

# **Bylaws to the Constitution of Hanover Community Church**

*December 5, 2010*

## **Article I: Duties of Officers**

### **Section 1: Senior Pastor**

The Senior Pastor shall be considered the spiritual overseer of the Assembly and shall direct all its activities. He shall be the president of the corporation and shall act as chairman of all business meetings of the Assembly and the official Board. He shall be an ex-officio member of all committees, departments, and fellowships. He and the official Board shall provide for all the services of the Assembly and shall arrange for all special meetings or revival campaigns. No person shall be invited to speak or preach in the Assembly without the Senior Pastor's approval.

### **Section 2: Deacons (As Elders)**

The official Board is chosen to serve the church and therefore shall act in an advisory capacity with the Senior Pastor in all matters pertaining to the Assembly in its spiritual life and in the ministry of its ordinances. They shall act in the examination of membership applicants and water baptismal candidates and in the administration of the discipline of the Assembly. A majority present at any meeting of the official Board shall constitute a quorum, provided all the members have been notified to be present. In the event the Assembly is temporarily without a Pastor or the Pastor is unable to be present or serve, the Assistant Pastor shall act as Pastor, or in the absence of an Assistant Pastor, the Vice-Chairman shall act as Pastor.

### **Section 3: Deacons (As Trustees)**

The official Board shall be custodians of all the property of the Assembly, and shall be responsible for the maintenance of the same.

### **Section 4: Assistant Pastors**

Assistant Pastors will function in the capacity for which they were hired and in accordance with the job descriptions so established.

### **Section 5: Official Secretary**

The Official Secretary shall keep the minutes of the official meetings of the Board and shall keep the minutes of the Annual and Special Business Meetings of the Assembly. He shall keep a roster of the membership listing the dates of their membership status and perform any other clerical work necessary to the proper discharge of his duties. Each year's work shall be bound and kept as an annual record book. He shall be the custodian of all legal documents and be in possession of the corporate seal. The Official Secretary may appoint an assistant to take the minutes and maintain necessary records.

## **Section 6: General Treasurer**

The Treasurer shall be entrusted with all the finances of the Assembly which may be committed to him. He shall deposit all funds in a responsible bank in the name of the Assembly, Pastor, and Board. This general treasurer shall keep an itemized report at the regular meetings of the Board and the Assembly. His accounts shall be audited under the direction of the Pastor and Board.

## **Section 7: All Actions**

All Actions of the Pastor and Board shall be subject to review by the Assembly at any constitutionally called business meeting.

## **Article II: Elections and Vacancies**

### **Section 1: Senior Pastor**

The Senior Pastor shall be elected to serve indefinitely. Candidates shall be nominated by the Board. Election shall be by secret ballot at a business meeting called for that purpose. A two-thirds majority vote of the Voting Membership shall be required to constitute the election of a new Pastor.

### **Section 2: Assistant Pastors**

Assistant Pastors, whether “Minister of” or “Assistant to the Pastor,” must, after recommendation in the form of a motion by the Board, be elected by a majority vote of the Voting Membership.

### **Section 3: Official Deacons’ Board**

a) The Board shall be chosen from the Voting Membership of the Assembly. Their term of office shall be for three years from the time of election. A limit of two consecutive terms shall be observed, with a minimum hiatus of one year before the member can be re-nominated. Members shall be nominated by a nominating committee of at least two voting members appointed by the Board.

b) The Board shall have the right to fill any office vacated (except for the Pastorate) by appointment. The appointee shall finish the term of the office vacated. If said appointee is subsequently nominated for and elected to a subsequent term, the term of office shall commence from the time elected.

### **Section 4: Board Officers**

The Pastor is the permanent Chairman of the Board. An Official Secretary, General Treasurer, and Vice-Chairman shall be elected by the Board at the first Deacon’s meeting after each election, if a vacancy exists.

### **Section 5: Pastorate Vacancy**

In the event a vacancy occurs in the pastorate, the Board will seek candidates for the position and a new Pastor shall be elected as prescribed in Article II, Section 1.

If a Pastor has serious charges preferred against him, or his ministry has ceased to be effective, or no provision has been made for the termination of his ministry, power is vested in the Board to ask for the resignation of the Pastor at any of its regular business meetings. If such resignation is refused, the Pastorate shall not be considered vacant until action of the Board has been confirmed

by a two-thirds majority vote of the Voting Membership at a meeting called for that purpose, such meeting to be presided over by an unbiased official from another Assembly in agreement with ours.

## **Section 6: Other Officers**

Any office may be declared vacant by an act of a majority of the membership of the Board at any of their regular or special business meetings. Grounds for such action shall be: 1) Unscriptural conduct, 2) Heresy, 3) Incompetence in office, 4) Any other good and sufficient cause. Any incumbent under charges shall have opportunity for a fair and impartial hearing of his case before the Assembly if he desires. Any incumbent who resigns for reasons other than health or moving to another location shall not be permitted to be re-elected from one year after resignation. A letter of resignation must be submitted to the Official Secretary listing cause(s) of resignation. No other office may be held until this condition is met.

## **Section 7: Employees**

- a) The Pastor and the Deacon's Board may nominate a candidate for employment to fill any paid position.
- b) Employees are hired and fired by the Deacons' Board by a two-thirds vote of the full Board. Each employee will be on a ninety-day probationary period at which time they will be made a permanent, at-will employee or the employment will be terminated.

## **Article III: Membership**

### **Section 1: Standard of Membership**

The standard of membership in this Assembly shall be:

- a) Evidence of a genuine experience in regeneration, a new birth. (John 1:12, 13; 3:3-8; I Peter 1:18-25)
- b) Evidence of a consistent Christian life. (Romans 6:4; 8:1-4; 13:13, 14; Ephesians 4:17-32; 5:1, 2, 15; I John 1:6, 7)
- c) To subscribe to the Tenets of Faith.
- d) Willingness to contribute regularly to the support of the Assembly according to his/her abilities and resources.
- e) Completion of Hanover Community's Membership Applicant's Orientation Class.

### **Section 2: Reception of Members**

Persons desiring to become voting, non-voting, or junior members of this Assembly shall make that fact known to the Pastor or a Deacon who, with the Board, shall interview the applicant and review his/her qualifications according to the standard of membership.

The Pastor shall present the names of those who apply for membership to the Board. This presentation shall constitute enrollment in a membership class governed by the Board as an orientation program to Hanover Community Church. This course will be taught by individual Board members to the applicants. Upon completion of the class, the Board shall cast their vote of acceptance or denial. Applicants denied will be notified by the Official Secretary by letter. Applicants accepted will be given the right hand of fellowship at a regular worship service and will be considered members from the moment of Board approval. The membership class should include: HCC history, Constitution and Bylaws, Tenets of Faith, departments, fellowships, how we handle problems between ourselves, business meeting procedures, order of the services, areas of lay ministry, and a Spiritual Gifts test.

### **Section 3: Discipline**

Any member of this Assembly who shall willingly absent himself from the regular services for a period of three consecutive months, or who shall be under charges, shall be temporarily suspended from the voting membership pending investigation and final decision in his case. The Board shall decide upon such cases.

Unscriptural conduct or doctrinal departure from the Tenets of Faith held by this Assembly shall be considered sufficient grounds upon which any person may be dismissed as a member after I John 3:7-22 and Matthew 5:23-26; 18:15-35 have been followed. (I Corinthians 5:11; Galatians 1:8, 9; Titus 3:1-15)

### **Section 4: Withdrawal**

Members in good standing who may wish to sever their relationship with this Assembly are to remove their own names from the roster by writing a letter or withdrawal stating cause. Those who may desire to be transferred to some other congregation may apply to the Official Secretary for a letter, which shall be granted on the approval of the Pastor and Board; letter to be signed by the Pastor and the Official Secretary.

### **Section 5: Membership Rolls**

The Pastor and Board shall be authorized to revise the membership rolls of this Assembly before each regular, annual business meeting, and to remove from the list of members all names of those who have become deceased, those who have withdrawn from the Assembly, or who have fallen into sin and whose lives may have become inconsistent with the standards and teachings of this Assembly. If a name is removed for cause, the one whose name is removed shall be notified of the action by the Official Secretary in writing. If appeal is made to the Board for reconsideration of their action and reinstatement is not granted, the dismissed member may appeal to the membership, a majority vote of which shall be considered final. After one year on the inactive membership list and after sufficient effort (e.g. letters, visits) to reclaim the inactive member, the inactive member shall be notified that he will not be a member of Hanover Community Church as of a future date. (Matthew 18:15-17; Romans 16:17, 18; I Corinthians 5:1-5; II Thessalonians 3:6-15)

### **Section 6: Reinstatement**

A former member may be reinstated by request to the Board. The Board in turn will decide by majority vote if that person is to be reinstated, and under what conditions (e.g., re-take the membership class).

## **Article IV: Property Rights**

### **Section 1: How Held**

All property, real or personal, shall be taken, sold, held, transferred, or conveyed in the corporate name of this Assembly.

### **Section 2: Alienation**

No real property of the Assembly shall be sold, leased, mortgaged or otherwise alienated unless the same have been authorized by at least a two-thirds majority vote of the Voting Membership.

### **Section 3: Authorization**

The Pastor and the Official Secretary of the Assembly shall certify in such conveyance, lease or mortgage, that the same has been duly authorized by membership vote. Such certificates shall be held to the conclusive evidence thereof.

### **Section 4: Cessation**

In the event this Assembly ceases to function as a body, the property shall be sold and all proceeds, after expenses, shall be given to some fundamental, evangelical mission to be determined by the authorities of the estate.

### **Article V: Order of Business**

The regular order of business for all business meetings of this Assembly shall be conducted in a logical order according to the needs of the church, and shall always begin and end with prayer.

### **Article VI: Amendments**

These Bylaws may be amended at any regular or special business meeting of the Assembly by a majority vote by the membership present, provided the proposed amendment has been announced publicly on the two Sundays prior to the date of the meeting.