

**Bylaws
of
Faith Community Church of Sheldon**

**ARTICLE 1
NAME AND PURPOSE**

- A. Name: This congregation of believers shall be known as Faith Community Church of Sheldon. The church is incorporated as a non-profit corporation under the laws of the state of Iowa.
- B. 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 (IRC) of 1986, for such purposes including, but not limited to, proclaiming the gospel of the Lord Jesus Christ; establishing and maintaining religious worship; educating believers in a manner consistent with the requirements of Holy Scripture and maintaining missionary activities in the United States and around the world.

**ARTICLE 2
STATEMENT OF FAITH**

- A 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 Statement of Faith accurately represents the teachings of the Bible and, therefore, is binding upon all members, staff, and volunteers. All literature, whether print or electronic, used in the church shall be in complete agreement with the Statement of Faith. All activities permitted or performed in any facilities owned, rented, or leased by this church, or engaged in by any member of the church staff (volunteer or paid), and all decisions of the administration of this church shall not conflict with the Statement of Faith. In all conflicts regarding interpretation of the Statement of Faith, the pastor and Administrative Board, on behalf of the church, have the final authority.
- B. Statement of Faith
 - 1. Beliefs on Doctrine
 - a. Vision: “To make disciples of all people, baptizing in the name of the Father, the Son and the Holy Spirit; inviting all to repent and receive forgiveness of sin through the blood of Jesus; and teaching people to obey all God commanded through the Holy Scriptures.”
 - b. Mission
To love God and serve others. Naturally, because we are a collection of diverse individuals, we all have slightly different approaches serving Christ, yet certain common values unify our efforts and define our direction. At Faith Community Church, our vision is to invite people from all walks of life to join us in getting to know Jesus in a personal way. In worshiping God through His son, Jesus. We set out to SEEK those who don't know Jesus so that they can experience the love and healing that only Jesus can offer through relevant scripture-based teaching. We also work hard to GROW those who do know Jesus so they can dive deeper into their relationship with

Him. We offer a wide variety of Sunday and weekly classes, small groups and events that bring people together who are traveling the same path and open venues that welcome questions about Jesus and their journey with Him. Our programs and support groups are designed to SEND those who will go out into the world to share Jesus. We support numerous missions throughout the local area as well as nationally and internationally.

c. Basis of Beliefs

We believe in the Apostle's Creed and Nicene Creed which are based on the Bible. We believe the Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. 2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5,6

i. The Apostle's Creed

We believe in God the Father Almighty, maker of heaven and earth; and in Jesus Christ his only Son our Lord: who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; the third day he rose from the dead; he ascended into heaven, and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

ii. Nicene Creed

We believe in one God, the Father Almighty, maker of heaven and earth, of all things visible and invisible. We believe in one Lord Jesus Christ, the only Son of God, begotten from the Father before all ages, God from God, Light from Light, true God from true God, begotten, not made; of the same essence as the Father. Through him all things were made. For us and for our salvation he came down from heaven; he became incarnate by the Holy Spirit and the Virgin Mary and was made human. He was crucified for us under Pontius Pilate; he suffered and was buried. The third day he rose again, according to the Scriptures. He ascended to heaven and is seated at the right hand of the Father. He will come again with glory to judge the living and the dead. His kingdom will never end. And we believe in the Holy Spirit, the Lord, the giver of life. He proceeds from the Father and the Son, and with the Father and the Son is worshiped and glorified. He spoke through the prophets. We believe in one holy catholic and apostolic church. We affirm one baptism for the forgiveness of sins. We look forward to the resurrection of the dead, and to life in the world to come. Amen.

2. Additional Religious Belief

a. Human Beings

We believe people are made in the image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous

potential for good, all of us are marred by an attitude of disobedience toward God called sin. This attitude separates people from God and causes many problems in life. Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

b. Salvation

We believe salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved. Eternal life begins the moment we receive Jesus Christ into our life by faith. Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

c. Eternal Security

We believe because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10, 14; 1 Peter 1:3-5

d. Eternity

We believe people were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life; Heaven. Heaven and Hell are real places of eternal existence. John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9-7

e. Marriage and Sexuality

- i. We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern. Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9
- ii. We believe God's natural design for intimate sexual activity is between a man and a woman within a covenantal marriage as defined in (i) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. Genesis 2:24; Genesis 19:5; Leviticus 18:1-30; Romans 1: 26-29; 1 Corinthians 5:1; 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4
- iii. We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. Genesis 1:26-27

f. Sanctity of Life

- i. We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder and constitutes the unjustified,

- unexcused taking of unborn human life. Job 3:16; Psalm 51:5; 139:13-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:36, 44
- ii. We believe that an intentional act or omission that facilitates premature death, euthanasia, is assuming a decision that is to be reserved for God. We believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is not euthanasia. Exodus 20:13; 23:7; Matthew 5:21; Acts 17:28
 - g. Love. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; 17-21; 13:8-10; Philippians 2:2-4; 2 Timothy 2:24-26; Titus 3:2; I Peter 3:8-9; 1 John 3:17-18
 - h. Protection of Children. We believe that children are from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. Psalm 127:3-5; Matthew 18:6, 19:14; Mark 10:14

C. Sacraments

Baptism and communion are the two sacraments we practice. A "sacrament" is a religious act or ceremony of the Christian Church that is regarded as an outward visible sign of an inward divine grace. These are the two that Jesus instituted in the New Testament.

1. Baptism

a. Introduction

When people consider the topic of baptism, they often ask one of two questions. The first is a very basic one: What is the spiritual significance of baptism? The second has to do with traditions from the past, specifically pre-conversion baptism. The issue in that case is: Why be baptized as an adult believer if I was baptized as a baby?

b. Child Baptism

Parents request baptism for their child as a sign of the covenant to bring a child up in the way of the Lord in hopes they may one day receive Christ as their Savior. It is not a guarantee of salvation, and we do not believe in baptismal regeneration. The child is usually baptized by "sprinkling", or the act of dropping water over the child's forehead, baptizing the child in the name of the Father and of the Son and of the Holy Spirit. This is considered a sacrament or a sacred oath, and refers to God's covenant with us (first of all) and ours in response to God's gracious provision of salvation in Jesus Christ. Baptism is a sign of the New Covenant of Grace. The acceptance of this form of baptism harkens back to when entire households were baptized by the disciples and apostles when they went out, following the Great Commission to "Go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit..." Matthew 28:19. Before the child is baptized, parents (guardians) must meet with the pastor.

c. Child Dedication

Parents can choose to acknowledge their desire to bring their child up in the way of the Lord through child dedication. During the dedication celebration, parents present the child in front of others and water is not used. The scriptural root of dedication is found in 1 Samuel 1:27-28. A New Testament example is in Luke, chapter 2. In both Scripture passages, the parents entrusted their child completely to God. Before child dedication, parents (guardians) must meet with the pastor.

d. Believer's Baptism

In believer's baptism, the person being baptized is publicly professing his or her own decision to accept Christ as their Savior. It is considered a step of obedience following one's declaration of faith in Jesus Christ. "Repent and be baptized, every one of you, in the name of Jesus Christ for the forgiveness of your sins. And you will receive the gift of the Holy Spirit." Acts 2:38 Throughout the gospels and the book of Acts there are numerous examples of people believing and being baptized. Typically, believer's baptism takes place by immersion, following the example of Christ's immersion in the Jordan River.

e. Biblical Basis and Guidelines

- i. Baptism is an act of obedience to the command of Christ, fulfilled by individuals who subject themselves to His sovereignty.
- ii. Baptism symbolizes the spiritual cleansing through divine forgiveness and newness of life experienced by believers by virtue of their identification with Christ in His death and resurrection.
- iii. Baptism provides an opportunity for believers to make a formal profession of their faith before the church.
- iv. Individuals participating in Believer Baptism need to understand this scriptural teaching. Thus, Believer Baptism is done at an age of understanding, typically age 12 or older. Faith Community Church offers the options of baptism through both sprinkling and immersion, on the basis of a sacramental view of the ordinances whereby their value lies in the symbolism they convey and in the faith of the participants, rather than the nature or amount of the elements used (bread and wine for Communion, and water for Baptism).

2. Communion

a. What is Communion

Communion, also known as the Lord's Supper or Eucharist, is Christ's gift to the church. On the night in which he was betrayed, Jesus took bread, gave thanks, broke it, and shared it with his disciples. "This is my body that is for you," he said. "Do this in remembrance of me." He also took a cup of wine and said, "This cup is the new covenant in my blood. Do this as often as you drink it in remembrance of me." - Luke 22:19-20. Following Jesus' example and instruction, when the church celebrates the Lord's Supper we receive gifts of bread and wine; we give thanks to God; we break the bread and pour the wine; we share the food and drink with each other. In these simple actions believers experience a profound mystery: Christ himself is present and his life passes into us and is made ours. As baptism is the sign and seal of our engrafting into Christ, so the Lord's Supper is a means by which Christ continually nourishes, strengthens and comforts us.

b. What happens during Communion

Through our prayers and the sharing of bread and wine we are joined to Christ and through Christ to each other. At the table we remember what God has done for us. The past event of our Lord's death, resurrection and ascension comes into the present so

that its power once again touches us, changes us, and heals us. We gather at the table with joy. Our eating and drinking is a celebration of our risen Lord. Through the power of the Holy Spirit, Christ is present with us at the table and so we give joyful thanks for what God has done and is doing in our lives and in the world. We come to the table in hope. We look forward with joyful anticipation to the coming reign of God when "Steadfast love and faithfulness will meet; righteousness and peace will kiss each other." Psalm 85:10

c. How we practice Communion

The Bible tells us that we need to examine ourselves before participating in communion. In light of Paul's instruction to the Corinthians, we need to be thoughtful and selfless. We need to make sure we recognize the body of the Lord in this meal compared to any other meal. In so doing, we can also participate in communion with grateful hearts for the incredibly generous grace of God through Christ. There is no biblical evidence on whether wine or juice is preferred or acceptable. Faith Community believes that either would be acceptable in certain situations. At Faith Community, we sometimes use a common cup for the wine or juice, and some use individual cups. Sometimes we practice intinction (dipping the bread in the wine), and sometimes serve the elements separately. Sometimes people are served in the pew. At other times they may be invited to come forward to the table. These practical decisions are largely left to the leaders of the congregation.

d. What is the biblical foundation for Communion

Jesus' Last Supper, the Passover meal He shared with His disciples on the night before He was crucified, is the biblical foundation for the Communion meal celebrated in His honor by Christians all over the world today. With His twelve friends gathered around Him for the traditional Jewish Passover meal, Jesus "took bread, gave thanks and broke it, and gave it to them, saying, 'This is My body, given for you; do this in remembrance of Me.' In the same way, after supper He took the cup, saying, 'This cup is the new covenant in My blood, which is poured out for you'" Luke 22:19-20

e. Who can take Communion

- i. Communion is the "believer's meal", a sacrament intended for Jesus' followers, by which they acknowledge and remember His work on the cross - the ultimate sacrifice made on our behalf for the forgiveness of the sins of humankind.
- ii. Faith Community Church extends an "open" Communion table, meaning the invitation to receive Communion during a Faith Community Church service is open to any follower of Christ, regardless of membership at Faith Community Church, denominational affiliation, or spiritual tradition. Anyone who has accepted His forgiveness and surrendered their lives to Him is invited to share the Communion table.
- iii. With regards to children, there is no right age. It is up to the spiritual leader of the household - parents. It is required that the child has received Jesus Christ as Savior, and that they understand what they are doing.

ARTICLE 3 MEMBERSHIP

A. Qualifications For Membership. Those seeking membership must:

1. Through their actions, words, lifestyle, and affiliations, evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior.
2. Attend a pre-membership class led by a member of the pastoral staff or appointee in which they will review the church's Statement of Faith, Bylaws, general practices and policies, and expectations of members.
3. Be interviewed by the pastor, pastoral staff and/or Administrative Board to ensure they fully subscribe to the Statement of Faith contained herein and agree to submit to the authority of the church and its leaders.
4. Membership will be granted upon the recommendation of the pastor upon evidence of one of the following:
 - a. By baptism at this local church following a profession of faith as a believer in Christ Jesus as personal Savior.
 - b. By letter of transfer from another Christian church, or other written statement of good standing from the prior church if the applicant has been baptized subsequent to a profession of faith.
 - c. By testimony of faith, having been baptized in another Christian church.

B. Privileges of Membership

1. Only members of at least eighteen years of age who are physically present at a duly called meeting of the church shall be entitled to vote. There shall be no proxy or absentee voting. The eligible membership of the church may only exercise voting privileges in those areas that are defined and limited by these bylaws. Members may not vote to initiate any church action; rather the vote of a member is to confirm and ratify the direction of the church as determined by the pastor and the Administrative Board.
2. This congregation functions not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the under-shepherd with the counsel of the Administrative Board. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor and Administrative Board shall oversee and/or conduct all aspects of this church. The Administrative Board shall give counsel and assistance to the pastor as requested by him/her.
3. 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 individual designated by the administrative board has the authority to suspend or revoke the right 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 pastor or person designated by the administrative board, be treated as a trespasser.

4. A member may inspect the prepared annual financial statement of the church and the minutes of the proceedings of church and committee meetings, provided he/she shall have made a written request upon the church stating the precise records requesting to be viewed and the reason for the request, and the church has received the written request at least five business days before the requested inspection date. Requests may be denied if such request is deemed to be frivolous by a majority vote of the Administrative Board. Administrative board meeting minutes and discipline committee meetings, as well as other information involving privacy interests such as, but not limited to, donor records, lists of names and addresses of church members, individual benevolence, individual salaries, health information, background checks, and social security numbers, are exempt from this provision and are not subject to inspection without a court order. Members may not copy or take digital images or records of any ministry record without authorization from the pastor or chairman of the Administrative Board. Members agree that information obtained from any inspection of records will be kept in the strictest confidence.

C. Changes in Membership Status

1. The membership of any individual member may be changed to affiliate member without notice if:
 - a. the member in question has not attended a regular worship service of the church in the preceding twelve months. This provision may be waived at the discretion of the pastor and the Administrative Board upon the showing of good cause.
 - b. the member adopts opinions-verbally, in print, or in any other manner or medium-that are in direct contravention to the church's statement of faith. Since agreement with the church's Statement of Faith is a requirement for membership in this church, the member's non-conforming statements will be treated by the pastor and the Administrative Board as the member's resignation.
2. The membership of any individual member may be transferred/terminated without notice if:
 - a. the member unites in membership with another church.
 - b. the member dies.
3. For any memberships changed in accordance with the above provisions, with the exception of memberships terminated due to death; the church may send a letter informing the prior member of the termination, but this is not required.
4. Transfer or Resignation of Membership: Members may request a letter of transfer be sent to another church. 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.

D. Affiliate Member: Those desiring fellowship, accountability and opportunities for service with this church may be granted affiliate member status with this church. The affiliate member may be eligible to serve in certain capacities determined by the pastor and Administrative Board and may attend member fellowship events. This affiliation does not, however, grant membership or the rights of membership to the individual(s) so affiliated. An

affiliate member shall not be entitled to hold any office, vote in, or have any say in any church matter, and shall not be counted for quorum purposes. A person wishing to become an affiliate member with this church must make a request to the pastor or his designee who will determine if affiliated member status should be granted to the individual. If the pastor or his designee so determines, the person may be granted affiliate member status upon a majority vote of the Administrative Board.

ARTICLE 4 OFFICERS

- A. We believe God has appointed people to lead His church. Our governance structure consists of an Administrative Board comprised of fifteen rotating members. (This number can be changed by a majority vote at an annual meeting of the church.) The senior pastor and program staff have a voice at board meetings but no vote. Election of the Administrative Board will be at the annual meeting of the Faith Community Church of Sheldon. The board will be divided into three classes of four members each and three members of the Administrative Board are appointed by ministry areas. One class will be replaced every year, and each class serves three consecutive years. The area of education has one member, the area of youth has one member, and the area of adult ministry has one member (each ministry area appoints the member to serve on the Administrative Board as a voting member). All administrative board positions may serve a maximum of two consecutive terms. Nominations will come from the Administrative Board with the opportunity to nominate from the floor of the annual meeting. The Administrative Board can form committees or eliminate committees as they see the need in our ministry going forward.
1. Eligibility for Administrative Board: only church members in good standing are eligible for election or appointment to the Administrative Board.
 2. Election of Administrative Board: the annual election of officers, by the church membership shall occur at the annual church business meeting. Officers of the church must be elected by a majority of the eligible membership present at a regular or special church business meeting. Members may submit to the pastor and the Administrative Board nominations for administrative board members. The pastor and the Administrative Board shall then serve as the nominating committee for all general elections of board members.
- B. Designation of Corporate Officers: As an accommodation to legal relationships outside the church, the chairman of the Administrative Board shall serve as president of the corporation; the administrative board member dealing with trustee issues shall serve as vice president of the corporation; the administrative board secretary shall serve as secretary of the corporation; and the administrative board treasurer shall serve as treasurer of the corporation.
- C. Church Officers: The church officers are administrative board members. The church shall always have a minimum of three administrative board members.
- D. Terms of Service for Pastor(s) and Administrative Board Members

1. The relationship between the senior pastor and the church shall be permanent unless dissolved at the option of either party by the giving of one month's notice or less by mutual consent. The severance of the relationship between the pastor and the church may be considered at any regular or special church business meeting by following the procedures outlined in Article 6, provided notice of the meeting is given from the pulpit to the church two Sundays prior to the meeting. A majority of the eligible members present and voting shall be required to remove the pastor from office. Disciplinary removal of the pastor from office automatically terminates his/her membership.
 2. Any other administrative board member may be removed from office before his/her term expires for any reason stated or unstated upon motion by any administrative board member and an affirmative majority vote of the other administrative board members at a duly called meeting of the Administrative Board. No congregational vote is necessary for administrative board member removal. This process is intended to protect the personal or private information of the administrative board member being removed from office.
- E. The term of service for all offices and positions in the church, except the pastor and other staff members, shall be three years, at the expiration of which the officers may be re-elected or re-appointed.
1. A vacancy occurring in any office or on the Administrative Board, except in the case of the pastor, may be filled at any regular administrative board meeting by a majority vote of members present.
 2. All elected and appointed administrative board members shall serve in their respective offices until their successors are duly elected or appointed, unless removed for disciplinary reasons.
- F. Calling a Pastor: Upon the resignation, death, or dismissal of the pastor, the church shall seek a candidate who subscribes to the Statement of Faith and Bylaw provisions of the church and whose life aligns with the qualifications of a pastor as described in I Timothy 3:1- 7 and Titus 1:6-9. The church shall abide by the following guidelines for calling a pastor:
1. The Administrative Board shall select a pulpit committee. The pulpit committee shall interview potential candidates and will only consider those who completely subscribe to the Statement of Faith and who have read these bylaws.
 2. The interview process for selecting a pastoral candidate shall include, at a minimum, the following: a background check, a reference check, and the filling out of a detailed application that explains the potential candidate's philosophy of ministry as well as his/her positions on issues of doctrinal significance.
 3. Upon a majority vote of the pulpit committee, the pulpit committee will formally announce the candidate to the church, after which the candidate must preach at least one regularly scheduled church service and be available for a church-wide question/answer time prior to being voted upon by the church membership.

4. Notice from the pulpit must be given two consecutive Sundays prior to a formal candidate's preaching service(s), and two consecutive Sundays prior to the church membership vote.
5. The candidate must be elected as pastor by a majority vote of members present and qualified to vote. This vote shall be taken by written, secret ballot at a meeting at which the candidate is not present. The pulpit committee will only present for consideration to the membership one candidate at a time, and an up or down vote must be cast prior to consideration of other potential candidates.

ARTICLE 5 DUTIES AND POWERS OF OFFICERS

A. The Pastor

1. The pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God. He/she shall administer the ordinances of the church; act as moderator, or appoint a moderator, at all church annual meetings for the transaction of church matters; supervise the teaching ministries of the church; and watch over the spiritual interests of the membership. In all conflicts regarding interpretation of Scripture, the pastor has the final authority. The pastor shall perform such other duties as generally appertain to the position of pastor. He/she shall be free to choose the means and methods by which he/she exercises the ministry God has given him/her.
2. The pastor and Administrative Board, on behalf of the church, shall establish committees and appoint the members of the various committees at the annual church business meeting or, in the case of a vacancy or newly created committee, at any meeting of the Administrative Board. The chair of the Administrative Board shall serve as the president of the corporation. He or she shall publicly inform all newly elected officers of the functions and responsibilities of their respective offices. He or she shall extend the right hand of fellowship to all new members on behalf of the church.
3. 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 any other purposes, are under the control of the pastor, who, with the advice and counsel of the Administrative Board, shall be able to determine the appropriateness of all property use, as well as persons permitted to use the church property.
4. The pastor shall be responsible to fill the pulpit for each regularly scheduled church service as well as any special services. In the event of his/her absence, he/she (or the chairman of the Administrative Board in the case of a vacancy in the office of pastor or where the pastor is temporarily unable to perform his/her duties) shall be responsible to invite speakers from within the membership or outside the church to preach in a manner consistent with the beliefs articulated in the Statement of Faith.

5. The pastor and the Administrative Board shall be responsible to establish mandatory safety and security procedures for all ministries and programs. There will be a zero-tolerance policy with regard to abuse of minors, and any reasonable suspicions of child abuse alleged to be perpetrated by staff, volunteers, members or non-members will be reported to the appropriate law enforcement or child abuse prevention authorities. The pastor or his/her designee will be responsible to provide yearly child abuse prevention training for all staff and volunteers.

B. The Administrative Board

1. The Administrative Board shall assist the pastor in promoting the spiritual welfare of the church, in conducting the church services, and in performing all other work of the church. The Administrative Board is responsible for making preparations to observe church ordinances and shall consider applications for church membership and affiliate members. The Administrative Board shall consider benevolence needs, disburse the benevolence fund in cooperation with the pastor, and assist the pastor in all other evangelistic efforts of the church. The Administrative Board shall assist the pastor in caring for the administrative needs of the church's various ministries. They shall provide the pulpit supply and choose a moderator for church meetings if the pastor is unavailable, or the office of pastor is vacant. Upon the death, resignation, or dismissal of the pastor, the Administrative Board may appoint a pulpit committee.
2. The pastor and the Administrative Board shall constitute the Board of Directors of the corporation. In addition to the various powers specifically granted the Administrative Board under these bylaws, the Administrative Board has authority to exercise the following powers, upon authorization by a majority vote of the eligible members at a duly called business meeting:
 - a. To purchase, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church.
 - b. To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church; to borrow money and incur indebtedness for the purpose and use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.
 - c. To exercise all powers necessary for the dissolution of the church corporation.
 - d. To maintain the duties of loyalty to the church, confidentiality of church information, and fiduciary care regarding church finances, and a spiritual duty to pray for and support the church with their time, talents, and treasures.
3. All powers of the Administrative Board shall be compatible with the laws of the state of Iowa.
4. The Administrative Board shall, in conjunction with the pastor, conduct an annual ministry liability and safety review of the following policies and/or topics: child protection, including but not limited to worker screening procedures, child abuse reporting procedures, and worker training on child abuse prevention; building safety; security measures; insurance; financial accountability; transportation; sexual

harassment; policies listed in IRS Form 990, including a whistleblower policy, a document retention and destruction policy, and a church financial investment policy (if applicable).

5. Duties Of All Administrative Board Members

- a. Each administrative board member shall review the bylaws annually and shall bring suggested changes to a meeting of the Administrative Board that has been designated for the purpose of reviewing the bylaws.
- b. All board members shall prepare a written report of their work for the annual church business meeting and shall surrender all records in their possession to the church secretary at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office.
- c. Any officer who neglects his or her duties as outlined in the bylaws for a period of three months may be removed from office, at the discretion of the pastor, and another may be appointed by the pastor to serve the un-expired term.

C. Secretary: The administrative board secretary, along with any assistant or co-officer or church clerk, shall:

1. Certify and keep at the office of the church the original bylaws or a copy, including all amendments or alterations to the bylaws; minutes of meetings; the membership roll, baptisms, and records of any special events which are of historical interest to the church; and shall deliver such documents to his or her successor upon leaving office.
2. Maintain and file minutes of all church business and administrative board meetings, including the time and place of holding, the notice given, the names of those present unless a church-wide meeting, and an accurate record of all church business approved at each meeting. A copy of these minutes shall be kept as a permanent record of the church and shall be made available at all reasonable times to the proper person on terms provided by law and pursuant to these bylaws.
3. Sign, certify, or attest documents as may be required by law; and see that reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
4. See that all notices are duly given in accordance with the provisions of these bylaws. In case of the absence or disability of the secretary, or his or her refusal or neglect to act, notice may be given and served by the pastor or by the chairman of the Administrative Board.
5. Serve as the secretary of the corporation and be a member in good standing.

D. Treasurer: The administrative board treasurer, along with any assistant or co-officer, shall:

1. Count, or cause to be counted, along with two other persons so appointed, and record in a permanent record all monies received as church offerings. This shall be done following each church service or day of services.

2. Convey in a timely manner all funds received to the person designated by the Administrative Board for verification and deposit in the bank, including moneys received from outside sources.
 3. Maintain a permanent weekly record of individual giving for all donations, offerings, contributions, and gifts, and guard the confidentiality of these records. Issue an official receipt to each contributor at the end of the fiscal year.
 4. Keep in the church office an accurate and permanent record of all financial transactions of church funds; make reports of itemized disbursements and the financial condition of the church as requested by the pastor and the Administrative Board, and for annual, quarterly, or otherwise special or regular business meetings; and deliver such records to his or her successor upon leaving office.
 5. Serve as treasurer of the corporation and be a member in good standing.
- E. Trustees: The Administrative Board will establish a Board of Trustees to serve under its authority and oversee all real estate needs including legal issues, construction, repairs, and general upkeep. This board will elect its chairperson and secretary.

ARTICLE 6
CHURCH BUSINESS MEETINGS AND MEETINGS OF THE ADMINISTRATIVE BOARD

- A. Annual Church Business Meeting
1. The annual church business meeting, for the election of officers and the transaction of other business, shall be held on a date set by the Administrative Board. A quorum shall consist of the eligible members present. Public notice of the meeting shall be given from the pulpit for two successive Sundays immediately preceding the meeting.
 2. The pastor or his/her designee shall serve as moderator of church business meetings. In the temporary absence of the pastor, or if the office of pastor is vacant, the administrative board chairman or his/her designee shall serve as moderator. In the event of a conflict of interest, the Administrative Board may substitute a moderator.
 3. 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.
 4. For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers (or children, if circumstances so warrant) 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. If the moderator determines that compliance with his order of removal is unsatisfactory, he may, in his sole discretion, revoke the disruptive person's right to remain on the premises and treat the person as a trespasser.

5. Church business meetings, including the annual church business meeting and special meetings, may be held by electronic video means for the transaction of any business normally conducted during in-person church business meetings. A quorum shall be all eligible voting members attending the virtual meeting, and voting shall be conducted by any means deemed acceptable by the Administrative Board. Notice of business meetings and other notice required by these bylaws shall be provided by email, the church website, social media site, text message, and/or other methods deemed by the Administrative Board to be most likely to reach church members at least two weeks before the meeting. Such notice satisfies "notice from the pulpit" when that method of notice is otherwise required by these bylaws. Attendance at the meeting without protest shall be deemed a waiver of notice.
 6. The fiscal year of the church shall begin January 1 and end December 31.
- B. Church Special Business Meetings: The pastor (or the Administrative Board, if the office of pastor is vacant or if the pastor is the subject of possible disciplinary action) may call a special church business meeting by giving notice from the pulpit to the church of such a meeting and the purpose for which it is called at least one Sunday and not less than one week prior to said meeting. A meeting for the calling of a pastor or for the discipline or removal of the pastor shall be called in accordance with the provision of Article 4 Section F.
 - C. Voting: Voting at any church business meeting is limited to eligible members in good standing with the church who are physically present at the meeting. Absentee voting is not permitted, and any member who is undergoing church discipline at the time of a vote is not permitted to vote. A majority vote of those attending the meeting will constitute the requisite number of votes for passage of amendments and motions, whether by the Administrative Board voting at an administrative board meeting or by the members voting in a church business meeting.
 - D. Motions: Members who desire that a certain motion be made, or subject matter be discussed during an annual, regular, or special business meeting must file a written recommendation with the pastor and Administrative Board two weeks prior to the set meeting, who will then consider the proposal and proceed according to their conscience and what they understand to be in the best interests of the church. All other motions will be presented by the pastor and/or chairman of the Administrative Board (or other moderator if the office of pastor is vacant) unless the pastor and/or the Administrative Board has delegated authority to another member and/or officer to raise certain motions.
 - E. Meetings of the Administrative Board are open to all members for voice, not vote (unless it is deemed necessary to hold a closed session).
 1. Regular meetings of the Administrative Board shall be held at such time and place as the Administrative Board determines.
 2. The pastor or any two administrative board members may call a special meeting of the Administrative Board at any time, and nothing contained in this article shall be construed as limiting, fixing, or affecting the time or date when a meeting called by action of the Administrative Board may be held.

3. Notice of Meetings
 - a. Requirement of Notice: Notice shall not be required for regularly scheduled meetings of the Administrative Board unless there has been a change to the time, date, or location of such regularly scheduled meetings, in which case notice shall be given in accordance with this section of the bylaws. Notice shall be provided in accordance with the provisions of this section for all special meetings of the Administrative Board.
 - b. Method of Notice: Notice shall be sent to each administrative board member for special meetings by means of the administrative board secretary's chosen method of communication, whether by postal mail, phone, or email at each administrative board member's address or phone number as it appears in the records of the church or as supplied by the administrative board member to the administrative board secretary for the purpose of notice. Notice shall be given by or at the direction of the chairman or the pastor. In the event the pastor or chairman refuses to give notice, any administrative board member may give notice of any meeting. The administrative board secretary is responsible to verify that notice is duly provided.
 - c. Content of Notice: Notice of any special meeting shall state the time, place, and purpose of the meeting.
4. Time of Notice: Notice of any special meeting shall be delivered by the person charged with giving notice, not less than two days before the date of the meeting.
5. Waiver of Notice: An administrative board member may waive notice of a meeting of the Administrative Board by written statement, and attendance by the administrative board member at the meeting without protest shall be deemed a waiver of notice.
6. Quorum. A quorum for meetings shall consist of the members of the Administrative Board present and voting.
7. Roles. At every meeting of the Administrative Board, the chairman, or in his absence, the officer designated by the chairman or in the absence of a designation, the person (who shall be one of the officers, if any is present) chosen by a majority of the administrative board members present, shall act as chairman and/or moderator, and shall conduct the meeting in an orderly manner as determined by the chairman. The secretary of the Administrative Board shall act as secretary of all meetings and shall take accurate minutes of administrative board meetings and promptly deliver such minutes to the church secretary. In the absence of the administrative board secretary, the chairman may appoint another person to act as administrative board secretary of the meeting.

ARTICLE 7 EDUCATIONAL MINISTRIES

- A. Purpose: The church believes that the home and church are responsible before God for providing a Christian education. To help fulfill this responsibility of imparting biblical truth and furthering the Great Commission, this church shall establish and maintain an

educational program (either a Sunday School and/or a weekday educational program) for the purposes of winning souls to Christ and teaching Bible doctrine, Godly worship, and biblical Christian living. To this end, the church shall engage in educational ministries.

- B. Agreement with Statement of Faith: All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the church and shall be taught and presented in full agreement with the Statement of Faith of the church and the inerrant Word of God. The church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or who expresses disagreement with the Statement of Faith or who adopts or lives a lifestyle inconsistent with the beliefs and practices of the Statement of Faith, whether in or out of the classroom.

ARTICLE 8 COMMITTEES

- A. Committees: The pastor and Administrative Board, on behalf of the church, may designate or form any committees and may appoint members and/or chairpersons of said committees as considered by the pastor and Administrative Board to be in the best interests of the church. These committees may be standing or temporary committees.
- B. Actions of Committees: Committees have no authority to act on behalf of the Faith Community Church of Sheldon. Their primary function is to research and recommend. Committees shall make available upon request all records and materials to the pastor and Administrative Board, who shall have the right to overrule any plans or decisions made by the committee. Each committee shall submit minutes of each meeting to the pastor and administrative board secretary to be filed with church records. If deemed appropriate by the pastor and Administrative Board, the committee will submit an annual report to the church of the decisions and plans of the committee.

ARTICLE 9 DESIGNATED CONTRIBUTIONS

- A. From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. If the church receives a designated contribution for these funds or for any other designated purpose, the church will attempt to honor the designation; however, all designated contributions shall be deemed advisory rather than legally mandatory in nature and shall remain subject to the exclusive control and discretion of the pastor and the Administrative Board. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Article 1.

ARTICLE 10
CONFLICT OF INTEREST POLICY

- A. Purpose: The purpose of this conflict-of-interest policy is to protect the church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- B. Definitions
1. Interested Person: Any director, officer, or member of a committee with governing administrative board-delegated powers who has a direct or indirect financial interest.
 2. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the church has a transaction or arrangement.
 - b. A compensation arrangement with the church or with any individual or entity with which the church has a transaction or arrangement.
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the church is negotiating a transaction or arrangement.
 - d. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Administrative Board decides that a conflict of interest exists.
 3. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
 4. Administrative Board: The pastor and Administrative Board will determine procedures for determining a possible conflict of interest.
- C. Procedures
1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Administrative Board and, if applicable, members of committees with governing administrative board-delegated powers considering the proposed transaction or arrangement.
 2. Determination of Conflict of Interest. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he or she shall leave the Administrative Board or committee meeting while the determination of a conflict of interest involving the transaction or arrangement is discussed and voted upon. The remaining administrative board or committee members (as applicable) shall decide, by a majority vote, if a conflict of interest exists.
 3. Procedures for Addressing the Conflict of Interest

- a. The chairman of the Administrative Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the Administrative Board or committee shall determine whether the church can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Administrative Board shall determine by a majority vote of the disinterested administrative board members whether the transaction or arrangement is in the best interests of the church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict-of-Interest Policy
 - a. If the Administrative Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the administrative board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
5. Records of Proceedings
 - a. The minutes of the Administrative Board shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the administrative board or committee's decision as to whether a conflict of interest in fact existed.
 - b. The minutes of the Administrative Board also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
6. Compensation
 - a. A voting member of the Administrative Board or any committee who receives compensation, directly or indirectly, from the church for services rendered may not vote on matters pertaining to that member's compensation.
 - b. A voting member of the Administrative Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the church, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.

7. Annual Statements: Each director, officer, and member of a committee with governing administrative board -delegated powers shall annually sign a statement which affirms such person has received a copy of the conflict of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands the organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
8. Periodic Reviews: To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
 - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
 - b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the church's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.
9. Use of Outside Experts: When conducting the periodic reviews as provided for above, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Administrative Board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 11 TAX-EXEMPTION PROVISIONS

- A. Private Inurement: No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof.
- B. Political involvement: No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. To the extent prohibited by law, the church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- C. Dissolution: Upon the dissolution of the church, the Administrative Board shall, after paying or making provision for payment of all the liabilities of the church, dispose of all assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986, as the Administrative Board shall determine. Assets may be distributed only to tax-exempt organizations that agree with the church's Statement of Faith.

- D. Nondiscrimination Policy: The church shall not discriminate against members, applicants for membership, students, or others on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with the church's Statement of Faith, standard of conduct or other policies of the church. This policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local antidiscrimination laws or regulations.
- E. Limitation Of Activities: Notwithstanding any other provision of these bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article I.

**ARTICLE 12
AMENDMENTS**

- A These bylaws may be revised or amended by a majority vote of the eligible members present and voting at any regular church business meeting, provided that said revision or amendment is announced from the pulpit for at least two consecutive Sundays, and at least fourteen days before the vote is taken. Proposed amendments or changes must be made available to voting members for review at least one week prior to the meeting at which the vote to amend the bylaws will be taken. Amendments become effective immediately upon a majority vote approving the same.
- B. These bylaws were adopted by a majority vote of the Administrative Board members present and voting at a duly called meeting in which a quorum was present.

Date

Administrative Board Secretary

Date

Administrative Board President