

# CONSTITUTION

## of

# Reformation Christian Fellowship Church

WHEREAS, God has in these last days founded His church upon Christ Jesus (Ephesians 2:20; I Corinthians 3:11); built it through His people (I Corinthians 12:14), given it power and authority (Matthew 16:19), and unified it with internal structure (I Corinthians 12:28) and the Holy Ghost as the guide (John 16:13), that we, as the Body of Christ (Ephesians 1:22-23), might present His Gospel (Mark 16:15) and make disciples (Reference) by assisting in the implementation of the vision for this local church with the following constitution and bylaws of the church.

We, whose names appear as members of the board of directors, in order to establish and maintain a place for the worship of Almighty God, our Heavenly Father, do hereby, recognize ourselves as a sovereign local church. We desire to provide for Christian fellowship for those of like precious faith, where the Holy Spirit may be honored according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the Gospel of Jesus Christ by all available means, both at home and in foreign lands; and for this purpose we do adopt the constitution and bylaws of the church and submit ourselves to be governed by them.

## ARTICLE I - NAME

The name of this church shall be Reformation Christian Fellowship, which shall be located in Hampton, Virginia. Reformation Christian Fellowship shall be herein referred to as the "church" unless otherwise noted.

## ARTICLE II - PURPOSE

- A. It shall be the purpose of Reformation Christian Fellowship to know and make known the Gospel of Jesus Christ through the preaching and teaching of the Holy Bible, to bring the unsaved to Jesus Christ, to build up and disciple the saved in Christian grace and living, and to have a vital part in missions here and abroad. To this end, the church purposes
1. To establish and oversee places of worship under the guidance of the Holy Spirit (Titus 1:5; Ps. 107:3; Acts 2:42, 46, 47; Heb. 10:25).
  2. To conduct the work of evangelizing both home and foreign missions in obedience to the command of our Lord Jesus Christ (Matt. 28:19, 20; Mark 16:15, 16; Luke 24:46, 47; John 20:21).
  3. To create departments as may be necessary in order to establish places of worship, to spread the Gospel, (including but not limited to educational, recreational, community, and social services) and to support missionary activity (Acts 6:1-7).



4. To have the right to own, hold in trust, use, possess, sell, convey, mortgage, lease or dispose of such property, real or chattel, as may be needed for the prosecution of its work.
  5. To license ministers of the Gospel and be their covering (1 Thess. 5:12; 2 Thess. 2:15; 3:4; Heb. 13:17).
- B. Since Reformation Christian Fellowship is under the law and commandments of God, the members are constituted to obey the guidance and leadership of the Holy Spirit. In connection therewith or incidental thereto, this church shall have the right to do any and all things necessary for the furtherance of its purpose, all in accordance with its bylaws as the same may hereafter be modified or amended.

## ARTICLE III - STATEMENT OF FAITH

The human phraseology employed in this statement is based upon the Bible, the Word of God, and is essential to the ministry of Reformation Christian Fellowship. No claim is made that it contains all the truth in the Bible, however it does cover orthodox fundamental matters. It is presented in Appendix A, with the complete text of supporting Scriptures.

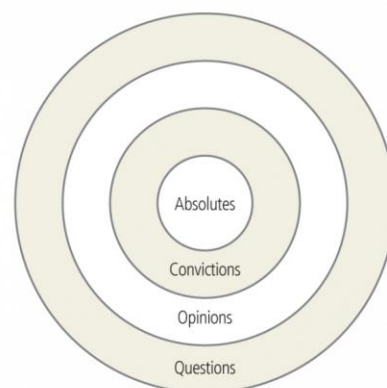
## ARTICLE IV - CORE VERSUS SECONDARY BELIEFS

### Section A. Belief Categories

The ability to discern the relative importance of theological beliefs is vital for effective Christian life and ministry. Both the purity and unity of the church are at stake in this matter. The relative importance of theological issues can fall within four categories:

- *absolutes* define the core beliefs of the Christian faith
- *convictions*, while not core beliefs, may have significant impact on the health and effectiveness of the church
- *opinions* are less-clear issues that generally are not worth dividing over
- *questions* are currently unsettled issues

These categories can be best visualized as concentric circles, similar to those on a dartboard, with the absolutes as the “bull’s-eye” (see diagram at right).<sup>1</sup>



### Section B. Distinguishing Between Absolutes, Convictions, Opinions, and Questions

<sup>1</sup> The ESV Study Bible, English Standard Version (ESV), Copyright © 2008 by Crossway Bibles, a publishing ministry of Good News Publishers. All rights reserved.



The elders determine where an issue falls within these categories by weighing the cumulative force of at least seven considerations: (1) biblical clarity; (2) relevance to the character of God; (3) relevance to the essence of the gospel; (4) biblical frequency and significance (how often in Scripture it is taught, and what weight Scripture places upon it); (5) effect on other doctrines; (6) consensus among Christians (past and present); and (7) effect on personal and church life. These criteria for determining the importance of particular beliefs must be considered in light of their cumulative weight regarding the doctrine being considered. For instance, just the fact that a doctrine may go against the general consensus among believers (see item 6) does not necessarily mean it is wrong, although that might add some weight to the argument against it. All members, but in particular, the elders, are to consider all of the categories collectively in determining how important an issue is to the Christian faith. The ability to rightly discern the difference between core doctrines and legitimately disputable matters will keep the church from either compromising important truth or needlessly dividing over peripheral issues.<sup>2</sup> The specific biblical hermeneutics (principles of interpretation) followed are

- **Scripture interprets Scripture (the analogy of faith)** – no interpretation of a portion of Scripture can be in conflict with what is clearly taught in other portions of Scripture. This principle guards against exaggerating one portion of Scripture while ignoring other portions. Some corollaries to this principle include
  - Interpret implicit passages in the light of explicit passages.
  - Interpret unclear passages in the light of clear passage.
  - Interpret the Old Testament in the light of the New Testament.
- **Interpret according to the literal sense** – interpret according to the normal rules of grammar, speech, syntax, genre, and context. This principle restrains us from imaginative interpretations and requires close examination of the literary forms of Scripture.
- **Grammatical-Historical interpretation** – this is closely related to literal sense but focuses on the grammatical constructs and historical contexts of Scripture. Grammatical structure determines whether a specific passage should be considered a question (interrogative), command (imperative), or declarative (indicative). This principle seeks the original meaning of the text in order to prevent reading into Scripture our own thoughts from the present.

### Section C. Examples and Applications

Where there is no agreement on absolutes there cannot be a church. Absolutes are worth fighting over. At the other end of the spectrum, questions typically do not threaten the health of a church and can usually be ignored. However, convictions and opinions can threaten the unity of a church.

Opinions can include things such as church services times, mode of dress at church, church size, worship style, use (versus abuse) of alcohol, proper method of schooling (public, private, home-school), and political party affiliation. Often opinions are raised to the level of conviction (and possibly absolutes). When this happens, the parties involved should follow the pattern outlined in Matthew 18:15-20. Although the holding of an opinion is not necessarily sin, attempting to bind the conscience of another believer or the church concerning an opinion is a sin. If the involved parties cannot resolve the issue, the elders have a responsibility to step in and decide the issue. As Romans 14 points out, many disagreements over opinions are issues of conscience, such as whether or not to use alcohol, the eating of certain foods, appropriate activity for Sunday, or simply appropriate activity in general. One person may be “weak” concerning one or more issues and “strong” concerning others. The weaker brother is not to pass judgment on the stronger brother. That is, the weaker brother cannot apply their personal rules to anyone

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<sup>2</sup> Ibid.



else. On the other hand, the stronger brother is not to look down on (or despise) the weaker brother. This means that, in love, the stronger brother uses his freedom with discretion when with the weaker brother. However, as stated above, the position of this church is that an attempt by a believer or the church to bind the conscience where Scripture allows freedom is sin.

Convictions present the biggest challenge to church unity and typically have been the cause of church or denominational splits or the impetus behind the institution of new churches or denominations. Our Tenets of Faith contains the absolutes for this church, but with regards to the universal Church our Tenets of Faith contains both absolutes and convictions. For example, even though we believe in and practice believer's baptism (as stated in our Statement of Faith), those that practice infant baptism are fellow brothers and sisters in Christ. Also, we believe that all the gifts of the Spirit are for today, but there are other brothers and sisters that would disagree. Freedom is allowed for convictions not expressed in the Tenets of Faith; however, one person may consider their conviction the "stronger" position and another person's conviction the "weaker" position. At this church this type of contentious attitude is not acceptable (1 Cor. 11:16, 2 Tim. 2:24). Each person is free to present their views of debatable matters as long as it is done in love and not for the purpose of gaining "converts" to their conviction. Any discussion of these types of issues should be done for the primary purpose of understanding the issues, not agreement on the issues. Again, the elders will address anyone deemed to be contentious over debatable convictions. We trust that the Holy Spirit will guide our understanding of Scripture, as we love each other earnestly from a pure heart (1 Pet. 1:22), and as Peter instructs, "Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind." (1 Pet. 3:8 ESV)

#### **Section D. Relational Commitments**

Refer to Appendix B, Reformation Christian Fellowship Relational Commitments.

## **ARTICLE V - MEMBERSHIP**

#### **Section A. Membership Standards**

A person is eligible for membership in this church who gives evidence of his/her faith in the Lord Jesus Christ, who voluntarily submits to teaching that's aligned to the Statement of Faith (Appendix A), who in faith abides by the Relational Commitments (Appendix B), and who reads and agrees to be governed by the constitution and bylaws of this church as herein set forth and signified by signing the Membership Agreement (Appendix C).

Reformation Christian Fellowship subscribes to a membership that trusts its elders to make decisions and fulfill their roles that will prosper the church (Ephesians 4:11-13, 1 Timothy 3:1-7, Acts 6:4, 1 Timothy 5:17, James 5:14, 1 Peter 5:1-2, Titus 1:9, 2 Peter 2:1-2, Hebrews 13:7). Paul instructed elders to decide what should be taught, though to do this with gentleness (2 Tim. 2:24-25) and with patience and endurance (2 Tim. 4:2), 1 Peter 5:1-4). It also recognizes that some decisions are wisely made by the entire congregation (Matthew 18:15-17, Acts 6:2-5, 1 Cor. 5:4-5, 2 Cor. 2:5-6, Gal 1:6-9, 2 Tim. 4:3).

The congregation will vote on:

- Receiving members
- Elder affirmation



- Pastor affirmation
- Eliminating from membership the unrepentant (including elders and pastor)
- Purchase of real estate
- Changes to our foundational documents (Constitution and Bylaws, to include all Appendices)
- Dissolution of the church

The voting process is described in the Constitution and Bylaws.

Any disputes that arise over the interpretation of this constitution and bylaws shall be deferred to the pastor, with the advice of the council of elders. In Watson v. Jones, the court ruled that

*“Whenever the questions of discipline, or of faith, of ecclesiastical rule, custom, or law have been decided by the highest church judicatory to which the matter has been carried, the legal tribunals must accept such decisions as final, and as binding on them . . .”*

Additionally, it was ruled by the Supreme Court in Jones v. Wolf, 443 U.S. 595 (1979) that to suspend or exclude from the Lord's Supper those found delinquent, are matters concerning membership and are solely under the control of the church, and that a member may have membership revoked if the pastor and/or council of elders deem it necessary so long as the church follows its own rules in doing so. This right and power cannot go under review by the IRS or the courts.

### **Section B. Membership Process**

1. Persons desiring to become members in fellowship with the church shall make the fact known to the pastor or elder by a signed Membership Agreement (Appendix C). The application must be submitted to the church secretary.
2. Candidates for membership will review the Constitution and Bylaws, Statement of Faith (Appendix A), the Relational Commitments (Appendix B). This can occur in a group setting or an individual setting. The pastor or elders will evaluate the candidate after completion and determine if they meet membership requirements. A 3/4 vote of the members of Reformation Christian Fellowship shall affirm membership and their names included on the roster.

### **Section C. Member Discipline**

Any member found guilty of offenses counter to the Membership Agreement (Appendix C) shall be subject to discipline and possible removal from church membership according to Relational Commitments (Appendix B).

### **Section D. Membership Cancellation**

The pastor and council of elders shall be authorized to revise the membership roll of the church at least once a year, and to remove from the list of active members those in fellowship under the following categories:



1. Issuance of Letter of Transfer.
2. Voluntary withdrawal from membership.
3. Deceased during the year.
4. Those in sin who have refused correction and restoration according to the Relational Commitments (Appendix B).
5. Those who are absent from the church services for a period of three (3) months without reasonable excuse.

The council of elders reserves the right to remove any member which is deemed to be harming the flock or to be in purpose and willful contention with the church, supported by a 3/4 vote of the members of Reformation Christian Fellowship

Any person removed as a church member shall be notified of this action in writing by the church secretary and shall have the right to appeal to the elders for reconsideration of said action.

The elders may restore to membership any person previously excluded, upon request of the excluded person, and upon evidence of the excluded person's repentance and reformation. This should be done in the spirit of forgiveness and love (2 Corinthians 2:68).

## ARTICLE VI - FINANCES

The church, a non-stock corporation, shall be financed by the freewill offerings of the members and friends of the church, by the established places of worship, by all other subordinate groups affiliated with Reformation Christian Fellowship and by fundraisers that are recognized by the pastor/president and council of elders/secretary, treasurer (1 Chronicles 29:6-9; 2 Chronicles. 24:10; 31:10).

## ARTICLE VII - GOVERNMENT

### **Section A. Elders/Council of Elders**

The council of elders of the church shall be the pastor, the lead among equals, and the appointed elders. Certain elders and deacons shall serve as officers of the church for state business and appointed by the pastor with input from the council of elders. They shall be: chairman of the board/president (pastor), vice president(s) (elder(s)), the corporate secretary (elder or deacon) and the treasurer (elder or deacon). Appointed officers shall constitute the board of directors, the majority of which shall serve without remuneration and not be related by blood or marriage.

There shall be no less than three members of the board of directors including the pastor; all other than the pastor shall be selected for a term of one year. The qualifications for officers are the same as for council elders and deacons and are outlined in the bylaws. In the event that an office of the board of directors becomes vacant, the pastor may, with the counsel from the elders, appoint a successor to serve the remainder of the unexpired term.

### **Section B. Committees**



There shall (as the occasion may demand) be operational committees appointed by the pastor/president to serve under the supervision of the council of elders in the capacity of expediting the work of the ministry.

## **ARTICLE VIII - MEETINGS**

### **Section A. Church Meetings**

In any established place of worship, the pastor will be responsible for regular church services.

### **Section B. Corporation Meetings**

The church year shall coincide with the calendar year beginning on January 1, and running through December 31.

The chairman of the board/president (pastor) will call the official board meeting to discuss the direction of the church. The pastor shall set dates and times for board meetings. A minimum of two-thirds of the officers including the pastor shall be present for an official board meeting to exist. The board may have invited guests present at any meeting so long as the pastor has approved it.

The secretary shall keep an accurate account of the minutes that were discussed at any board meeting. He/she then has to submit them at the next board meeting for discussion by the official board and approval by the pastor. Upon approval by the majority of the board of directors including the pastor, the minutes shall be adopted, and all policy and procedure in them will continue to be enforced.

## **ARTICLE IX - QUORUM**

Two-thirds (2/3) of the board members, including the chairman of the board/president (pastor), at an official board meeting constitutes a quorum. The pastor is the only one who can call an official board meeting by notifying the board members verbally or in writing with 72 hours notice.

## **ARTICLE X - AMENDMENTS**

Amendments to this constitution are brought forward to the council of elders for review and discussion with the submitter before presenting to the congregation. The amendment may be made by a 3/4 vote of the members of Reformation Christian Fellowship.

## **ARTICLE XI - DISSOLUTION**

Anyone on the council of elders may make a motion to dissolve Reformation Christian Fellowship, for whatever reason(s) seem proper, for review and discussion before presenting to the congregation. The

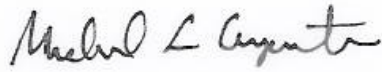


dissolution may be made by a 3/4 vote of the members of Reformation Christian Fellowship. If the dissolution passes, disposition of funds and property may be made by a 3/4 vote of the members of Reformation Christian Fellowship according to Article XI, Section D of the Bylaws.

Signed and certified this \_\_\_\_22nd\_\_\_\_ day of January 2012, to be effective immediately.



Kenneth L. D'Auria  
Pastor/President



Michael Carpenter  
Secretary, Board of Directors



Steven N. Simkins  
Treasurer, Board of Directors





# BYLAWS

## of

# Reformation Christian Fellowship Church

### ARTICLE I – ORDER

For the purpose of conducting business, the pastor/president shall have authority over all of the affairs of the church, a non-stock corporation.

### ARTICLE II – GOVERNANCE - COUNCIL OF ELDERS

A Council of Elders is the foundational leadership team for the church and shall be made up of such qualified men as the pastor shall appoint to serve and the congregation affirms. The pastor is the lead elder among equals. The term “Council of Elders” shall be assigned to this group.

- A. Qualifications: The elders must meet the qualifications as set out in the New Testament and additional qualifications significant to Reformation Christian Fellowship:
1. [2] Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, [3] not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. [4] He must manage his own household well, with all dignity keeping his children submissive, [5] for if someone does not know how to manage his own household, how will he care for God's church? [6] He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. [7] Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil. (1 Timothy 3:2-7 ESV)
  2. [5] This is why I left you in Crete, so that you might put what remained into order, and appoint elders in every town as I directed you—[6] if anyone is above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. [7] For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, [8] but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. [9] He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it. (Titus 1:5-9 ESV)
  3. [2] shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; [3] not domineering over those in your charge, but being examples to the flock. (1 Peter 5:2-3 ESV)



4. Believe the Statement of Faith (Appendix A), subscribe to the Relational Commitments (Appendix B), and agreeing to be governed by the constitution and bylaws of this church by signing the Membership Agreement (Appendix C).
  5. In addition, the pastor must possess, as a minimum, a four-year bachelor's degree, preferably from a Bible college or seminary; and have a minimum of 5 years ministry experience, preferably 2 years as a lead pastor.
- B. Duties: The church is led by Elders. In the early church, Elders were individuals who were raised up and qualified by the Word of the Holy Spirit and appointed to have the spiritual care of, and to exercise oversight over, the local church. They were appointed to serve as shepherds of the body (1 Peter 5:1-3).
1. They will minister in accordance with their gifts, talents, and abilities as overseers and leaders (Acts 20:28; Titus 1:9; 1 Peter 5:2).
  2. They will teach and preach, instruct, exhort, admonish.
  3. They will serve as spiritual ministers to the congregation.
  4. They will guard the purity of doctrine and spiritual life of the church.
  5. They will assist in administering the ordinances of Baptism and the Lord's Supper.
  6. They will counsel and care for all who are received for membership in the church.
  7. They will act as arbiters in disputes, reserving final arbitration by appeal to the members.
  8. They will demonstrate that character of Christ. In their modes and practices, they will model the pattern of behavior that is the necessary example for all leaders and members to follow as they carry out their calling to lead, exhort and encourage one another to conform to the image of Christ, and to minister the gospel in the power of the Holy Spirit and according to the Word of God.
  9. They will communicate to the body using as many means as practicable in order to facilitate strong relationships, teach, lead, and build the body of Christ.
  10. They will pray for members' healing and other needs.
- C. Manner of Appointment:
1. The elders shall be appointed by the pastor/ president with advisement of current council of elders and affirmed by a 3/4 vote of the members of Reformation Christian Fellowship. The number of elders must depend upon the number of men in the body that evidence maturity and ministerial qualities indicating that the Lord has raised them up to be elders.
  2. The pastor shall be recommended by the council of elders and affirmed by a 3/4 vote of the members of Reformation Christian Fellowship.
- D. Term of Office: The term of office shall be for an indefinite period of time, however, an elder may take a sabbatical for a period a time for spiritual, emotional and physical refreshment, yet remain as an elder; he is subject to dismissal by a 3/4 vote of the members of Reformation Christian Fellowship if



he violates the constitution and bylaws of Reformation Christian Fellowship or is lax in fulfilling the duties outlined in paragraph B.

## ARTICLE III – DEACONS

A Deacon (*diakonos*) is one who renders service to the needs of another (Acts 6:2-4). The Deacons will lead the service ministries of the church, to include leading committees, under the oversight of the elders, within the scope and authority of their defined responsibilities and budget (if applicable). They will be ordained (that is, set apart) as Deacons, conferring upon them the distinction, confidence, responsibility of confidentiality, and discretion reserved to those who are directed by the Holy Spirit rather than as mere men.

- A. Qualifications: The deacons must meet the qualifications as set out in the New Testament and additional qualifications significant to Reformation Christian Fellowship:
1. [8] Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. [9] They must hold the mystery of the faith with a clear conscience. [10] And let them also be tested first; then let them serve as deacons if they prove themselves blameless. [11] Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. [12] Let deacons each be the husband of one wife, managing their children and their own households well. [13] For those who serve well as deacons gain a good standing for themselves and also great confidence in the faith that is in Christ Jesus. (1 Timothy 3:8-13 ESV)
  2. Believe the Statement of Faith (Appendix A), subscribe to the Relational Commitments (Appendix B), and agreeing to be governed by the constitution and bylaws of this church by signing the Membership Agreement (Appendix C).
- B. Duties: A deacon is one entrusted with and commissioned to accomplish a specific task (John 2:5- His mother said to the servants, Do whatever he tells you). It includes, but is not limited to the following:
1. Bringing of the Gospel (Matthew 20:28, 2 Corinthians 3:3)
  2. Spiritual comfort and strengthening (Matthew 4:11, Philemon 1:13)
  3. Edification (1 Peter 4:10)
  4. Meeting of financial needs (Luke 8:3, Romans 15:25, 2 Corinthians 8:19-20, Hebrews 6:10)
  5. Serving tables (Matthew 8:15, John 12:2, Acts 6:2)
  6. Meeting of a practical need (Matthew 25:44)
  7. Delivery of a message (Ephesians 6:21)
- C. Manner of Appointment: Deacons shall be identified, examined and their desires determined, affirmed by a 3/4 vote of the members of Reformation Christian Fellowship and ordained by the Elders.
- D. Term of Office: The term of office shall be for an indefinite period of time; however, Deacons may take a sabbatical after three years for a time for spiritual, emotional and physical refreshment, yet remain as a Deacon. He or she is subject to dismissal by a 3/4 vote of the members of Reformation



Christian Fellowship if he/she violates the constitution and bylaws of Reformation Christian Fellowship or is lax in fulfilling the duties outlined in paragraph B.

## ARTICLE IV – ADDITIONAL OFFICES

### A. Corporate Secretary

1. Qualifications: The corporate secretary must meet the qualifications as set out in ARTICLE III of these Bylaws.
2. Duties: By virtue of the office, the secretary shall keep a true and accurate record of all meetings, including business meetings of the church. He or she shall perform clerical duties, and shall be the custodian of all legal documents. He or she shall deposit funds in a manner prescribed in ARTICLE V of these bylaws.
3. Manner of Appointment: The pastor/president shall nominate and the board of directors shall confirm the secretary to office.
4. Term of Office: The term of office shall be for an indefinite period of time, subject to dismissal if he violates the constitution and bylaws of Reformation Christian Fellowship.

### B. Treasurer

1. Qualifications: The treasurer must meet the qualifications as set out in ARTICLE III of these Bylaws.
2. Duties: By virtue of the office, the treasurer shall keep, in a professional manner, an itemized account of all receipts and disbursements of monies committed to his trust, and shall make reports to be presented during the official board meetings. He or she shall withdraw funds in a manner prescribed in ARTICLE V of these bylaws.
3. Manner of Appointment: The pastor/president shall nominate and the board of directors shall confirm the treasurer to office.
4. Term of Office: The term of office shall be for an indefinite period of time, subject to dismissal if he violates the constitution and bylaws of Reformation Christian Fellowship.

- C. Other Employees. Employees may be hired from time to time in order to carry out the work of the ministry. The pastor/president must approve an employee. An employee is hired for an indefinite period of time and may be dismissed at any time by the pastor/president and board of directors.

## ARTICLE V - FINANCES

- A. Budget. The funds for the maintenance of the church shall be provided for by the freewill offerings of friends of the church, established places of worship, by all other subordinate groups affiliated with Reformation Christian Fellowship, and by recognized fund-raisers. All offerings are subject to approval by the board of directors as provided in the Holy Scriptures. If approved, an offering shall be passed on to the secretary and no less than one other member appointed by the council of elders for deposit in the church's treasury.



- B. Audit. The treasurer and/or other board appointed person shall complete an internal audit. This audit of all financial records shall be made after the close of the calendar year, prior to the end of January. An external audit will be conducted once every five years.
- C. Deposits/Withdrawals. The church will employ a two person integrity in the receipt/deposit and disbursement/ withdrawal to and from the church treasury. The secretary and no less than one other member appointed by the council of elders shall complete receipts/deposits, while the treasurer and no less than one other member appointed by the council of elders shall disburse/withdraw funds.
- D. Salaries. The pastor/president shall be given a regular and reasonable salary as determined by agreement of the council of elders. His salary shall be reviewed each year during the last meeting of the calendar year. The salaries of all other officers and employees shall be determined by the council of elders.

## **ARTICLE VI - PROPERTY RIGHTS**

- A. All property, real or chattel, shall be taken, held, sold, transferred or conveyed in the corporation's name.
- B. No real or chattel property of the corporation shall be purchased, sold, leased, mortgaged, or otherwise alienated without authorization of the council of elders and approved by a 3/4 vote of the members of Reformation Christian Fellowship.
- C. The pastor/president of the corporation shall certify in such conveyances, leases, or mortgages.

## **ARTICLE VII - LOANS**

- A. Authority. The church shall have the authority to enter into transactions with banks, lenders and other providers of financial services to further its exempt purposes.
- B. Guidelines. The church must follow the guidelines set forth below in order to enter into such transactions.
  1. In addition to a board approved resolution, the transaction must be approved by the pastor/president.
  2. The church board of directors and pastor/president must perform their own inquiry to ensure that the loan they seek is the best one available to the church and have determined that the church can afford such transaction, including all monthly payments and any additional expenses which may be incurred.
  3. The closing documents must be signed by the pastor/president and the secretary.

## **ARTICLE IX - PRIVACY**

- A. This church shall diligently watch to keep private all records concerning polity, doctrine, counseling and information on membership. This church must not disclose any records that may compromise information about a member's attendance, membership status, giving and counseling records. Additionally, no request shall ever be released to any government authority without due process and a valid subpoena delivered by the proper government agency.



- B. Any church owned computer that has internet access must install and maintain filtering software to reduce the potential of harmful content being accessed.

## **ARTICLE X - INDEMNIFICATION**

The church shall indemnify the board of directors, officers or employees, or former directors, officers or employees of the church against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit or proceeding in which he/she is made a party by reason of being or having been such directors, officers or employees, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty.

## **ARTICLE XI - EXEMPTION REQUIREMENTS AND DISSOLUTION**

This corporation is organized exclusively for religious purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

- A. No part of the net earnings of the corporation shall inure to the benefit, or be distributable to its covenant partners/members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.
- B. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- C. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on
  - 1. by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provision of any future federal tax code or,
  - 2. by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986, or any other corresponding provision of any future federal tax code.
- D. In the event that the church ceases to exist, all assets of Reformation Christian Fellowship shall, at the discretion of the council of elders and the congregation, be given to organizations of similar purpose, that also apply the Statement of Faith (Appendix A) as essential tenets of the Christian faith, and that are exempt as described in section 501(c)(3) and/or 170(c)(2) of the Internal Revenue Code of 1986, or the corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



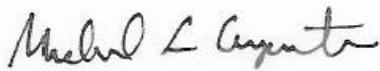
## ARTICLE XII - AMENDMENTS

Amendments to these bylaws, provided they are not inconsistent with the constitution or articles of organization, are brought forward to the council of elders for review and discussion with the submitter before presenting to the congregation. The amendment may be made by a 3/4 vote of the members of Reformation Christian Fellowship.

Signed and certified this \_\_\_\_22nd\_\_\_\_ day of January 2012, to be effective immediately.



Kenneth L. D'Auria  
Pastor/President



Michael Carpenter  
Secretary, Board of Directors



Steven N. Simkins  
Treasurer, Board of Directors

### List of Appendices

- A. RCF Full Statement of Faith
- B. RCF Relational Commitments
- C. RCF Membership Agreement
- D. RCF Benevolence Policy

### List of Amendments

Article V – Finances, Paragraph E



## Amendment to By Laws of Reformation Christian Fellowship Church, Article V – FINANCES

### Add Paragraph E. Year End Gifts

Covenant members and attendees may contribute to year-end bonuses for the pastor and paid staff of RCF Church not later than the third Sunday of December. Contributions may not be designated to an individual; the council of elders/ board will determine distribution pursuant to IRS Ruling 62-113. RCF Church will complete distribution before calendar year end and ensure amounts are included in the individual's total taxable income.

Adopted by unanimous covenant member vote on November 11<sup>th</sup>, 2017.

