

CONSTITUTION AND BY-LAWS OF FELLOWSHIP CHURCH

CONSTITUTION

ARTICLE 1 – NAME AND PURPOSE

SECTION 1.01—NAME

This congregation of believers shall be known as Fellowship Church of High Springs, Florida Inc. and shall operate under the name of Fellowship Church. It was established and incorporated in 1988 according to the laws of the State of Florida.

SECTION 1.02—PURPOSE

This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law). The purpose of this church is the evangelizing of the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; the educating of believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; and the maintaining of missionary activities in the United States and any foreign country.

ARTICLE 2 – STATEMENT OF FAITH

SECTION 2.01

Statement of Faith:

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of “The Baptist Faith and Message” as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of

baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

Section 2.02—Authority Of Statement of Faith

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible. All literature used in the church shall be in agreement with the Statement of Faith.

Section 2.03 – Polity and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action. This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Southern Baptist churches. Insofar as is practical, this church will cooperate with and support the Santa Fe River Baptist Association, the Florida Baptist State Convention, and the Southern Baptist Convention.

BY-LAWS

ARTICLE 1 – MEMBERSHIP

SECTION 1.01—QUALIFICATIONS FOR MEMBERSHIP

A person may join Fellowship Church;

- (A) By profession of faith in Jesus Christ as their Lord and savior, and followed by believer's baptism by immersion.
- (B) By letter of transfer from another church of like faith and order.
- (C) By statement of faith in Jesus Christ as their personal savior.

SECTION 1.02 – NEW MEMBER ORIENTATION

New members of this church are required to complete the church's new member orientation class in order to complete the membership process.

SECTION 1.03—PRIVILEGES OF MEMBERSHIP

- (A) Every member of the church 16 years of age and older, is entitled to vote at all elections and on all questions submitted to the church, provided the member is present or provision has been made for absentee balloting.
- (B) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
- (C) Every member of the church may participate in the ordinances of the church as administered by the church.
- (D) 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 Pastoral staff and Deacons (or in their absence, an individual designated by the Deacons) has the authority to suspend or revoke the privilege of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the

person may, in the discretion of the Pastoral staff and board of Deacons (or in their absence, an individual designated by the board of Deacons), be treated as a trespasser.

SECTION 1.04 – TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- (A) Death of a Member
- (B) Transfer to another church
- (C) Exclusion by action of this church
- (D) Erasure upon request or proof of membership in another church

SECTION 1.05—DISCIPLINE OF A MEMBER

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. Should some serious condition exist that would cause a member to become a liability to the general welfare of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a 75 percent vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be characterized by a spirit of Christian kindness and forbearance. The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

ARTICLE 2 – OFFICERS and TEAMS

SECTION 2.01—ORGANIZATION STRUCTURE

The church shall be guided by the Pastoral staff, Deacon body and the Administrative Team. The Deacons will work with the Pastoral staff on spiritual health and ministry matters and the Administrative Team will work with the Pastoral staff on financial, non pastoral personnel & physical plant matters. The Pastoral staff, Deacon body and Administrative Team shall meet as necessary to conduct the matters of the church. The fiscal year of the church shall be the calendar year.

SECTION 2.02 - CHURCH OFFICERS

The church officers are Senior Pastor, active Deacons, Administrative Team Chairperson, Secretary/Clerk and Treasurer. One person may hold two or more offices, except that of Pastor. As they deem appropriate, the Pastor, Deacons and Administrative Team may suggest to the church body a need to appoint additional church officers.

SECTION 2.03—DESIGNATION OF CORPORATE OFFICERS

As an accommodation to legal relationships outside the church, the chairman of the Deacons shall serve as president of the corporation; the chairperson of the Administrative Team shall serve as the vice president of the corporation; the secretary/clerk of the church shall serve as secretary of the corporation; the treasurer of the church shall serve as treasurer of the corporation.

SECTION 2.04 - THE PASTOR:

The Pastor is the shepherd of the flock. He must be a person called of God. He must adhere to the Fellowship Church Statement of Faith. (See Article 2.01) The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The Pastor is leader of pastoral ministries in the church. As such he works in cooperation with the Deacons, Administrative Team and church staff to:

- (1) Lead the church in the achievement of its mission.
- (2) Proclaim the gospel to believers and unbelievers.
- (3) Care for the church's members and other persons in the community.

He shall have a general oversight of the work of the Church, conduct the worship services, and administer the ordinances. He shall be a non-voting member of the Deacon body and Administrative Team in addition to any other working/active team.

The Pastor shall supervise the work of the staff, as well as work with the Deacons and Administrative Team to establish policies, job descriptions, and staff evaluation.

A Pastor shall be chosen and called by the Church when a vacancy occurs. The election shall be by secret ballot and take place at a meeting called for that purpose. There will be at least a minimum of one week's public notice given to the resident Church Membership. Once elected, the Pastor will serve until the relationship is terminated by either his, or the Church's request.

In the event of a pulpit vacancy, the Deacons, with input from the church body, shall nominate a Pastor Search Team to be confirmed by the Church. This team shall make a unanimous recommendation for a Pastor to the Church. Its recommendation will constitute a nomination.

The name of one prospective Pastor at a time shall be considered by the Church. The calling of a Pastor shall be by a 90 percent majority vote of the members of the Church present at any regular meeting called for that purpose.

The Pastor may relinquish the Office of Pastor by giving at least two weeks notice to the Church at the time of resignation.

Upon the voluntary resignation or the dismissal of a Pastor, the Church may declare the Office of Pastor vacant. Such action may take place at a meeting called for that purpose. At least one week's notice will be given to the Church Membership regarding such a meeting. This meeting may be called by a recommendation of a 75 percent majority of the Active Deacons, or by a written petition signed by not less than 75 percent of the resident Church Membership. The moderator of this meeting shall be the Chairman of the Deacons. The vote to declare the Office of Pastor vacant shall be by a secret ballot. An affirmative majority vote of the members present shall be necessary to declare the office vacant.

Except in instances of gross misconduct by a departing pastor, the Deacon Body and the Administrative Team will have authority to negotiate a compensation package with him.

SECTION 2.05 - DEACONS

A Deacon, in accordance with the requirements of the New Testament, is a servant of the church. The Deacon should set a conspicuous example with good church membership. The Deacon should personify sound doctrine, practice high morals, and be bound by the requirements of I Timothy 3:8-13. He should adhere to the Statement of Faith (see Article 2.01 of the Constitution).

Bound by a commitment to Godly peace, a Deacon should be zealous to guard the unity of the Spirit within the church. A Deacon should work with the Pastor in all matters pertaining to the welfare and work of the church. A Deacon should always uplift the Pastor as the Pastor seeks to do the will of God through his shepherding of the church's membership. A Deacon should always pray for the Pastor.

The Deacons shall serve on a rotation basis. Each Deacon shall serve for a three year term of service, followed by one year of inactive status. Following at least one year of inactive status an inactive deacon may be asked by the active deacon body to serve another three year term provided that he still qualifies as set forth above.

When it is desirable that new men be added to the Ministry of Deacon the Church Body will be asked to submit names of men for consideration to the Ministry of Deacon. After consideration and determination of qualification with the standards set forth above the Deacons will submit names of qualified individuals to the church body to be confirmed. At an appropriate voting forum, as set forth below, the present eligible voting members of the Church Body will be asked to vote by secret ballot either yes or no for each man being presented for the position of Deacon.

Those men receiving a yes vote on Seventy-five percent (75%) of the ballots cast may be ordained as a Deacon.

Annually, the Deacon Body shall elect from the active Deacons, a chairman, a vice chairman and secretary. To hold the position of chairman or vice chairman, a person must have served as an active deacon at Fellowship Church for a minimum of one year.

SECTION 2.06 - ADMINISTRATIVE TEAM

The Administrative Team is responsible for administration and maintenance of the physical aspects of Fellowship Church. This includes financial, non-pastoral personnel and the physical plant.

In financial matters, the Administrative Team will be responsible for the creation and administration of the church budget. It will develop and maintain job descriptions and employee policies for non-pastoral staff and it is responsible for the management of the physical plant.

The Administrative Team shall alert the Pastoral leadership and the Deacon body when extraordinary conditions arise that exceed its written authority.

The Administrative Team will consist of not less than seven members elected through a nominations and elections process as outlined in the Policy and Procedures Manual.

SECTION 2.07 - CHURCH STAFF

The Church may vote to add Ministry Staff as needed. The Pastor, Active Deacons and Administrative Team shall recommend to the Church qualified individuals for consideration. A 90 percent majority vote is required for confirmation.

Non Ministry Staff positions shall be filled upon recommendation by the Pastoral Staff and the approval of the Administrative Team.

SECTION 2.08 - CHURCH TREASURER

The Church Treasurer shall be nominated by the Administrative Team and approved by the Church Body. He or she will advise and coordinate with the Administrative Team on financial matters by providing financial reports, analysis, budget preparation and tracking. He or she will provide oversight regarding the church's incomes, disbursements and outlays. The treasurer is authorized to sign checks, when necessary, and will handle bank related issues when they arise. The full extent of the treasurer's duties, powers, and limitations are found in the Policy and Procedures manual. The Treasurer is a voting member of the Administrative Team.

SECTION 2.09 - CHURCH SECRETARY/CLERK

The Church Secretary/Clerk shall be nominated by the Administrative Team and approved by the Church Body. The Secretary/Clerk will be responsible for keeping and managing all records of the church, and acting as the Secretary of the Corporation.

SECTION 2.10 - ADDITIONAL TEAMS

Other Teams shall be appointed, by the church, as needs arise.

ARTICLE 3 - CHURCH ORDINANCES

Fellowship Church recognizes two ordinances: Baptism and The Lord's Supper.

SECTION 3.01 – BAPTISM

This church shall hold to the New Testament practice of baptism. Only those who have accepted Jesus Christ as Savior and Lord will be accepted for baptism, which shall be by immersion in water. The Pastor or another person of the church's choosing shall administer the ordinance of baptism.

SECTION 3.02 – THE LORD'S SUPPER

Fellowship Church shall observe the Lord's Supper on a regular basis. Believers in Jesus Christ who are of like faith may participate in the Lord's Supper. The Pastor or another person of the church's choosing shall administer the Lord's Supper.

ARTICLE 4 - MEETINGS

SECTION 4.01 – CHURCH MEETINGS

Fellowship Church shall meet each Sunday for Public Worship and at other times for LIFE Groups, Bible Study and Prayer.

SECTION 4.02 – TOWN MEETINGS

The Pastoral Staff, in conjunction with the Deacon Body and Administrative Team, shall conduct Town Meetings as needed. Town Meetings will be any church-wide gathering that is deemed appropriate by the Senior Pastor or Pastoral Staff to conduct any needed church-wide business. The church shall be notified at least two weeks prior to the meeting, if possible.

ARTICLE 5 - POLICIES AND PROCEDURES MANUAL

Fellowship Church will maintain a Policies and Procedures Manual that will delineate the powers, limits, and responsibilities of the church's government, and of its individual offices and agents. The Manual shall be developed and maintained by the combined efforts of the Pastoral Staff, the Administrative Team and the Deacon Body.

ARTICLE 6 – INDEMNIFICATION

Indemnification of Officers and Employees:

The Church shall indemnify any officer or employee or former officer or employee of the church, or any person who may have served at its request as an officer or employee of another Church against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of being or having been such officer or employee, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty. The church may also reimburse to any officer or employee or former officer or employee the reasonable costs of settlement of any such action, suit or proceeding if it shall be found by a majority of a committee composed of officers not involved in the matter in controversy (whether or not a quorum) that it was to be the best interest of the church that such settlement be made. In the event that an officer or employee or former officer or employee is found to be negligent in said action, suit or proceeding, the above referenced committee shall determine if it is in the best interest of the Church to indemnify or reimburse the officer or employee or former officer or employee. Such rights of indemnification and reimbursement

shall not be deemed exclusive of any other right to which such officer or employee may be entitled under any By-Law, agreement or otherwise.

ARTICLE 7 - AMENDMENTS

Changes in the constitution and by-laws may be made at any regular Town Meeting of the church provided each amendment was presented in writing at a previous Town Meeting and copies of the proposed amendment were furnished to each member present at the earlier meeting. Amendments to the constitution and by-laws shall be by a 75 percent vote of church members present.

ADOPTION

These Constitution and By-Laws were adopted by a 75 percent majority vote of the members present and voting at a duly called meeting of the church.

These bylaws supersede any other bylaws of Fellowship Church of High Springs, Florida.

March 26, 2006

Date

Deigh Hoffer
Church Clerk

Amendments to the By-Laws were adopted by a 75 percent majority vote of the members present and voting at a duly called meeting of the church on Sunday, October 12.

These by-laws supersede any other by-laws of Fellowship Church of High Springs, Florida.

October 12, 2008

Date

Kelli Hosey, Church Clerk