

# **REDEEMER CHURCH OF SOUTH HILLS**

## **CHURCH BYLAWS**

### **Article I – Congregational Meetings**

- Section 1 – Notice of Meetings
- Section 2 – Annual and Semi-Annual Meetings
- Section 3 – Method of Calling Meetings
- Section 4 – Responsibility for Meetings
- Section 5 – Quorum for Transaction of Business
- Section 6 – Congregational Affirmations

### **Article II – Membership**

- Section 1 – Application for Membership at RCSH
- Section 2 – Denial of Membership
- Section 3 – Admission of Applicants
- Section 4 – Discipline of Members
- Section 5 – Appeals
- Section 6 – Termination of Membership

### **Article III – Election/Appointment of Church Officers**

- Section 1 – Terms of Office
- Section 2 – Nomination of Deacons
- Section 3 – Appointment of Elders
- Section 4 – Number of Elders
- Section 5 – Elder Body Meetings
- Section 6 – Elder Body Decision-Making Process
- Section 7 – Special Decisions
- Section 8 – Removal of Elders
- Section 9 – Approved Teachers

### **Article IV – Church Administration**

- Section 1 – Meetings
- Section 2 – Quorum and Call for Meetings
- Section 3 – Duties of the Church Clerk
- Section 4 – Duties of the Church Treasurer
- Section 5 – Committee Information
- Section 6 – Regular Standing Committees

## **Article I – CONGREGATIONAL MEETINGS**

### **Section 1 – NOTICE OF MEETINGS**

Notice of all congregational meetings shall be given at regular worship services on the two (2) consecutive Sundays immediately prior to the meeting. In an emergency, a meeting may be called on shorter notice by notifying each local member by mail, email, or text of the time, place and purpose of the congregational meeting.

### **Section 2 – ANNUAL AND SEMI-ANNUAL MEETINGS**

Congregational meetings shall be held annually and as needed (no more than semi-annually) the reception of reports, election of officers, and the transaction of such other business as may properly be brought before the meeting. The fall congregational meeting shall be called the Annual Meeting; the adoption of a budget shall take place at the Annual Meeting

### **Section 3 – METHOD OF CALLING MEETINGS**

It shall be the right and responsibility of the Elders to call all congregational meetings. When special congregational meetings are called, there must be notice given to the congregation as to the purpose.

### **Section 4 – RESPONSIBILITY FOR MEETINGS**

The Elders shall arrange the details of all congregational meetings and see that all possible preparation for their successful conduct is made following the principles outline in Robert’s Rule of Order, Revised.

### **Section 5 – QUORUM FOR TRANSACTION OF BUSINESS**

One-third (1/3) of the total number of voting members shall be considered a quorum for the transaction of business at any constitutionally called congregational meeting.

### **Section 6 – CONGREGATIONAL AFFIRMATION**

#### **A. Purpose of Congregational Affirmation**

The purpose of an affirmation from the congregation, deacons or any other group of the church is the wisdom of seeking godly counsel of many, as taught in Scripture (Prov 11:14). This type of counsel can be helpful to the elders in determining the wisest course of action in a matter. A vote of affirmation may be for the purpose of polling the congregation.

#### **B. Types of Affirmation**

##### **1. Written Affirmation**

A ballot vote of eligible members present at a meeting called for the specific purpose of affirming a decision on a particular matter. The meeting shall be called by the elders and publicly announced at least two (2) weeks prior to the meeting. The results of all Written Affirmations will be made public.

##### **2. Formal Affirmation**

A vote taken using any method desired by the elders for the purpose of polling the counsel of the congregation or a leadership group (i.e., deacons, teachers, etc.) on any matter.

##### **3. General Consent**

In the case of nomination of deacons and elders, members have an opportunity to bring their concerns to the candidate and/or elders in accordance with Matthew 18. Therefore, it is assumed that any candidacy that continues to be time of affirmation has received general consent.

### **C. Eligible Members**

A church member in good standing, 16+ years of age, is eligible to cast a ballot in formal affirmations when he or she is present.

## **Article II – MEMBERSHIP**

### **Section 1 – APPLICATION FOR MEMBERSHIP AT RCSH**

All requests for membership shall be made to the Elders. Upon making such a request, the individual shall be enrolled in a membership class covering the RCSH Statement of Faith, membership vows, and church structure. The applicant will be given an interview form, which will be submitted to the Elders. The pastor and one (1) Elder shall meet with the applicant following receipt of the interview form to discuss membership. Final decision for membership shall be decided by the Elders.

### **Section 2 – DENIAL OF MEMBERSHIP**

If, upon review of an interview for membership, or after meeting with a prospective member, the Board of Elders determines that there is a lack of evidence of conversion, an unwillingness to follow the Lord, an unwillingness to walk peaceably within the standards of our confession, or there are unresolved issues with a prior church, membership shall be denied.

### **Section 3 – ADMISSION OF APPLICANTS**

Applicants approved for membership shall present themselves at a worship service designated by the Elders, at which service such applicants shall publicly affirm their faith in Jesus Christ, covenant with the Body, and be publicly acknowledged as members by the Church.

### **Section 4 – DISCIPLINE OF MEMBERS**

The purpose of Church Discipline is to effect a return to a Biblical standard of behavior and doctrine in a member who errs (Galatians 6:1), to maintain purity in the local church (1 Corinthians 5:6-7), and to deter sin (1 Timothy 5:20) in order to reflect the glory of God and His holy character (John 15:8; 1 Peter 2:12).

Members of this church who espouse heresy or engage in gross misconduct shall be subject to discipline, potentially resulting in dismissal according to Matthew 18:15-18. Before such dismissal, however, (1) it shall be the duty of any member of this church who has knowledge of the erring member's false doctrine, heresy, or gross misconduct to warn and to correct such erring member in private, seeking his/her repentance and restoration. If said erring member does not heed this warning, the (2) the warning member shall again go to the erring member, accompanied by one or two witnesses to warn and correct such erring member, seeking his/her repentance and restoration. If said erring member still refuses to heed this warning, then (3) it shall be brought to the attention of the Elders as representatives of the church. Should the individual remain unrepentant, the Elders, upon careful and prayerful investigation, shall inform the body. If said erring member refuses to heed the warning of the church (4) he/she shall be publicly dismissed from the church. It is understood that this process will continue to conclusion even if the erring member leaves RCSH or otherwise seeks to withdraw from membership to avoid discipline. If said member, after dismissal, heeds the warning, demonstrates repentance, and requests reinstatement, (5) he/she shall be publicly restored to membership. (6) Every member is bound morally and scripturally to uphold to the decision of the church.

### **Section 5 – APPEALS**

If any member or members are injured in or by any proceedings in censures or formal discipline no agreeable to truth or order, they may appeal the decision of the church to the Elders of another church that holds to the

Confessions brought forth from the Protestant Reformation. However, the Elders of the appealed-to church are not entrusted with any authority over the body of RCSH to impose their determination on the church or its officers.

#### **Section 6 – TERMINATION OF MEMBERSHIP**

The church shall recognize the termination of an individual's membership following his/her death, after he/she has joined with another evangelical church, or by written request. Membership may also be terminated by an act of excommunication through church discipline, as specified in Article II, Section 4 of these Bylaws.

### **Article III – ELECTION/APPOINTEMENT OF CHURCH OFFICERS**

#### **Section 1 – TERMS OF OFFICE**

The terms of church officers shall begin upon their ordination and installation. The term of office for an Elder shall be as long as he is qualified, capable and desirous of fulfilling the duties of an elder. The normal term of office for Deacons shall be three (3) years. Upon the completion of a full term, each Deacon shall be required to wait one (1) year before being eligible for reappointment. This requirement may, however, be set aside if the Elders deem it beneficial to do so. Terms shall be so arranged that not all are completed at the same time.

#### **Section 2 – NOMINATION OF DEACONS**

All Deacons shall have been a member of the church for a period of at least one (1) year before being placed in nomination. Consent must be secured from the nominees before their names are placed before the congregation. Six (6) weeks prior to each annual meeting, a nomination form will be presented to the church body; this form shall include the Biblical requirements for the office of Deacon.

It shall be the duty of the membership to review the requirements for Deacons (Act 6:3; 1 Timothy 3:8-13), and then to select other members to recommend to the Elders for entrance into the Deacon Training Program. Recommendations may be made from any member of the church, provided it is done so in writing and with the prior approval of the individual being recommended.

The Elders shall take those recommendations and compile a list of qualified nominees and announce those nominees for said office two (2) Sundays prior to the annual congregational meeting. Members of the congregation may present names in writing to the Elders for consideration prior to the time the names of nominees are posted.

If there are those in the congregation who have Scriptural grounds for objecting to any of the nominees, they shall personally bring these to the attention of the nominee (Matthew 18:15-17). If those concerns are not satisfied, they should then bring those concerns to the attention of the Elders at least one (1) week prior to the congregational meeting.

At the congregational meeting, the Elders will present the nominees to the congregation for the proper action. Each nominee shall be affirmed by general consent.

Nominees who are appointed will enter the Deacon Training Program and will serve as Deacons in training until their successful completion, affirmation, and ordination by the Elders.

## Section 3 – APPOINTMENT OF ELDERS

### A. Elder Selection Process from Within the Congregation

The process by which Elders are nominated and appointed to the body of Elders is as follows:

1. The Elders shall set aside men that they determine have met the qualifications and gifting for the office of Elder. They shall be declared as being under consideration
2. The Elders shall then make it known to the congregation that a particular individual is being considered as a candidate for the office of Elder
3. For a period of time, not less than 28 days (4 weeks), the congregation will have the opportunity to prayerfully consider the individual's qualifications for the office of Elder. If members for any reason feel that the person may be unqualified, they should go to him in love and discretion and privately discuss their concerns (Matthew 18:15-18; Titus 1:7). If after a discussion with the nominee, the members feel that their concern is unresolved, they should approach the Elders with their concern. During the time that a man is under consideration, there are several options:  
OPTION 1: The man under consideration can withdraw himself from consideration and the process will cease  
OPTION 2: The Elders may deem the man unqualified and the process will cease  
OPTION 3: The man and the Elders agree that the process should continue
4. After the time of consideration, the general consent of the congregation regarding the man under consideration will be affirmed during an annual or special called business meeting.
5. After prayerful consideration of the consent of the congregation, the Elders shall vote and make known their decision regarding the man.
6. Upon Elder body approval, the Elders will arrange for his ordination, if necessary, and the man shall immediately assume his position as an Elder.

### B. Elder Selection Process from Outside the Congregation

It may be necessary on occasion and for the benefit of the body to find an Elder from outside the congregation of RCSH. The Elder body shall select the Elder as follows:

1. The Elders shall serve as the Elder Search Council
2. Upon the recommendation of the Elders and the approval of a specific candidate, the Elder body shall make known to the congregation all pertinent information about the candidate.
3. A business meeting shall be set and announced publicly at least 28 days (4 weeks) prior to a public affirmation when a candidate is coming to be considered as an Elder.
4. Any Elder candidate must have the opportunity to fulfill 'pulpit supply' as a candidate.
5. At the business meeting, the Elders shall see the general consent affirmation of the congregation.
6. After consideration of the affirmation of the congregation, the Elder body shall make the final decision regarding the candidate. Upon approval of the Elder body, the man shall become an Elder. The Elder body shall announce to the congregation the date that the new Elder's tenure shall begin

## Section 4 – NUMBER OF ELDERS

The number of Elders shall be as many as are qualified and needed to carry out the ministry of Elders in the church. The Elder body shall determine that number.

## Section 5 – ELDER BODY MEETINGS

Meetings of the Elder body shall be held on a regular basis as determined by the Elders. Anyone desiring to approach the Elders on any matter or need may feel free to arrange to meet with them. Any Elder may call special meetings of the Elder body as needed, but all Elders must be informed about the meeting and the subject matter to be discussed in advance. All major decisions require all Elders to be informed and included in the decision whether by physical presence, phone, or submitted letter.

## **Section 6 – ELDER BODY DECISION-MAKING PROCESS**

Decisions shall be reached after prayerful consideration in a spirit of humility, with each Elder regarding one another before himself. A matter receiving a unanimous 'yes' vote is a 'yes' decision. A matter in which the Elders are not able to come to a unanimous agreement must be tabled for discussion at a later date.

Before the next meeting, additional information, discussion, Godly counsel, and time as needed, will be allowed to go over the matter at hand. After considering the additional information, discussion, and counsel, the Elders will then allow the time needed for prayer.

The decision will then be made with a simple majority vote. If there is no majority, the matter will not move forward.

Statement of Unity: Any decision made after following the agreed upon decision-making process will be a unified 'yes' or 'no' decision. All elders agree to be unified in the final decision, 'yes' or 'no', in public and in private, even though it may not agree with their personal preference (Acts 15:6-22).

## **Section 7 – SPECIAL DECISIONS**

The following decisions require a binding, written affirmation (see Article 1, Section 6) of the congregation (Proverbs 11:14):

1. The church's annual budget
2. Expenditures involving new property or new buildings and related indebtedness
3. Changes to the Charter, Constitution and/or Bylaws

## **Section 8 – REMOVAL OF ELDERS**

Any Elder may be removed from office if he becomes physically incapacitated, spiritually unqualified, or his inability to serve is established by the remainder of the Elder body. Any accusation or action against an Elder must be presented to the Elder body in accordance with Scripture (1 Timothy 5:19-20).

## **Section 9 – APPROVED PREACHERS/TEACHERS**

When the Pastor is unable to preach (i.e., vacation, illness, family emergency, etc.), a Biblically qualified man who is able to adhere to the Statement of Faith of RCSH will be sought to fill the pulpit in his absence.

# **Article IV – CHURCH ADMINISTRATION**

## **Section 1 – MEETINGS**

Elders and Deacons shall hold their respective meetings on a regular basis according to the needs of the congregation. They shall hold a joint meeting semi-annually, unless otherwise directed by the Elders.

## **Section 2 – QUORUM AND CALL FOR MEETINGS**

The quorum of the Elders or of the Deacons shall be two-thirds of their total number. They shall meet at the request of any two of their members.

### Section 3 – **DUTIES OF THE CHURCH CLERK**

The Clerk shall keep a record of all business transacted at the congregational meetings, keep an accurate record of the membership, keep an updated attendance record, carry on all necessary and related correspondence for the congregation, and handle other duties as assigned by the Elders.

### Section 4 – **DUTIES OF THE CHURCH TREASURER**

The Treasurer shall deposit all church funds in a bank account or accounts, as instructed by the Deacons and Elders, which account shall be opened and maintained in the name of the church. He/she shall disburse the same at the direction of the Elders. He/she shall make monthly reports to the Elders and an annual report to the congregation at the Annual Meeting. He/she shall submit the books for an annual audit at the end of the fiscal year, and at such other times as he/she may be directed by the Elders to do so. He/she may be required to furnish a bond, the amount of which shall be determined by the Elders, and the cost of which shall be paid by the church. The Treasurer shall be primarily responsible for all offerings received by the church, and immediately following any service he/she shall see that all offerings are counted and that a record of them is maintained. An Assistant Treasurer may be appointed to assist in these duties.

### Section 5 – **COMMITTEE INFORMATION**

Elders may appoint special task committees or regular standing committees with rotating members as they determine to be necessary.

The nature (special task or standing), the members, and the contact information for any existing committee must be available to the congregation.

Elders must appoint or dissolve any committee with a public announcement or written notification. Any committee must have one (1) chairperson and at least one (1) other member.

Frequency and location of committee meetings may vary according to the nature and purpose of the committee.

Committees are to directly report to the Elder body and be available to be represented by a member of said committee in a congregational meeting.

### Section 6 – **REGULAR STANDING COMMITTEES**

#### **1. Finance Committee**

The Finance Committee shall be comprised of the Elders, Treasurer and one (1) member for every 25 members of the congregation. Their duties include preparing and recommending to the congregation an annual budget. After it has been approved by the congregation, this committee is to oversee the administration of the budget. If any proposed expenditure goes over the budget category by 10% or more within a quarter, it requires unanimous approval of the Elders, Treasurer, and one other committee member.

#### **2. Missions Committee**

Upon congregational growth, a Missions Committee shall be established. This committee shall be comprised of 2-5 members with a heart for missions. With oversight from the elders, their duties shall include leading the church into supporting and participating in responsible missionary activities and efforts.