



Bylaws of Pennington Park Church

Amended and Approved by the Congregation on March 26, 2023

PREAMBLE

We, the members of Pennington Park Church, Inc., desiring to faithfully serve the Lord Jesus Christ, to foster the spirit of harmony, to promote good order in the Church and to better set forth our position before the world, ordain and establish the following articles to which we voluntarily submit ourselves together with the What We Believe Statement and the Membership Covenant of the Church.

ARTICLE I – NAME AND LOCATION

This assembly shall be known as Pennington Park Church, Inc., and is herein referred to simply as the “Church.” The principal address of Pennington Park Church is 13222 E 126th Street, Fishers IN 46037.

ARTICLE II – MISSION AND PURPOSE

Section 1 - Mission

The mission of the Church is: To know Jesus and to make Him known.

Section 2 -Purpose

The purpose of the Church is to:

- A. exalt the Lord Jesus Christ as the Son of God, the Savior of the world, and the Head of His Church (Matthew 16:13–18; Romans 10:8–11; Ephesians 5:23; Colossians 1:15–19)
- B. establish a local congregation of believers patterned after the New Testament church and obedient to the teaching of the Scriptures
- C. build and advance the universal Church of which Christ is the Head by:
 - 1. teaching believers the doctrines of Scripture and equipping them for the work of the ministry (2 Timothy 2:15; Ephesians 4:11–12)
 - 2. providing a place where believers can assemble to worship the Lord (Hebrews 10:25)
 - 3. preaching the Gospel of Christ to the lost and leading them to the Savior (Matthew 28:18–20; Acts 1:8)

ARTICLE III – ASSOCIATION

The Church, recognizing Christ as its Head and the Scripture as its supreme and final rule for faith and practice, shall not be subject to any other authority. It may associate in fellowship with those of like faith and practice and may declare itself in agreement with others in a common cause, but under no circumstances shall such association be construed as bringing the Church under the authority of any such person, group, or body.

ARTICLE IV – MEMBERSHIP

Section 1 – Qualification

Membership in the Church shall be restricted and limited to believers who are at least 13 years of age and have been baptized subsequent to regeneration. Pennington Park Church practices immersion as the normal mode of baptism (Mark 1:9-10; Acts 8:36-39; John 3:23; Romans 6:4).

Section 2 – Application Process

An applicant for membership shall:

- A. complete and submit an application for membership
- B. attend a designated membership class
- C. be interviewed by an Elder or his designee and provide a credible testimony of regeneration, baptism and Christian living (If the applicant has not been baptized subsequent to regeneration, schedule a time to be baptized by immersion.)
- D. review the “What We Believe” statement, the “Membership Covenant”, and the “Bylaws”
- E. sign the membership agreement affirming agreement to abide by and be governed by the documents in Sec 2 (D) of this Article

Section 3 – Acceptance

Upon the recommendation of the Elder who interviewed the applicant and a vote by the Elders present at a duly called Elder Council meeting with at least 75% approval, an applicant shall be presented at a duly called congregational meeting and received into membership of the Church on a vote of the members present with at least 75% approval.

Section 4 – Discipline, Suspension and Restoration of Members

- A. Authority for discipline - We all sin. Jesus calls us to confess and repent of our sin, and He promises to forgive our sins (1 John 1:8-9). Likewise, we are expected to extend forgiveness to others as well (Matthew 18:21-35). The Lord Jesus Christ has entrusted the local church with the authority and responsibility to discipline members who refuse to repent of known sin or serious doctrinal error, with the goal of the restoration of the offender.
- B. Purpose for discipline
 - 1. to glorify God by maintaining purity in the local church (1 Corinthians 5:6)
 - 2. to edify believers by deterring sin and promoting purity (1 Timothy 5:20)

3. to protect the offended party (Psalms 82:3-4)
 4. to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Galatians 6:1; 1 Cor 5:4-5)
 5. to preserve the reputation of God and His Church with the watching world (Philippians 1:27)
- C. Cause for discipline - Any member of this Church who continues in practices or affirmations of a doctrine or conduct that is opposed to the teaching of the Word of God, or is threatening to the testimony of this Church, or is divisive to the body, shall be subject to church discipline determined by and under the authority of the Elders.
- D. Process for discipline - The discipline process follows the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; Galatians 6:1; and Titus 3:1-11.
1. In love, an Elder or member confronts the person who is in sin.
 2. If the person will not listen and repent when confronted, the Elder or member shall take one or two other Elders or members to confirm the facts of the situation, and they together shall call the person to repent of their sin.
 3. If the person does not listen and repent, the Elders shall tell the situation to the congregation at an annual or special congregational meeting asking for prayer and call on the person to repent and inform them that if they refuse to repent the next step will be a process to remove them from membership.
 4. If the person still does not repent, after due consideration, a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval shall present a motion to the congregation for discipline to remove the person from membership. A vote of the members present at a duly called congregational meeting with at least 75% approval shall be sufficient for removal of the member from the membership role.
 5. Following discipline, all contact with the person from that point forward is for the purpose of restoration (except for family members) (Matthew 18:17; I Corinthians. 5:11; II Thessalonians 3:15). The entire church body should recognize a responsibility to "say the same thing" in loving effort to restore the offending one and to maintain the church's testimony and harmony.
- E. Non-avoidance of discipline - All members shall submit to the discipline process when it is administered, and no member shall be allowed to remove himself or herself from membership pursuant to Section 5 of this Article or otherwise to avoid such process.
- F. Restoration process - If the disciplined person confesses and repents of the sin(s) and desires to be reinstated as a member, it is the responsibility of the Elders to discern that there has been appropriate confession and that repentance is genuine (2 Cor 7:9-11). After a time that fruit of repentance has been demonstrated, following a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval, a recommendation for reinstatement of membership may be presented to the congregation. The person shall come before the congregation, in a duly called congregational meeting and give a testimony of repentance and a desire to be restored to membership. A vote of members present with at least 75% approval shall be sufficient to restore the person to membership of the Church.

Section 5 – Removal of Members

Members who do not attend the regular services of the Church for a period of six (6) months, or who indicate to the Church that they no longer desire to be a member, shall be reviewed by the

Elders for consideration of membership removal. Unless other actions should be taken by the Elders, a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval is required to present a member to the congregation for removal. Members will be removed by a vote of members attending a duly called congregational meeting with at least 75% approval. Exception to this rule shall apply in cases of illness or infirmity, missionary and Christian service, absence due to military service or temporary employment not involving a permanent relocation.

Section 6 – Member Access to Church Documents

- A. A member, upon request, may arrange to review the audited or reviewed financial statements of the Church, the official written report provided by an independent CPA firm as the result of a financial review or audit, and any written responses to the official CPA report from the Church. A member may also review the minutes of the proceedings of Elder and congregational meetings, subject to the right of the Church to redact confidential information.
- B. The Church does not disclose any record relating to member discipline, individual contributions to the Church, any non-public list of names and addresses of Church members, the unaudited accounting books and financial records of the Church, and personnel records including, but not limited to personally identifiable information such as compensation, leave, or benefits.
- C. The Church shall have the discretion, exercised in good faith, to redact from any requested records information that the Elders reasonably believe should remain confidential.

ARTICLE V – GOVERNANCE & OFFICERS

The Church is congregationally governed and Elder led as outlined in the following sections:

Section 1—Congregational Authority

The Church observes congregational polity that finds its authority in the volition of the congregation as we submit to the authority of God's Word. The congregation shall, as it deems advisable from time to time, assign responsibilities and delegate authority concerning those responsibilities to its officers and auxiliary organizations to carry out its mission in an orderly fashion, but only in accordance with these Bylaws and the Articles of Incorporation. Further, the groups of members serving the congregation, including the Elders, shall organize themselves so that a vote with at least 75% approval of those present governs their respective activities. The congregation shall have the responsibility and authority to (a) approve the expenditure of funds under the control of the Church, whether by predetermined budget limitation or individual approvals as provided in these Bylaws; (b) to elect those who will serve as Pastors, Elders and Deacons; (c) to admit Church members, remove Church members and administer Church discipline; (d) to modify the Church's theological statement of faith (What We Believe and Member Covenant); and (e) to modify these Bylaws (Article IX). All congregational voting motions shall be determined by a vote of members present at a duly called congregational meeting with at least 75% approval to pass.

Section 2 – Elders

The Elder Council consists of all elected lay Elders and Pastor Elders. The Elder Council shall serve as the Board of Directors of the Corporation. Elders shall be responsible for the general oversight, care, shepherding, and teaching of members.

A. Number of Elders and Term

1. Number of Elders - The Elders shall determine the number of men who shall serve on the Elder Council after taking into consideration the number it reasonably believes is necessary or useful to adequately shepherd and lead the Church. The Elder Council shall always have more lay Elders than Pastor Elders.
2. Pastor Elders - Pastor Elders shall be elected and serve for as long as they remain a Pastor of the Church.
3. Lay Elders - Lay Elders are typically elected for three-year terms. Terms are staggered so an approximately equal number of terms expire each year providing continuity for the Council. An Elder candidate may be nominated for a partial term when filling a vacancy. When electing a new Elder, the initial term may be one or two years when necessary to balance the number of lay Elders who will finish a term in any given year of a three-year cycle. An Elder's term starts when elected and ends on the last day of the appropriate fiscal year. While there is no formal term limit, lay Elders are encouraged to step off the Elder Council after serving two consecutive full terms. There may be circumstances where it is to the benefit of the church for a lay Elder to stand for election to serve longer. After one year off the Elder Council the individual is eligible to be nominated again.

B. Nomination and Election

1. Nomination – Approximately six months prior to the next Annual Congregational Meeting, members will be asked to submit names of men, along with a brief statement of support, who they think meet the qualifications listed below and would serve well as an Elder. In addition, a member may at any time submit such recommendation to the Chairman of the Elder Council. When there is a vacancy or a new position created, the Elder Council shall review potential candidates, screen them, and select and submit qualified candidate(s) to the congregation for consideration.
2. Qualifications - A potential candidate for the office of Elder must meet the following criteria:
 - a. satisfy those requirements set forth in 1 Timothy 3:1–7 and Titus 1: 5–9
 - b. be at least twenty-one (21) years of age
 - c. be a member of the congregation in good standing for at least one year prior to election if a lay Elder nominee or be a Pastor candidate of the Church
3. Vetting - Each potential candidate, shall be vetted, and interviewed (with his wife present, if married) by at least two Elders.
4. Elder Council Approval - Upon the report of the interviewing Elders a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval is required to nominate the candidate and to present him for a vote at a congregational meeting.
5. Election of Lay Elders - Elders shall be elected individually by the members during the Annual Congregational Meeting. Elders being nominated to fill a partial term where an Elder has resigned or been removed, or nominated for an expansion position, may be elected at any duly called congregational meeting. A vote of the

members present at a duly called congregational meeting with at least 75% approval shall be necessary to elect each Elder.

6. Election of Pastor Elders - Any Pastor candidate being voted on by the congregation as a Pastor shall be voted on as a Pastor Elder at the same time and as a member of the Church if he is an external candidate.

C. Responsibilities - The Elders shall:

1. be responsible for shepherding oversight, overseeing the Church's doctrine and teaching, administering its two ordinances of communion and baptism, and leading and administrating the affairs of the congregation
2. assign responsibilities to officers, Elder Council members, and members of the congregation to accomplish assigned tasks and offices
3. nominate Pastors for consideration and approval by the members
4. reassess qualifications and spiritual condition of Pastors every three years
5. appoint and remove officers of the Church
6. oversee administration of human resources, including staff policies and processes
7. oversee, support, and shepherd the Lead Pastor
8. nominate Deacons for consideration and approval by the members
9. direct the Deacons
10. nominate Elders for consideration and approval by the members
11. suspend any Pastor, Elder, or Deacon from his/her duties for failure to meet the biblical requirements of the office or if he/she is unable or unwilling to fulfill his/her responsibilities and recommend his/her removal to the congregation
12. appoint from their number a lay Elder Chairman of all meetings of the Elders and of the congregation
13. appoint committees to assist with the functioning of the Church such as Human Resources, Administration, Finance, and Shepherding
14. form ministry areas as appropriate to carry out the ministry and fellowship of the church and oversee or appoint staff to oversee such ministries
15. fulfill all other lawful actions in furtherance of the Church's purposes

D. Resignation, Removal and Vacancies

1. Elders may resign at any time during their term and are encouraged to do so if health issues, work circumstances, or family matters are hindering their ability to fulfil the duties of the office.
2. If the Elder Council determines an Elder no longer meets the requirements found in Titus 1:6-9, or he is unable or unwilling to fulfill his responsibilities, the Elder Council may suspend him from his duties by a vote of the other Elders present at a duly called Elder Council meeting with at least 75% approval and recommend his removal to the congregation. The Elder can then be removed by a vote of the members at a duly called congregational meeting with at least 75% approval.
3. In the event an Elder resigns or is removed before his term expires, the Elders may nominate a qualified member to fill the vacancy for the remainder of the term. Such nominee shall be brought before the congregation as set forth in Section 2(B) of this Article.

E. Regular Meetings – Unless otherwise determined by the Chairman of the Elder Council, a regular meeting of the Elder Council shall be held monthly on any day designated not less than seven (7) days in advance by the Chairman. The Elder Council may provide by resolution the time and place within Marion County or Hamilton County, Indiana for the

holding of regular meetings of the Council without other notice than the resolution. With the approval of the Elder Council, a regular meeting may be held via electronic communication. Likewise, an Elder may attend a regular meeting from a remote location by phone or computer.

- F. Special Meetings – Special meetings of the Elder Council may be called by or at the request of the Chairman, the President, or any five (5) Elders. The persons authorized to call special meetings of the Council may fix any place within Indiana as the place for holding any special meeting of the Elder Council. With the approval of the Elder Council, a special meeting may be held via electronic communication. Likewise, an Elder may attend a special meeting from a remote location by phone or computer.
- G. Notice – Notice of any special meeting of the Elder Council shall be given to each Elder at least two (2) days previously by written notice delivered personally, faxed, or by text message or email. If notice is sent by postal mail, such notice shall be deposited in the US mail first class or by next day delivery, not less than seven (7) days before such special meeting. Notice shall be sent to the Elder's last known address as shown by the records of the Church. Any Elder may waive notice of any meeting. The attendance of an Elder at any meeting shall constitute a waiver of notice of such meeting, except where an Elder attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or conducted. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Council need be specified in the notice of waiver of notices of such meeting, unless specifically required by law or by these Bylaws.

H. Elder Council Quorum

- 1. A quorum for an Elder Council meeting requires that of the number of Elders present and voting at a duly called meeting, a majority are lay Elders and the sum of the lay Elders present and voting and the Pastor Elders present and voting is a majority of the total number of Elders on the Elder Council. If at any Elder Council Meeting a quorum can only be met by one or more of the Pastor Elders being designated as non-voting Council members for that meeting, the Elder Council will determine which Pastor Elder(s) will be designated as non-voting Council members for that meeting. Because there must be more lay Elders voting than Pastor Elders at any given meeting, determining a quorum may vary based on the mix between lay and Pastor Elders present as exemplified below:
 - a. Example #1: Assume 13 Elders are on the Council. A majority would be 7. At a regular meeting 7 Elders attend. If at least 4 are lay Elders, a quorum is established. If fewer than 4 are lay Elders, there is no quorum established and no business can be conducted.
 - b. Example #2: Assume 14 Elders are on the Council. A majority would be 8. At a regular meeting 10 Elders attend. Half (5) are lay Elders and half (5) are Pastor Elders. One Pastor Elder is designated as non-voting for the meeting and is recorded as such in the minutes. A quorum has been established. There are 9 eligible voting Elders present (only 8 required) and a majority of those eligible to vote are lay Elders.
- 2. If at any time during a duly called meeting the number of Elders in attendance and eligible to vote drops below the number required for a quorum, no further business can be conducted except a majority of the Elders still present may vote to adjourn.

- I. Duly Called Meeting - A Regular Meeting or Special Meeting where a quorum has been established for the purpose of doing business shall be termed a duly called meeting. The meeting will be conducted according to *Robert's Rules of Order* to the best of the Elder Council's ability.
- J. Manner of Acting – The act of approval by 75% of the eligible voting Elders present at a meeting at which a quorum is present shall be the act of the Elder Council; however, more than 50% of those voting shall be lay Elders. Additionally, the chairman may opt to recognize an electronic vote for certain approvals, at such time the same manner of acting shall apply.
- K. Electronic Voting Outside of a Duly Called Meeting – From time to time there may be time sensitive issues that need to be decided prior to the next scheduled meeting of the Elder Council. Any action that may be taken at a duly called Elder Council meeting may be done by electronic vote provided the following criteria are met:
 - 1. The Chairman sends a text message announcing an electronic vote followed by a detailed email notice of an electronic vote to all Elders including the exact wording of the motion to be considered and the request for an Elder to second the motion using the “reply all” option.
 - 2. Once the motion is seconded, it remains open for 24 hours for comments and discussion from all Elders. All discussion is via the “reply all” option. At the end of the 24-hour period, the Chairman sends an email to the Elders asking for a vote on the motion. Voting is open for 24 hours or until all Elders have voted, whichever occurs first. A vote by the majority of Elders with at least one more lay Elder than Pastor Elders voting, constitutes a quorum.
 - 3. If a motion to modify the original motion is presented during the discussion period, the Chairman shall request a second. If seconded, a 12-hour period for discussion of the amendment will be allowed. The Chairman then sends the motion to amend to be voted on to the Elders. Voting is open for 24 hours or until all Elders have voted, whichever occurs first. At this time the Chairman sends an email to the Elders presenting the amended motion, if it was approved, or the original motion if the amendment was defeated and calls for a vote. The voting is open for 24 hours or until all Elders have voted, whichever occurs first. A vote by the majority of Elders with at least one more lay Elder than Pastor Elders voting constitutes a quorum.
 - 4. In order to pass, the motion must receive at least 75% approval of the Elders who voted with at least one more lay Elder than Pastor Elders voting. The Chairman sends an email to the Elders informing them of the voting outcome.
 - 5. The motion, the second, any modifications, the date, the vote of each Elder, and the voting outcome are to be recorded in writing as an addendum to the minutes of the prior meeting and approved by the Elder Council at its next meeting.

Section 3 - Pastors

- A. Pastors shall be those men elected by the members and employed by the Church on a full-time basis in recognition of their call by God to lead and teach. A Pastor may be elected to serve with regard to a specific role, such as Pastor of Education.
- B. The Elders shall be responsible to find candidates, either from among Church staff or Church membership or external to it, to fill pastoral roles as needed (including the Lead

Pastor). After due process a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval shall be required to nominate a candidate for the pastorate to Church members.

- C. The candidate shall be elected a Pastor upon the approval of at least 75% of the members present at a duly called congregational meeting as set forth in Article VIII.
- D. A Pastor's term of service will be open ended until ended by resignation or termination. If the Elder Council determines a Pastor (including the Lead Pastor) no longer meets the requirements found in Titus 1:6-9 and 1 Timothy 3:1-7, or he is unable or unwilling to fulfill his responsibilities, the Elder Council may suspend him from his duties by a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval and recommend his removal to the congregation. The pastor's employment can be terminated by a vote of the members at a duly called congregational meeting with at least 75% approval.
- E. Lead Pastor
 - 1. The Lead Pastor shall be the main preaching Pastor and responsible for leading the development of vision for the Church.
 - 2. The Lead Pastor reports to the Elder Council.
 - 3. Upon the resignation or removal of the Lead Pastor, the Elder Council shall appoint a search committee consisting of Elders and members to assist with identifying, recruiting, and interviewing candidates for Lead Pastor.

Section 4 - Associate Pastors

- A. Associate Pastors shall be those men elected by the Elder Council and employed by the Church on a full-time basis in recognition of their call by God to lead and teach. An Associate Pastor may be elected to serve with regard to a specific role, such as Associate Pastor of Education.
- B. Associate Pastors are men who meet the Biblical requirements explained in 1 Timothy 3:1-7 and Titus 1:6-9 who are ready to begin the ordination process.
- C. The Elders shall be responsible to find candidates, either from among Church staff or Church membership or external to it, to fill Associate Pastor roles as needed. After due process a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval shall be required to hire the candidate.
- D. An Associate Pastor reports directly to a Pastor.
- E. Associate Pastors are not eligible to serve as Elders.
- F. If the supervising Pastor determines an Associate Pastor no longer meets the requirements found in Titus 1:6-9 and 1 Timothy 3:1-7, or he is unable or unwilling to fulfill his responsibilities, the supervising Pastor may suspend him from his duties and recommend his removal to the Elder Council. The Elder Council may terminate the Associate Pastor by a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval.

Section 5 - Deacons

- A. Number and Term – The Elders shall determine the number of Deacons necessary to provide for the needs of the church. Deacons shall serve for a term of three (3) years and be eligible for reelection.

- B. Identification of Deacon Candidates - Approximately six months prior to the next Annual Congregational Meeting, members will be asked to submit names of men and women, along with a brief statement of support, who they think meet the qualifications listed below and would serve well as a Deacon. In addition, a member may at any time submit such recommendation to the Chairman of the Elder Council. When there is a vacancy or a new position created, the Elder Council shall review potential candidates, screen them, and select and submit qualified candidate(s) to the congregation for consideration.
- C. Qualifications and Nomination - To be qualified to serve as a Deacon a candidate must:
1. be a male or female who meets the requirements outlined in 1 Timothy 3:8–13
 2. be willing to accept instruction, training and oversight from the Elders and Church staff
 3. be at least eighteen (18) years of age and a member in good standing for at least one (1) year
 4. be vetted and interviewed by an Elder or staff member
 5. be nominated by a vote of the Elders at a duly called Elder Council meeting with a 75% approval
- D. Election - Deacons shall be elected individually by the members. A vote of members present at a duly called congregational meeting with a 75% approval shall be needed to elect each Deacon.
- E. Responsibilities – The Deacons will be servants of the Church serving alongside of and supporting the vision and ministry of the Elders. These areas may include:
1. caring for the needs of the people; and
 2. caring for the physical property or other functions of the Church
- F. Resignation, Removal, and Vacancies – Deacons may resign at any time. If the Elder Council determines a Deacon is involved in unbiblical conduct or abandons the office, the Elder Council may suspend the duties of the Deacon and recommend removal by the congregation by a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval. The deacon can be removed by a vote of the members at a duly called congregational meeting with at least 75% approval. In the event a Deacon is removed or resigns before his or her term expires, the Elders may, at their discretion, nominate a qualified member to fill the vacancy. The nominee shall be brought before the congregation pursuant to Section 5 (C&D) of this Article.

Section 6 – Officers

- A. Appointment and Removal – The officers of the Church shall be its President, Vice-President, Secretary, Treasurer, and such Assistant Secretaries and Assistant Treasurers as the Elders shall from time to time appoint, to have the authority and perform the duties prescribed by the Elder Council. All officers of the Church shall be appointed by the Elder Council from among the members of the Church who are in good standing. Each officer shall serve until his or her successor has been appointed, unless the officer is no longer a member, no longer a member in good standing, or it is in the best interests of the Church to remove the officer, as determined by the Elders, in which event the officer shall be removed from office immediately. The Elders shall appoint qualified members to fill any vacancies in the offices of the Church. All such actions will be by a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval.

- B. President - The President shall be the principal executive officer of the Church and shall in general supervise and control all of the business and affairs of the Church. The President may sign, with the secretary or any other proper officer of the Church authorized by the Elders, any deeds, mortgages, bonds, contracts, or other instruments that the Elder Council has authorized to be executed, except in cases where the signing and execution shall be expressly delegated by the Elder Council or by these Bylaws or by statute to some other officer or agent of the Church; and in general the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Elder Council.
- C. Vice-President - The Vice President shall perform all duties incumbent upon the President during the absence or disability of the President and perform such other duties as this code of Bylaws may require or the Elder Council may prescribe.
- D. Treasurer - The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Church, receive and give receipts for money due and payable to the Church from any source, deposit all such moneys in the name of the Church in such banks, trust companies or other depositories as shall be determined by the Church, submit monthly financial reports to the Elders, and disperse funds to pay legitimate obligations of the Church. The Treasurer shall work closely with the Finance Committee regarding fiscal procedures and accountability, budget preparation, reviews and audits, and obtaining financing. The Treasurer shall, in general, perform all the duties incident to the office of Treasurer, and such other duties as may be assigned to him or her by the President or by the Elder Council.
- E. Secretary - The Secretary shall keep the minutes of the meetings of the Elder Council and Congregational Meetings, store such minutes in a record repository (may be electronic), see that all notices are given in accordance with the provisions of these Bylaws or as required by law, be custodian of the corporate records of the Church, maintain the membership role of the Church, and in general perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or by the Elder Council.
- F. Assistant Treasurers and Assistant Secretaries - The Assistant Treasurers and Assistant Secretaries, in general, shall perform the duties assigned to them by the Treasurer or the Secretary, the President, and the Elder Council.

ARTICLE VI - INTERNAL MATTERS

Determinations of the internal affairs of the Church are ecclesiastical matters and shall be determined exclusively by the Church's own rules and procedures, as amended from time to time.

ARTICLE VII – FINANCES

Section 1 – Fiscal Year and Annual Budget

The fiscal year shall be determined by the Elder Council and communicated to the congregation along with the proposed Annual Budget. The Annual Budget is approved by a vote of the members present at the duly called Annual Congregational Meeting with at least 75% approval.

Section 2—Disbursements and Expenditure Approvals

- A. All monies shall be disbursed by check or equivalent electronic funds transfer methods, except amounts of fifty (\$50) dollars or less, which may be paid out of a petty cash fund accounted for by vouchers.
- B. Expenditures under ten thousand dollars (\$10,000) that can be made by shifting funds within categories of the approved Annual Budget may be approved by the President.
- C. Provided general fund resources are available, items requiring expenditures less than \$75,000 not covered by the approved Annual Budget may be approved by a vote of the Elders present at a duly called Elder Council meeting with at least 75% approval. Annually, the total of such approvals shall not exceed 7% of the approved Annual Budget.
- D. Expenditures over seventy-five thousand dollars (\$75,000) or in excess of the 7% cap in Sec 2 (C) of this Article and not covered by the approved Annual Budget shall be presented for a vote of members present during a duly called congregational meeting with at least 75% approval to pass.
- E. Creation of Pastor, Associate Pastor, or professional staff positions outside the approved Annual Budget shall be presented and approved by a vote of the members present during a duly called congregational meeting with at least 75% approval.

Section 3—Funds

- A. All regular funds for the Church shall be primarily raised by voluntary tithes and offerings. Grants or bequests may also be received with the approval of the Elder Council.
- B. Special accounts approved by vote of the members present at a duly called congregational meeting with 75% approval may be funded by loans, mortgages, or bonds.
- C. The Church will engage a qualified accounting firm to conduct a review or an audit at the conclusion of each fiscal year. The Treasurer will arrange for the review or audit at the direction of the Elder Council.

Section 4—Allocation of Funds

The Church will designate at least five percent (5%) of its general fund giving for benevolence, local outreach, and global outreach.

Section 5—Funding of New Staff Positions

- A. The Church hires other personnel including directors, coordinators, residents, and interns to carry out pastoral and ministry duties as deemed necessary to assist the Pastors in the ministry of the church.
- B. Staff positions (other than Associate Pastors who are approved by the Elders and Pastors who are approved by the congregation), which are provided for in the approved Annual Budget, shall be recruited and hired by the designated staff supervisor.
- C. For part-time and temporary positions or internships that are not included in the approved Annual Budget, the President may reallocate up to \$25,000 of unused funds from other areas of the budget.
- D. Permanent staff positions that are not covered in the approved Annual Budget require congregational approval.

ARTICLE VIII– CHURCH CONGREGATIONAL MEETINGS

The teaching of the Word of God shall govern the conduct of all Congregational Meetings. *Robert's Rules of Order* shall be the guide for the processes and order of a meeting.

Section 1 – Annual Congregational Meeting

An Annual Congregational Meeting of the Church shall be held on a Sunday in the last fiscal quarter with notification (verbal and written or electronic) at least two weeks prior to the date of meeting. This meeting will include voting to approve the Annual Budget, election of Elders, and any other business that shall be on the published agenda.

Section 2 – Special Congregational Meetings

Special congregational meetings may be called by the Elders at any time or by petition to the Chairman of at least five percent (5%) of those members eligible to vote at a congregational meeting. Notification to the congregation at least two weeks prior to the date of meeting is required. The notification shall include the proposed agenda for the meeting and shall be issued in the same manner it would be issued for the annual congregational meeting.

Section 3 - Eligible Voters

Only members who are at least 18 years old can vote. Each member has one vote.

Section 4 - Quorum

A quorum for congregational meetings is at least twenty (20) percent of the voting members of the congregation. A member submitting an absentee ballot will be counted toward the quorum requirement. The Annual Congregational Meeting or a Special Congregational Meeting is considered "duly called" when a quorum is established. In the event a new motion (a motion not presented in the published agenda) is presented from the floor at a meeting, a larger quorum of at least 33 1/3% shall be present in order to act on the motion.

Section 5 - Absentee Ballots

Absentee ballots may be requested by a voting member who will be unable to attend a congregational meeting (commonly due to health reasons or travel). Members are encouraged to attend and participate in person whenever possible. Absentee ballots may be requested from the Church office up to 14 days prior, but not less than 3 days from the scheduled Congregational Meeting. The Church office shall verify membership and provide either a paper or electronic ballot to the member. The ballot must be cast/received by the Church prior to the start of the Congregational Meeting to be counted. Absentee ballots will not include motions that will be voted on verbally or any motions that come from the floor at a Congregational Meeting. A member casting an absentee ballot who then attends the meeting is not eligible to vote at the meeting.

Section 6 – Notification

Official announcements will be made using one or more of Pennington Park Church's current general communication methods on at least two Sundays prior to the date of the meeting.

ARTICLE IX - AMENDMENTS

- A. The Bylaws of Pennington Park Church can be amended only during a duly called Annual or Special Congregational Meeting as set forth in Article VIII, Sections 1 and 2.
- B. Copies of the proposed amendment(s) must be available (hard copy or electronic) for each voting member of the Church two (2) weeks prior to the Congregational Meeting.
- C. The approval of at least 75% of members present at a duly called Congregational Meeting shall be required to pass any amendment(s).

ARTICLE X - INDEMNITY CLAUSE

Upon the approval of the Elder Council, the Church shall indemnify, defend and hold harmless a Pastor, Associate Pastor, Elder, Deacon, officer, or employee of the Church for all claims, demands, costs, losses, liabilities and damages paid or accrued by him/her individually, including reasonable attorney's fees, incurred in fulfilling his/her duties and responsibilities to complete the mission and purpose of the Church, if he/she acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of the Church, and so long as the act or failure to act does not arise from a person's intentional torts, willful misconduct contrary to the mission and purpose of the Church, or criminal acts.

ARTICLE XI - DISSOLUTION CLAUSE

In the event of the dissolution of the Church corporation, all of its debts shall be fully satisfied before any assets are otherwise disbursed. None of its net assets or holdings shall be divided among members or other individuals but shall be irrevocably designated by congregational vote prior to dissolution to such not-for-profit religious corporations as are in agreement with the letter and spirit of the Bylaws and the What We Believe Statement adopted by this Church and in conformity with the requirements of Section 501(c)(3) of the United States Internal Revenue Service Code of 1954. In the event a quorum of members is not achieved after two (2) attempts for the purpose of voting on matters under this Article, then the Elders shall designate the distribution of the Church assets and holdings.

Bylaw History of Amendments:

November, 2018	Original bylaws were adopted at the congregational meeting when church voted to become autonomous
December, 2021	Amendment approved for congregation to approve changes to theological statements of the church (includes "What We Believe" and "Member Covenant")
March 26, 2023	Completely amended and restated bylaws approved by congregation