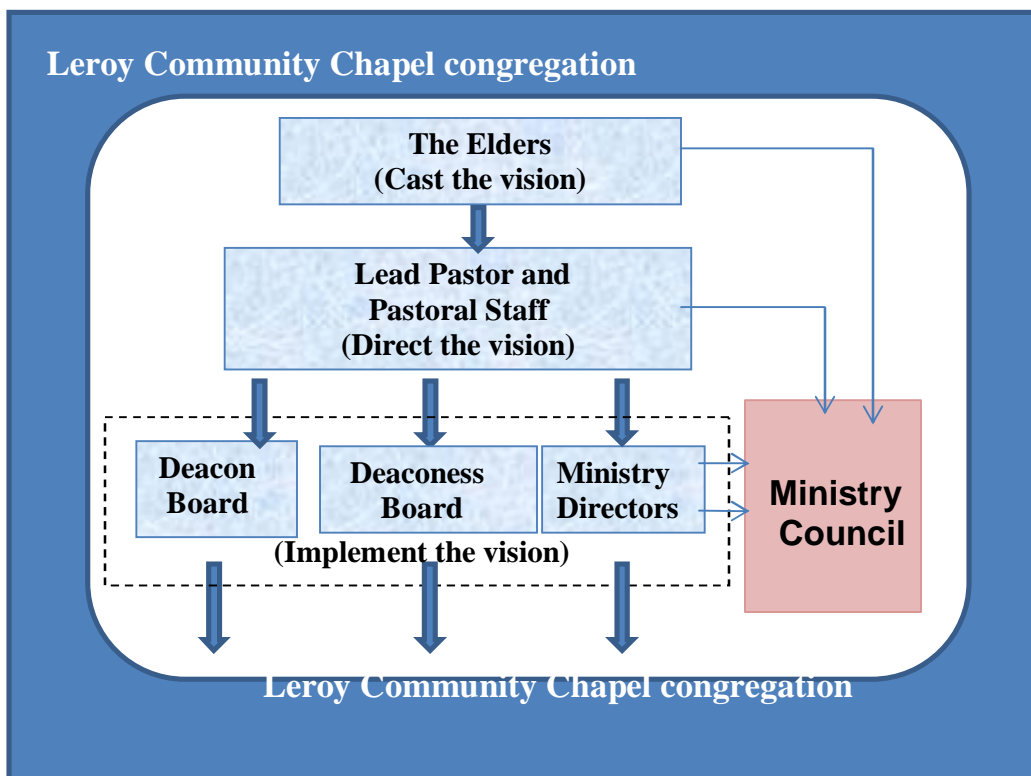
Article III – Membership

Any person may become a member who professes saving faith in the Lord Jesus Christ; who agrees with our Statement of Faith; and who commits to worship, serve, support and grow with LCC. Each person must take the new membership class and give public testimony of his faith. The specific matters relating to membership can be found in the “By-Laws.”

Article IV – Church Government –

Form of government: The government of LCC will be vested in the Board of Elders, which represent and hold the trust of the voting membership. The Elder Board will cast vision, give direction and set policy for the supervision of the church. The lead pastor and pastoral staff will administer and implement the vision of LCC. The figure below illustrates the governance model for LCC.

LCC Governance Model – Elder / Representative



A. The Leadership Groups: Duties, roles and qualifications.

- 1. The Board of Elders** serves as the ruling body. It is comprised of the active elders.
 - a. The Elders cast vision, establish policy, and commission the Lead pastor with the pastoral staff to implement the vision and policies.
 - b. The Elders keep the ministry and the congregation in prayer before God, give supervision to the spiritual work of the church in general, and administer discipline.
 - c. The Elders function as the legal trustees of the church and its property. In this function the elders will ensure that the following trustee duties are performed directly or by delegation:
 - (1) Advise and recommend to the elders in all trustee related matters and carry out research projects assigned to them.
 - (2) Ensure all federal and state regulations concerning the church are in order.
 - (3) Stay abreast of the latest laws concerning the operations and status of the church and its personnel.
 - (4) Research matters concerning insurance for the church and its personnel.
 - (5) Research all matters of real estate pertaining to LCC.
 - d. An Elder is expected to uphold the Christian faith, maintain godly character, and lead with wisdom and maturity as expressed in 1 Timothy 3.

- 2. The Pastoral Staff** implements the church vision and administers the ministry and life of the church. The pastoral staff consists of the Lead Pastor and the ministry pastors which are chosen by the congregation. The church administrative staff serves under the pastors to effectively accomplish the work of the Lord in the cause of Christ. All pastors are ex officio (by virtue of position) members of the Elder Board. The lead pastor will serve as the chief administrative officer and the head of the pastoral staff. It is his responsibility to direct the affairs of the staff, to lead the church in its mission and to feed the flock – giving attention to prayer and the ministry of the word (Acts 6:4).
 - a. The Pastoral Staff is in charge of all aspects of the congregational worship.
 - b. The Pastoral Staff is in charge of ministering to and feeding the flock.
 - c. The Pastoral Staff is to direct and work with the Deacons and Deaconesses.
 - d. The Pastoral Staff is to appoint Ministry Directors with approval of the Elders.
 - e. The pastors of LCC must meet the qualifications of the elder as described in I Timothy 3. Each pastor is expected to fill his role as a godly man filled with the Holy Spirit, and to teach the word of God as guided by the LCC Statement of Faith.

- 3. The Deacons** serve the church by giving supervision to the physical aspects of the church's ministry. The deacons serve under the direction of the pastoral staff to make the ministry function effectively.
 - a. The deacons are in charge of the development and maintenance of the properties and facilities of LCC.

- b. The deacons are responsible for the physical aspect of scheduled meetings at LCC.
 - c. The deacons are in charge of facilitating the various aspects of the worship services at LCC, such as ushering the meetings and collecting the financial offerings, in cooperation with the pastoral staff and ministry directors.
 - d. The deacons' qualifications will be in accordance to I Timothy 3:8-13.
 - e. Deacons are presented as nominees at the May congregational meeting, and chosen by a congregational vote of affirmation. A two-thirds majority vote by the membership present at the May congregational meeting is needed to affirm a nomination. A deacon serves a three year term. The terms of the deacons should be staggered so that continuity is maintained from year to year.
- 4. The Deaconesses** serve the church in various “help” and “compassion” oriented ministries at the discretion of the pastoral staff.
- a. The deaconesses are in charge of preparing the elements of the Communion services and refreshments at church meetings.
 - b. The deaconesses are in charge of the kitchen and food arrangements for all wedding receptions and funeral wakes held in the church facilities.
 - c. The deaconesses are to work with the sick and bereaved and to help in other programs that are instituted for this general area of care.
 - d. The deaconesses' qualifications will be in accordance to Acts 9:36, Titus 2 and I Timothy 3.
 - e. Deaconesses are presented as nominees at the May congregational meeting, and chosen by a congregational vote of affirmation. A two-thirds majority vote by the membership present at the May congregational meeting is needed to affirm a nomination. A deaconess serves a three year term. The terms of the deaconesses should be staggered so that continuity is maintained from year to year.
- 5. The Ministry Directors** are appointed by the pastoral staff with the approval of the elders and are charged with the supervision of a specific ministry of the church, such as Women's Ministry, Youth Ministry, Jail Visitation Ministry, Men's Ministry, Worship Ministry, etc. The ministry directors are to work with the other leadership groups as needed to expedite the successful working of their ministry. The ministry advisory council has been created for this purpose.
- 6. The Ministry Advisory Council** is an advisory and networking council. It is not a policy making council. It functions at the behest of and helps implement the policies set by the Board of Elders. Its purpose is to facilitate communication between the leadership and ministry groups, to promote unity and cooperation so that ministry can be accomplished, and to give insight and advice concerning the church vision and its outworking. It is comprised of a representative from each ministry group, each leadership group and other church officials as deemed necessary to the facilitating of the ministry. The lead pastor, or one appointed by him, will serve as the chairman of the Ministry Council.

7. **Standing Committees** are permanent committees that give advice to and carry out the duties assigned to them by the Board of Elders. The committee members are appointed by the Board of Elders, except for those members that are church officers elected by the congregation.
 - a. **The Benevolence Committee** oversees the collection and distribution of so designated monies and gifts to those with special needs in our church family and the greater community. A staff pastor will chair the committee, and report its activities to the Board of Elders.
 - b. **The Personnel Committee** oversees and gives council to the Board of Elders about all personnel matters of LCC, that are associated with paid staff – pastoral, administrative or ministry directors. The chairman of the Board of Elders, or his appointee, will serve on the personnel committee.
 - c. **The Financial Committee** oversees the fiduciary matters of LCC, including the development and oversight of the budget. The treasurer will be the chairman of the financial committee. A non-staff elder will also serve on the committee. The treasurer is responsible to establish the fiduciary procedures necessary for maintaining proper fiscal responsibility and accountability.

8. **Ad Hoc Committees** refer to non standing committees created for temporary and specific purposes. They are terminated as soon as their purpose has been served. Examples of ad hoc committees are: the nominating committee, a pastoral search committee, a capital campaign or building committee. Unless otherwise noted, whenever an ad hoc committee is formed, the elders shall appoint a chairman from the Ministry Council. The other members will be appointed by the leadership group to which the ad hoc committee reports.
 - a. **The Nominating Committee** will report to the Elders. All chosen officers of the church except for pastors will be nominated by the nominating committee. The nominating committee shall consist of at least *six* members: one from the pastoral staff, one from the elder board (who is finishing his term), one from the deacon board (who is finishing his term), *one from the deaconess board (who is finishing her term)*, and two from the membership of the church, appointed during the October congregational meeting by popular vote. The nominating committee shall evaluate the qualifications and capabilities of every man or woman considered for office and review with the candidate the qualifications required for the respective officers before submission of such candidates to the elders for their review. The elders will submit the list of approved nominees at the May congregational meetings for election. Members are encouraged to submit names for consideration to the nominating committee before the February 1 deadline. Nominations for church officers will not be accepted from the floor at congregational meetings. Only members of LCC are eligible to serve as church officers. The Nominating Committee will be dissolved each year after the May congregational meeting.
 - b. The **Pastoral Search** and **Capital Campaign Committees** will report to the Elders.

B. Officers of the Church

For legal and fiduciary matters, elders and the treasurer are designated as officers of Leroy Community Chapel. All elected officers shall serve until the first meeting of said leadership group following the end of the fiscal year after their term of office has expired. Each church official shall sign the doctrinal statement embodied in this constitution at the beginning of appointment.

1. Elders: Processes of Appointment and Dismissal.

a. The number of elders will vary according to the number of members, the needs of the church, and the number of qualified men available.

A head elder will be chosen by the elders to serve as Chairman of the Board for one year terms beginning in July. The Head Elder serves as the moderator of all Board of Elders and congregational meetings. It is his responsibility to appoint clerks to see that official minutes and records of LCC are kept secure and up to date. He also will declare whether a quorum is met for each congregational meeting.

b. Elders are presented as nominees at the May congregational meeting, and chosen by a congregational vote of affirmation. A two-thirds majority vote by the membership present at the May congregational meeting is needed to affirm a nomination. An elder serves a three year term. The terms of the elders should be staggered so that continuity is maintained from year to year. An elder can serve for two consecutive terms, after which he must take a year off the Elder Board as an active elder.

c. An elder may be dismissed if he no longer upholds the core values or doctrines of the church, or fails to support the ministry for an extended period of time. The process for dismissal of an officer of the church is presented in the by laws.

2. Pastors: Processes of Appointment and Dismissal.

a. Pastors are presented by the Pastoral Search Committee to the Board of Elders, who approve and present them as candidates to the congregation. Pastoral candidates must receive two-thirds of the members voting at a special meeting called for the expressed purpose of selecting a pastor before the elders will extend a call to the candidate. A pastor and his wife, upon acceptance of the call, shall become members of LCC. There are no term limits for a pastor.

b. A pastor shall serve until his pastorate is terminated by resignation or request by the Board of Elders. The terms of resignation or dismissal are presented in the by laws.

3. Treasurer: Duties, Process of Appointment

a. The treasurer is the chief financial officer of the church. The treasurer is responsible for all matters relating to church finances. He will establish the procedures for collecting, counting, recording, depositing, dispensing, and reporting so that the monies contributed to the church are handled responsibly. He is also responsible for the accounting of the financial records and maintaining the proper state credentials required for (501) (c) (3) corporations. The financial procedures are found in the policy manual.

- b. The treasurer is presented as a nominee at the May congregational meeting and chosen by a congregational vote of affirmation. The treasurer serves a two year term. He can serve as many terms as he is nominated and approved by the congregation at the annual meeting.
- c. The Treasurer will have the qualifications of deacon.

C. Congregational Meetings

- 1. There shall be two official congregational meetings** each year, in October and in May.
 - a. In October the nominating committee will be selected. The financial report will be presented. Other items can be added to the agenda by the Chairman of the Elder Board.
 - b. In May those nominated for church offices will be approved or rejected by vote of the members present. The yearly Budget will also be presented and voted on. The yearly vision, goals, and strategy for LCC will be presented. Other items can be added to the agenda by the Chairman of the Elder Board.
- 2. Special meetings may be called by the elders.** The date and purpose of said meetings must be posted two weeks in advance and clearly announced to the congregation through the Sunday bulletin. Such meetings are not to be used as open forums for new business or debate, but are restricted to the stated purpose. The elders shall call a meeting upon written request from 20% of the membership. The reason is to be clearly stated. Said meeting is to be convened within four weeks after the filing of the request.
- 3. A quorum is necessary to transact any business at a congregational meeting.** 20% of the active membership must be present at a congregational meeting to form a quorum. A majority vote of the voting members present at any constitutionally called congregational meeting shall be required in all matters brought before the congregation for approval or decision, unless otherwise provided for in this constitution.
- 4. All LCC attendees are welcome to attend congregational meetings.** Only members may introduce or vote on issues.
- 4. The Chairman of the Elder Board, or his appointee, shall moderate and establish the agenda for all congregational meetings.**
- 6. The fiscal and program year for LCC shall extend from July 1 to June 30.** A yearly report for the completed year will be drawn up and distributed to all active members during the month of July.

- 7. In the conduct of business, any parliamentary questions not covered by this constitution shall be decided by the latest edition of *Robert's Rules of Order*.**

Article V. Property Rights

If the church membership votes to dissolve and cease to function as a church, or if the membership should dissolve through some disaster, the property and assets will be distributed representatively among the organizations that sponsor the current missionaries on monthly support by LCC, with the intent that said missionaries receive their support in ministry for up to four years.

Article VI. Finances

- A.** LCC will operate in a debt free manner.
- B.** Once the annual budget has been approved by the congregation, any unbudgeted expenditures that exceed 2% of the annual budget must be approved by a majority vote at a meeting where a quorum has been met.

Article VII. Provision for “By Laws” and “Policy Manual”

- A.** A supplement to this constitution known as **The By-Laws of Leroy Community Chapel** shall provide a vehicle to implement and carry out the principles outlined by the Constitution. Examples of items included in the By Laws are:
1. Explanations in more detail how the church functions, frequency of meetings for committees, the process involved in Church discipline, etc.
 2. Church position statements that are relevant to this local body, but are not deemed core doctrine as found in the Constitution Article II--Statement of Faith.
 3. The vision statement and core values Leroy Community Chapel.
 4. All matters dealing with membership.
 5. Ministry purpose statements and procedures.
- B. The Policy Manual of Leroy Community Chapel** shall cover such items as:
1. Job descriptions for all positions in the church.
 2. Grievance procedures and protocol.
 3. Operational procedures, such as how the fiduciary matters of the church are handled.
 4. Church office and administrative staff manual.
 5. Church Policies, such as rental policies, wedding policies, etc.
- C. New” By Laws” or “ Policy Manual” statements or changes to existing “By Laws” or “Policy Manual” statements will be presented to and reviewed by the Ministry Council and approved by the Elders.**

Article VIII. Amendments

Amendments to this constitution may be made at any duly called congregational meeting when said amendments have been presented to the Board of Elders in writing with signatures of 20% of the voting membership and posted for at least one month prior to the congregational meeting. A two-thirds majority vote is required for passage of the amendment at a meeting where a quorum has been met.

By Laws

Preface: The By Laws of Leroy Community Chapel are established by Article VII of the Constitution. The purpose and function of the By Laws as stated in the Constitution are:

As a supplement to this constitution, The By-Laws of Leroy Community Chapel shall provide a vehicle to implement and carry out the principles outlined by the Constitution. Examples of items included in the By Laws are:

1. Explanations in more detail how the church functions, frequency of meetings for committees, the process involved in Church discipline, etc.
2. Church position statements that are relevant to this local body, but are not deemed core doctrine as found in the Constitution Article II--Statement of Faith.
3. The vision statement and core values Leroy Community Chapel.
4. All matters dealing with membership.
5. Ministry purpose statements and procedures.

New” By Laws” or “Policy Manual” statements or changes to existing “By Laws” or “Policy Manual” statements will be presented to and reviewed by the Ministry Council and approved by the Elders.

Mission Statement: The mission of Leroy Community Chapel is to completely transform our family, community and world into devoted followers of Jesus Christ through the Word of God.

Core Values

The core values represent who we are as a church. They serve as a guide for writing this constitution, for decision making, and for the setting of priorities. They guide the implementation of all our ministries.

1. God’s Word (Psalms 138:2) – It is our desire to be a church that preaches, teaches, and follows God’s Word.
2. Worship (John 4:24) – We seek to be a church that acknowledges God’s place in every aspect of our daily lives as well as in our corporate meetings. Spiritual worship reminds us of God’s greatness and how desperately we need him.
3. Prayer (Philippians 4:6-7) – Prayer is communing with God as Father and Savior. We want to be a church that depends on God and asks him for his strength, guidance, and encouragement.
4. Evangelism / discipleship (Matthew 28:19-20) - We want the goals of our church to reflect the directives and commission of Jesus Christ to make disciples of all nations. God has called his church to help one another | grow up in Him (Ephesians 4:12-13).

5. Community (Acts 2:42-47; Galatians 6:2; Hebrews 10:25) – the fellowship of the family of God has been a common goal and expression of the body of Christ (1 Corinthians 12) since the formation of the church (Acts 2). We strive to live as brothers and sisters in harmony as we grow in Christ and minister together.
6. Unity. (1 Corinthians 12; Romans 12) – The body of Christ is one body with many members. The Holy Spirit places each member into one body. The Spirit also gifts and empowers each member to complete the different functions necessary for the full expression and development of the body. We celebrate the differences that exist in our church family and encourage mutual submission to each other as we seek to serve God under the leadership of our elders.
7. Vision. (1 Corinthians 9:22) – Paul wanted to reach people with the message of salvation: “I have become all things to all men so that by all possible means I might save some.” We want the proclamation of the gospel of Jesus Christ to be relevant to the changing culture around us. So we encourage change in methods and strategy to help us effectively communicate the word of truth with relevance to the peoples and culture of the day in which we live, both here and abroad.

Membership Protocols

Application for Membership –

Any person desiring to become a member of LCC shall make application to the membership committee, formed by the Board of Elders. The requirements for application are completion of:

1. A current new membership class.
2. An LCC membership application.
3. An LCC membership covenant.
4. A written testimony of saving faith in the Lord Jesus Christ.

After the requirements for membership are met, the membership committee will recommend new members to the elders, who will then present them to the congregation so their membership can be acknowledged and affirmed.

Privileges and Responsibilities of Membership

Privileges:

- The right to vote at all officially called congregational meetings is extended to all members 18 years and older, and in good standing.
- Priority consideration for use of church facilities.
- Priority consideration for leadership positions.
- Primary access to pastoral and church assistance.

Responsibilities:

Having received the Lord Jesus Christ as our Savior, we do now in the presence of God and this church joyfully and honorably enter into this covenant with one another as one body in Christ. We engage therefore, by the aid of the Holy Spirit:

- To exhibit the fruit of the Spirit in all our activities and relationships (Gal 5:19-26);

-To endeavor by all that we do, say or think to be devoted to prayer, watchfulness, wisdom and grace so that “you may know how to answer everyone” (I Pet 3:15-16);

- To walk together in Christian love, purity and unity so that the outside world will know we are devoted followers of Jesus Christ (John 13:34-35);

- To submit to and pray for the leadership (Heb 13);

- To serve the family of believers by using the gifts given you by the Spirit (I Cor 12; I Pet 4:10-11);

- To contribute, as the Lord directs, to the financial support of the Church, the relief of the needy and the evangelization of all people (I Cor 16:1-4, II Cor 9);

- To seek God’s Kingdom first through regular Bible reading, prayer, regular public worship, fellowship and service (Matt 6:33);

- To strive to live a godly life before and present Jesus Christ to friends, neighbors and work associates (Col 4:2-6).

“Peacemaker” Statement. To be added.

Discipline of Members:

The purpose of church discipline is to affect a return to the Biblical standard of conduct and doctrine in a member who is caught in the trap of sin (Gal 6:1), to maintain moral purity in the church (I Cor 5:6) and to deter sin (I Tim 5:20). Any member of LCC who causes dissention through the promotion of false doctrine, persistently conducts himself in a manner inconsistent with Biblical teaching, blatantly seeks to destroy the unity or peace of the church shall be dealt with according to the guidelines of Matt 18:15-18.

Termination of Membership:

Membership may be terminated in one of four ways:

1. By physical death.

2. By transfer: When it is requested, the Elders may grant to a departing member in good standing, a letter of dismissal to the fellowship of another church.

3. By Exclusion: if a member habitually absents himself from the stated meetings of LCC without valid reason, and refuses to support the ministry; or if due to relocation he ceases to maintain a vital contact with the church, he may be excluded from the membership. A letter will be sent to advise and confirm removal from membership.

4. By dismissal as a final step of discipline.