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FAIRFIELD GLADE COMMUNITY CHURCH

By-Laws

Revised March 6, 2016

ARTICLE I - NAME AND INCORPORATION

The name of this church shall be Fairfield Glade Community Church. This church is chartered by the State of Tennessee as a religious non-profit corporation as of December 29, 1975.

ARTICLE II - FOUNDING PRINCIPLES

It shall be the purpose of this church to bring together all Christians who seek a common meeting point in their Christian faith and a simple basis on which to rest their Christian fellowship with full freedom for spiritual thought and personal conviction.

This church shall remain interdenominational in fellowship and in covenant and shall accept into its membership all those who accept Jesus Christ as their Savior and Lord and the Bible as the rule of faith, conduct and discipline and who indicate that they will make this their place of worship and will work for the Lord and his Kingdom in full sympathy with this church and its program.

The objectives of this church shall be the support of:

1. public worship;
2. instructions in the Bible;
3. religious instruction through church schools, etc.;
4. charitable and missionary projects;
5. promoting enriching cultural experiences and fellowship activities for church members and the community as a whole.

This church shall demonstrate an ecumenical spirit with all Christian Churches in the work of the Kingdom of the Lord.

ARTICLE III - MEMBERSHIP

This church welcomes all applicants for membership whose faith, desires and character are in accord with the Founding Principles of this church.

Section A - Acceptance of Members

1. By letter of transfer from any Christian Church.
2. By reaffirmation of faith, if former record of membership is not available.
3. By baptism (type optional) and confession of Christian faith.
4. By confirmation or confession of faith.

Section B - Associate Membership

A member of another Christian Church who wishes to affiliate with this church without severing such relationship may become an associate member with duties and rights of full membership as stated in these by-laws.

Section C—Membership in Absentia

Upon request of a member, the Board may grant “Membership in Absentia” to an immediate family member whose mental impairment precludes a personal profession of faith. Such membership is in recognition of his or her identity in the family of God and this church and shall continue through their lifetime.

Section D - Duties of Members

Members shall pledge themselves to regularly attend the worship services of the church and the celebration of the Lord's Supper, to live the Christian life, to share in the life and work of the church, to contribute to its support and benevolences, and to seek diligently the spiritual welfare of the membership and the community.

Individual contributions of significance, as determined by the Board and with the concurrence of the individual may be properly recognized by the congregation in the form of a memorial in Fellowship Hall.

Section E - Rights of Members

1. The right to vote in Congregational meetings.
2. The right to hold church offices and to serve as a member of any church board or committee. Non-memebrs may participate in committees only with voice and without vote.
3. The right to submit amendments to by-laws for consideration as stated in Article IX of these by-laws.
4. The right to represent Fairfield Glade Community Church as authorized by the Pastor and the Official Board.

Section F - Termination of Membership

1. By letter of transfer to another Christian Church.
2. By members own request upon recommendation of the Pastor and action of the Board.
3. Those members who have not attended worship, not contributed to the support of the church, and not received communion during a one year period are to receive a letter from the Secretary stating the Board's concern about their lack of noted desire to be associated with the church in ministries. Mailings will be stopped to the individual (s) until some response is noted. If after two years all of the above remain the same, the member shall be removed from the active membership rolls by the church office and placed on the inactive list by action of the Board.
4. By action of the Board, the name of a member shall be dropped from the membership roll if such member has united with another church without obtaining a letter of transfer.

5. Deceased members shall be listed on a Memorial Honor Roll.

Section G - Membership Reinstatement

If an individual has previously held membership in the Fairfield Glade Community Church and is now attending worship, contributing to the support of its ministries, and has taken Communion, they may request in writing to the Pastor to be re-instated. The Pastor will meet with the petitioner and decide if they are sincere in requesting re-instatement. The Pastor can make the Christian decision to re-instate the petitioner.

ARTICLE IV - GOVERNMENT

Section A - Congregation

1. Meetings

The governing body of this church shall be the membership assembled in church meeting.

- a. The vote of a majority of active members present at the meeting, and those active members requesting to vote in advance via absentee ballot, shall be the action of the church, unless a greater majority is required by these by-laws.
- b. A quorum shall consist of 20% of the active members as shown on the membership rolls on the date of the meeting call.
- c. The annual meeting of the congregation shall be held in the month of January each year.
- d. A meeting of the congregation shall be held in the month of November. The agenda shall include the election of members to the Board and the congregation's elected representatives to the nominating committee for the ensuing year.
- e. Special meetings of the congregation may be called as needed by the Board or by petition of 10% of the active members.
The business to be conducted at a special meeting shall be confined to the agenda items or to resolutions previously distributed or announced to the congregation.
- f. Members shall be given advance notice of each congregational meeting. Such notice may be by mail posted at least 15 days prior to the proposed meeting date or by announcement at the regular church service on at least the two Sundays immediately preceding the proposed meeting. An announcement of the meeting shall also be included in the church bulletin whenever time permits.

2. Powers

The Congregation reserves unto itself responsibility for the following activities all of which shall require a vote of the membership.

- a. Call of a Pastor - as provided for in Article VIII, Section B;
- b. Termination of a Pastor - as provided for in Article VIII, Section C;
- c. Purchase or other acquisition of Real Property - as provided for in Article VI;
- d. Sale or other disposition of Real Property - as provided for in Article VI;
- e. Mortgaging or otherwise pledging Real Property or other major assets as security for a loan - as provided for in Article VI;
- f. Approval of the annual budget, and amendments thereto, all as required by these by-laws - as provided in Article IX.
- g. Affiliation or termination of an affiliation with a denomination or any inter-church organization. To accomplish such action, two duly called congregational meetings shall be required. At the first meeting the matter shall be presented for discussion only. After a minimum of four weeks the second meeting shall be called and a vote taken by written ballot. A two-thirds majority vote of the active members present to include those active members requesting to vote in advance via absentee ballot shall be required.
- h.: All written requests for church funds not previously authorized by the congregationally approved annual budget must be approved by the committee involved and then by the Board.
- i. The only contract Fairfield Glade Community Church will honor is a contract that was approved by the Board or the congregation before implementation of said contract. The Board President or Vice-President are the only persons who can sign such contracts unless otherwise designated by the Board or the congregation. Any contracts not following these requirements will be considered null and void and result in any person entering such a contract being personally responsible for the terms and financial liability of the contract.

Section B - Board

The Board shall be the executive body of the church and shall consist of twelve (12) voting members elected by the congregation at the November congregational meeting, and the Pastor (ex-officio-with voice, without vote, and without the right to make motions). It shall be responsible for carrying out the purpose of the church and to that end shall have jurisdiction and oversight of the congregation, committees and all organizations. Further, it shall have the care and control of the property of the congregation (whether real or personal) as a sacred trust in accordance with the Charter. The Board shall have all responsibilities not otherwise reserved to

the congregation or the Pastor.

1. The Board shall organize itself each year and shall elect a President, Vice-President, Secretary and Treasurer and in addition may elect or appoint any additional officers it deems necessary. A majority of its members shall constitute a quorum. The Secretary and the Treasurer need not be members of the Board.
2. Members of the Board shall be elected for a term of three years, but it shall be so arranged that a third of their number, and any unexpired term, shall be elected each year. No member may be re-elected after having served a full three-year term unless at least one year has elapsed.
3. Nominations for Board members and the three non-board members to be elected to the Nominating Committee shall be made by a nominating committee comprised of two members of the Board, appointed by the Board, with one to serve as chairperson of the committee, and three non-board members to be elected by the congregation. Public notice of these nominations shall be given in the church bulletin and announcement at the regular church service on the Sunday immediately preceding the meeting at which the election is to be held.
4. The Board shall maintain an operational method for systematic contributions on the part of all the members and friends (which contributions, except in total, shall be kept confidential) for local expenses and benevolences. It shall collect revenues of the church and dispose of sums collected, as authorized. It shall submit a budget for each fiscal year to cover both local church expenses and benevolences. The Board may not incur non-budgeted costs or capital expenditures of more than 15% of the local expense budget, with the exception of Missions and Benevolences, unless duly authorized by the congregation. Pending the approval of a new budget at the annual meeting, the budget shall be a pro-rata extension of that last approved. The Board shall submit reports to the congregation at the annual meeting including a financial statement audited by a qualified accountant.
5. The Board shall appoint the following committees and approve their chairpersons:
 - Finance Committee,
 - Mission & Benevolence Committee,
 - Parish Life Committee,
 - Pastor-Parish Relations Committee,
 - Property and Facilities Committee,
 - Stewardship Committee,
 - Visitor Outreach Committee and
 - Worship and Music Committee.

The Board may appoint such other committees (not otherwise provided for) as it deems necessary.

The Board shall approve and maintain copies of each appointed committees Standing Operating Procedures (SOPs). Each committee, other than the Nominating Committee, will determine the number of members required and may establish sub-committees as required. All committee members will serve a maximum of three years. Extensions beyond three years must be approved by the Board. No later than October of each year, all committees will nominate their new chairperson and new members for approval by the Board. Exception shall be that the Chairperson and the members of the Visitor Outreach Committee be exempted from the three year limitation of service on the Visitor Outreach Committee.

In selecting committee appointments, the Board shall endeavor to obtain the involvement of as many members as possible in order that all members are given the opportunity to meet their Christian commitment. To obtain continuity, multiple year rotating membership terms shall be considered.

All committees, including special committees, shall prepare and maintain, for committee use, written minutes of all meetings. A copy shall be given to the church office and Board President after each meeting. Each committee shall maintain Standing Operating Procedures (SOPs) describing its duties, responsibilities, processes, and procedures. These SOPs and all revisions will be approved by the Board.

6. Officers of the Board shall also serve as officers of the church congregation and the church corporation. Such officers shall continue to serve until their successors have been elected and installed.

7. The Board shall perform those duties delegated to it by the laws of the State of Tennessee and the formal actions adopted at any meeting of the corporation.

8. Within ten days after the November congregational meeting, the current president shall call and conduct an organizational meeting of the Board as it will be constituted for the ensuing year. The current president shall preside at this meeting until such time as a president is elected. No official business shall be conducted at the meeting other than that relating to the organization of the Board.

The newly elected officers, in consultation with the past president shall prepare a slate of committee appointments, in accordance with the provisions of these by-laws and approve the new committee chairpersons and new committee members. The President elect may call a special meeting of the Board for the sole purpose of presenting the slate for action.

9. Any vacancy on the Board during a year shall be filled until the next annual election by Board appointment. Any remaining term shall be filled at the next annual election by vote of the congregation.

10. The Board is authorized to set policies or procedures that do not violate the By-Laws

but set actions or procedures that will immediately, better support the congregation. These policies or procedures will be communicated to the congregation and will be reviewed every three years for incorporation into the By-Laws. Any policy or procedure not incorporated during this tri-annual review will be included in a committee SOP or dropped from church records.

Section C -Installation of the Board and its Officers

The Board and its officers shall be installed on the first Sunday of the new year .

Section D - Rules of Order

Robert's Rules of Order Revised shall be the authority in questions of parliamentary procedures.

Section E - Corporate Meetings

A meeting of the Congregation or a meeting of the Board shall qualify as a Corporation Meeting at which both ecclesiastical affairs and corporate affairs may be conducted, provided such meeting has been legally called and a quorum is present.

ARTICLE V - CHURCH OFFICERS

A. Pastor

The Pastor shall be the spiritual leader of the church. The Board and the Pastor shall have in their responsibility the pulpit and its ministrations, the sacraments, all services of public worship, the care and counsel of every member of the church. The Pastor shall be an ex-officio member of all committees with voice, without vote, and without the right to make motions. The pastor shall not be a member of the Pastor-Parish Relations Committee.

B. President

The President shall be the senior officer of the church. The President shall preside at all Congregational Meetings and all meetings of the Board. The President will serve as moderator at all Board Meetings but will only vote to break a tie. The President shall be an ex-officio member of all committees without the right to make motions or vote.

C. Vice-President

The Vice-President shall assume such duties as are delegated by the President and shall also assume all duties and responsibilities of the President when the President is away from Fairfield Glade for an extended period or otherwise incapacitated.

D. Secretary

The Secretary, assisted by the Office Administrative Assistant and the Board Minutes Clerk shall keep a record and preserve on file all communications and written official reports, minutes of all Congregational Meetings and Board meetings. The Secretary shall also serve as Registrar and perform such duties as usually pertain to the offices of Secretary and Registrar all as more fully defined by the Official Board and laws of the State of Tennessee.

E. Treasurer

The Treasurer shall be responsible for maintaining the financial records of the church, receiving all church monies and depositing them in depositories approved by the Board. The treasurer shall dispense funds in accordance with the provisions of these by-laws and the actions of the Board and perform other duties as more fully defined by the Board and laws of the State of Tennessee.

ARTICLE VI - PROPERTY

The church may in its corporate name sue or be sued; acquire by purchase, gift, devise, bequest or otherwise; own, hold, invest, reinvest or dispose of property both real and personal for such work as the church may undertake; and may purchase, own, receive, hold, manage, care for and transfer, and convey such property for the general purpose of the church. It may receive and hold in trust both real and personal property and invest and reinvest the same and may make any contracts for promoting the objectives and purposes of the church

Real property shall not be acquired, disposed of or mortgaged except by a two-thirds affirmative vote of the members at a duly called meeting of the congregation. Public announcement of the proposal shall have been made at each required meeting announcement and included in any required written announcement.

Personal member property within Fairfield Glade Community Church (other than a member's property brought into the church with no intent to give it to the church) is the property of the church. The right to dispose of such property is solely the right of the Board. Members donating items to the Church may request a letter identifying the amount as an in-kind donation but will not be deducted from member's financial pledge to the Church.

Fairfield Glade Community Church allows sale of **not for profit** items on church grounds. Each sale must be approved by the Board. This policy applies to any group that uses the church facilities for said purpose. When using the facilities of the church, groups will be expected to sign an agreement stating all sales profits will be used for charity or not for profit. In addition, no organization may advertise for any form of assistance or solicitation unless it is to a non-profit charitable organization. No solicitation will be allowed in the Sanctuary or through the Sunday bulletin. Any non -Fairfield Glade Community Church activity that wishes to present information to the congregation must present said information to the Board for approval.

ARTICLE VII - ORDINANCES

Section A

The church shall administer the Sacraments of Holy Communion and Baptism. The Sacrament of Holy Communion shall be observed at least once per calendar quarter. Invitation to participate shall be extended to all whose faith is centered in the Lord Jesus Christ. The Sacrament of Baptism may be administered in any recognized mode.

Section B

The Ceremony of Marriage may be performed in any recognized form that the participants may desire and which has been previously approved by the Pastor and the Board.

ARTICLE VIII - MINISTRY

Section A - Pastor qualifications and skills

The Pastor shall be a graduate of a recognized seminary and his ordination shall be acceptable to the sponsoring denominations.

Section B - Call of a Pastor

When the Board declares that a pastoral vacancy has occurred, a Pastor Search Committee shall be elected by the congregation. One member shall be nominated by each of the following: Official Board, Pastor-Parish Relations Committee, Parish Life Committee, Worship and Music Committee, and Finance Committee, and two at large members from the congregation. The committee shall organize itself. No more than one member of a family may serve on the same Pastor Search Committee.

The Pastor Search Committee shall present to the Board its selection of the candidate to fill the vacancy. The Board shall then present the candidate's credentials to the congregation, and the candidate shall be formally introduced to the membership so that the congregation may take a vote to either accept or reject the candidate. The candidate shall present a trial sermon before a vote is taken. Acceptance of a Pastor shall be by an eighty per cent majority (80%) vote by written ballot of the active members present, and those active members requesting to vote in advance via written absentee ballot, at the Congregational Meeting called to act upon calling a Pastor. The congregation shall consider only one candidate at a time.

In the call the terms of the relationship shall be stated, including all terms agreed to between the candidate and the committee. The minister, the church and after acceptance by both parties, all denominations with whom this church has an affiliation shall be furnished copies of the consummated call. The Pastor shall be elected for an indefinite period.

Section C - Termination of a Pastor

In order to terminate the relationship, two months' notice shall be given unless the relationship is terminated by the church for due cause. If the congregation decides to terminate the relationship, the action shall be by action of the majority of the congregation determined by a written ballot at a Congregational Meeting called solely for this purpose.

ARTICLE IX - AMENDMENTS

Amendments to these by-laws may be made at any duly called Congregational Meeting by a two-thirds affirmative vote of the members present. Public announcement of the text of the proposed amendments shall have been made as a part of all the required meeting announcements and the wording made available in written form to all members.

Addendum A-Church Policies and Procedures for Maintaining the Church Membership Roles

Addendum B-Policy Regarding Pastoral Activities of Former Pastors and other Clergy

Addendum C-Sexual Exploitation and Ministerial Conduct Policy

Addendum D-Policies and Procedures on the Use of Church Facilities

September 14, 1984

Revised 1-27-85

Change of wording 9 -19-88

Retyped August, 1994

Revised 7-23-95

Revised 11-19-95

Revised 11-10-2002

Revised 2-18-2005 (change of name of Evangelism Committee to Visitor Outreach)

Revised 3-10-2008 (Article II-Founding Principles, third paragraph was itemized and added item 5; Article IV, section A 1(b) -quorum changed to 20% of active membership)

Revised January 19, 2014

Revised Article III, section E, para. 2 (added: Non Members may participate in committees only with voice and without vote) **March 6, 2016**