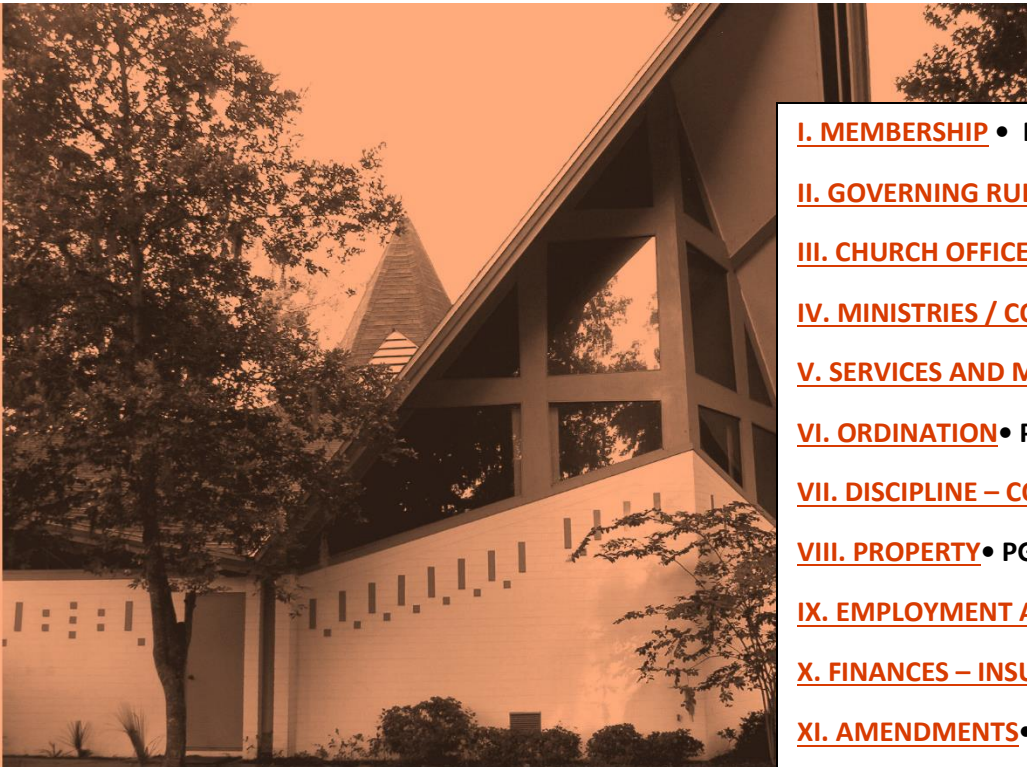




TUBMAN-KING COMMUNITY CHURCH



BY-LAWS

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MODIFIED – DECEMBER 2019

ADOPTED - OCTOBER 16, 2022



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Article I - MEMBERSHIP

Tubman-King Community Church shall welcome into its membership any persons who love, accept, and confess Jesus Christ as their personal Lord and Savior and who are likewise committed to and desire to be members of this church and who are striving to live according to His commandments.

Section 1: Condition

Membership in this church shall begin with a profession of faith in Jesus as Christ, public reaffirmation of faith in Jesus as Christ or the presentation of a letter of transfer from another church and shall be classified as either:

- A Full Member is an adult, 18 years of age or older, who acknowledges this Church as his/her primary church affiliation. A Full Member has voice and vote at Congregational Meetings and Church Council Meetings and may hold elective office.
- A Youth Member is one who is less than 18 years of age and acknowledges this as his/her primary church affiliation. Youth Members have voice, but no vote and may not hold elective office.
- A Watch Care Member is one who cannot conveniently get to his/her home church and desires to maintain membership in that church and concurrently hold membership in this church. A Watch Care Member has voice and vote, but may not hold elective office.
- An Associate Member is one who may conveniently attend her/his home church, yet, for personal reasons desires to also hold membership in this church. An Associate Member shall have no voice, no vote and may not hold elective office.

Section 2: Reception

All persons desiring to become members of this Church shall attend orientation sessions conducted by the Pastor and/or members of the Deacons/Deaconess Ministry prior to being presented for public reception by the membership.

Section 3: Responsibilities

Members are expected to be committed to all that is essential to the maintenance of our Christian community which shall include, but is not limited to: regularly attending the worship services of the Church; cheerfully supporting the church through tithes and offerings and sharing with the other members in the corporate ministry of this and the church universal and by using their time and talents to promote the spiritual welfare of the Church and for the witnessing of Christ to others.

Section 4: Rights

Only members in good standing may vote on any matters brought before the body at church meetings.

Section 5: Termination of Membership

Upon the recommendation of the Church Clerk and verification by the Deacons/Deaconess, membership may be terminated based on the request of a member in good standing, at which time the Church Clerk shall remove the member from the roll and:

- Provide a letter of transfer to another Christian Church with the particular local church being named in the letter.



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- Provide a certificate attesting to Tubman-King Community Church membership if the member does not know which particular church, he/she will be attending.

Section 6: Retirement /Inactivity

A member whose address has long been unknown or who for a period of two years, in spite of a kindly reminders such as telephone calls, home visits, letters, counseling, or other documented efforts, has not demonstrated the intention to remain a member in good standing, may be transferred to Inactive or Retired status.

From the date of the transfer, the named member shall cease to be reported on the active membership roll. If after the expiration of another year the member's address is still unknown or he/she is unwilling to renew their active connection with this Church, his/her name shall be removed from the roll.

Article II – GOVERNING RULES - STRUCTURE

These Bylaws are intended to provide a simple but adequate form to govern the church operations, to advance strong covenantal relationships, and to assure that any issues that do arise will be quickly addressed and remedied.

Accordingly, by the solemn and unanimous action of the Congregation to adopt these By-Laws, the Church Council is hereby appointed to govern the church operations and implement the contents of the By-Laws adopted. The Church Council and members willingly submit to be governed by them so that Tubman King Community Church may effectively carry out the mission of the church. Furthermore, these By-Laws shall constitute and evidence an agreement among the congregation and the Church Council, that its governance, business, and activities shall be conducted as provided in these Bylaws.

The Senior Pastor and Board of the Deacons shall provide both spiritual guidance and help manage the spiritual affairs of the church. In addition to the prerequisites of being a Senior Pastor and Deacon, the duty of the Senior Pastor and Board of Deacons is to govern the flock and direct all the spiritual affairs of the church to ensure that the mission is accomplished in a spirit of unity, including business decisions enacted upon the advice of the Church Council, and work in cooperation with the Church Council and the Pastoral Search Committee to assist in locating a new Lead Pastor when necessary.

Church Council

- Shall serve as the executive board of the church.
- Shall be subordinate to congregational meetings.
- Shall act for the church between congregational meetings.
- Shall have as its members:
 - Each of the elected church officers (see Article III)
 - Each Deacon
 - Senior Pastor (with voice, but no vote)
- Election of Church Council members shall take place at a duly called congregational meeting following the presentation of candidates for vacant offices provided by the Nominating Committee. Duties of the Church Council shall be to:
- Duties of the Church Council shall be to:
 - Assign creation and development of policies and procedures determined essential for the church operations to approved committees. All administrative and operational



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policies and procedures must be approved and adopted by the Church Council prior to implementation.

- Receive and act upon reports from church ministries, committees and officers and issue an annual report.
- Act on Pastoral and Council Member resignations and declare offices vacant.
- Hold accountable church officers and chairpersons of committees and remove any who fail to perform.
- Fill vacancies in unexpired terms of church officers upon recommendation of the Nominating Committee.
- Have primary authority, care and custody of the property of the church and financial affairs.
- Shall regulate the use of all property belonging to the church and shall be responsible for their maintenance and protection.
- Accepts gifts, requests, and endorsements on behalf of the church and determines the conditions under which they were given and will be used.
- Hold regularly scheduled and published meetings, set the agenda for the congregational meetings or any other meetings that may be called.
- A quorum shall be established when any six (6) Council members are present.
- Shall publish minutes and make them available to each full member.

The Church Council has no power to buy, sell or transfer the property of the church without the authorization being received by a 2/3 vote of the congregation at a duly called congregational meeting.

Article III – CHURCH OFFICERS

The officers of the church shall be the Senior Pastor, Moderator and Moderator-Elect, Church Clerk and Vice Church Clerk, Treasurer and Vice Treasurer, Church Historian and such other officers as the church may determine.

- Senior Pastor – Shall be an ordained and have at least a Masters of Divinity degree from a seminary accredited by the Association of Theological Schools, a demonstrated love for the people of God and a demonstrated heart for ministry. The Pastor shall be or become a member of Tubman-King Community Church.

1) Authority and Duties:

- Preach and teach the Gospel.
- Conduct public worship.
- Administer the Sacraments.
- Nurture the spiritual growth of the church and community.
- Regularly consult with the Deacon and Deaconess Ministries.
- Regularly consult with the Church Council.
- Serve as an ex-officio member (without vote) on the Church Council and all ministries and committees.
- Select persons to serve as ministers, assistant pastors, Deacons and Deaconesses.

- Term of Office



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Senior Pastor is elected for an indefinite period unless otherwise specified in a written agreement. Resignation requires sixty days' notice to the Deacon and Deaconess Ministries and then to the congregation.

a. Termination requires

- A call meeting of the membership.
- Two-thirds vote of those present to terminate.
- Sixty days' notice, unless there is the allegation of a serious violation of the law, violation of church sexual abuse policies, serious lapse in pastoral ethics or any foreseeable risk of harm or danger to the church or members.

Ministers and Assistant Pastors serve at the will of the Senior Pastor, with the advice and consent of the Deacons.

- Moderator—Elected by the congregation during the annual meeting to serve as its lay leader and to preside at all meetings of the membership and the Church Council. The Moderator is an official spokesperson of the congregation on matters of church business practices and policies and presides over the Church Council as specified in the Constitution and By-Laws.
- Shall be the Chief Lay Officer of the Church and shall be responsible for the planning, execution, and chairing of all Church and Church Council meetings.
- Shall prepare the agenda for each business or special meeting of the Church in consultation with the Senior and Senior Associate Ministers, other officers of the Church, and the Church Council.
- Shall convene the Church Council on a monthly basis except during July and August.
- Shall convene a meeting of the Governing Body at least twice a year.
- Shall call and chair meetings of the Executive Committee of the Church Council.
- Shall appoint a Parliamentarian.
- Shall keep the Moderator-Elect informed about the Moderator's actions on behalf of the Church and shall assist the Moderator-Elect in preparing to assume the office of Moderator.
- Shall be elected to serve a term of two years. Upon completion of this term, the Moderator shall be ineligible to serve as Moderator-Elect for a period of two years.
- Moderator Elect—Elected by the membership to carry out the duties of the Moderator when he or she is absent.
- Shall assist the Moderator in the execution of his/her duties.
- In the absence of or the inability of the Moderator to serve, the Moderator-Elect shall assume the duties of the Moderator.
- Shall be elected to serve a term of two years. Upon completion of his/her term, the Moderator-Elect shall assume the position of Moderator and shall serve as such for a period of two years.
- Must have served at least three consecutive years on the Church Council in an At-Large position or six years as a Board member; or have served as Treasurer, Financial Secretary, Church Clerk, or Moderator for two years within the previous 10 years.
- Church Clerk—Elected by the membership to keep faithful records of the proceedings at church and Council meetings and to:
 - Keep an accurate register of the membership data



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- Record dates and modes of membership or removal
- Issues letters of transfer
- Issue notices of meetings
- Signs official documents of the church, as necessary
- Shall make certain that accurate minutes and records are kept of all business meetings of the Church, and shall be responsible for:
 - Maintaining the official membership roll and recording all changes in the status of members;
 - Filing all official reports, correspondence, and important papers;
 - Issuing all letters or certificates voted by the Church;
 - Maintaining records of all baptisms and, in the case of infants, a record of the names and dates of birth and the names of parents;
 - Notifying all Officers, Committees, and Boards Members and Delegates of their elections or appointments;
 - Calling for the Annual Reports from each Church Officer and Organization and organizing the reports into the official Annual Report of the Church;
 - Maintaining custody of the seal of the Church;
 - Providing notice of all Church Council and Governing Body meetings; and
 - Keeping the Vice Church Clerk informed about the Church Clerk's actions on behalf of the Church.
- Vice Church Clerk - Elected by the membership to assist the Church Clerk in the conduct of the office and other tasks as assigned by the Council.
- Shall assist in performance of duties assigned to the Church Clerk and shall serve as Church Clerk during the absence or disability of the Church Clerk.
- Must have held membership in the Church for three years.
- Treasurer—Elected by the membership to be responsible for monitoring the church finances, approving all operations related disbursements of Church funds and for regularly reporting to the Council and the membership concerning the financial status of the Church.
- Shall receive and have custody of all monies, funds, and securities of the Church.
- Shall deposit the funds and securities of the Church in such depository as the Board of Trustees shall designate.
- Shall disburse funds upon authorization of the Financial Secretary.
- Shall provide monthly reports of account balances to the Board of Trustees and the Church Council, and submit periodic reports of receipts and disbursements to the Governing Body.
- Shall perform his/her duties in accordance with the Financial Management Policies and Procedures Handbook.
- Shall keep the Vice Treasurer informed about the activities of that office.
- Shall be an Ex-Officio member of the Church Council and the Board of Trustees.
- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Vice Treasurer, Financial Secretary, or Vice Financial Secretary) within the previous 10 years.



- Vice Treasurer—Elected by the membership to assist the Treasurer in the conduct of the office and other tasks as assigned by the Council.
- Shall assist the Treasurer in the performance of his or her duties and serve as Treasurer during the absence or disability of the Treasurer.
- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Vice Treasurer, Financial Secretary, or Vice Financial Secretary) within the previous 10 years.

- Financial Secretary—Elected by the membership to assist the Treasurer in the conduct of the office and other tasks as assigned by the Council.
- Shall keep account of all income and disbursements, and shall monitor the annual budget of the Church.
- Shall authorize the Treasurer to disburse funds in accordance with the budget.
- Shall furnish monthly reports of accounts to the Board of Trustees and the Church Council, and submit periodic reports of account to the Governing Body.
- Shall perform his/her duties in accordance with the Financial Management Policies and Procedures Handbook.
- Shall keep the Vice Financial Secretary informed about the activities of that office.
- Shall be an Ex-Officio members of the Church Council and the Board of Trustees.
- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Vice Treasurer, Financial Secretary, or Vice Financial Secretary) within the previous 10 years.

- Vice Financial Secretary—Elected by the membership to assist the Financial Secretary in the conduct of the office and other tasks as assigned by the Council.
- Shall assist the Financial Secretary in the performance of his or her duties and shall serve as Financial Secretary during the absence or disability of the Financial Secretary.
- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Vice Treasurer, Financial Secretary, or Vice Financial Secretary) within the previous 10 years.

- Historian—Elected by the membership to keep a faithful record of the important events in the life of the church and members and annually updates the official church history.

- Terms of Office
 - All officers are elected to serve two-year terms for which they may be re-elected once before being required to vacate their office for at least one two-year term.
 - An officer may resign from office by making a request known to the Council.
 - An office may be declared vacant if the holder fails to carry out the duties of his/her office for any reason.



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Article IV MINISTRIES – COMMITTEES

Because Jesus Christ is the head of the church, all church leaders must be submitted to His authority (Ephesians 5:23-24). Therefore, only those whose life shows a verified commitment to the Lordship of Jesus and a dedication to this church shall have their name placed in nomination for a leadership position.

It is expected that each leader, without exception, will be a:

- Faithful Christian who regularly attends worship service (John 4:23-24)
- Grateful Christian who brings her/his whole tithe to the Lord (2 Cor. 9:6-15)
- Gifted Christian who uses his/her talents to serve the Savior (John 14:12)
- Hungry Christian who seeks a deeper knowledge of the Lord (2 Tim 2:15)

Each ministry shall have a designated leader who has been approved by the Church Council and ratified by the congregation who will have the personal responsibility to:

- Provide leadership to the ministries.
- Schedule and preside at ministries meetings.
- Ensure that all ministries participants are properly trained and prepared.
- Prepare an annual budget and ministry plan, with the assistance of the Senior Pastor.
- Prepare an annual report of ministry accomplishments.
- Identify needs and opportunities, with guidance from the Senior Pastor that the ministry can address.
- Encourage the personal spiritual growth of all ministry participants attend and participate in monthly ministry leaders' meetings

Section 1 – Ministries:

For the purpose of fulfilling our corporate calling, this church shall maintain and completely support the following ministries that serve the needs of the members and the mission of the church:

Deacon Ministry:

- The ministry of the Deacons involves:
 - Serving as lay spiritual leaders of the church, assisting the Pastors in meeting the spiritual, emotional and physical needs of the membership.
 - Assisting the Pastors in the administration of the sacraments.
 - Maintaining regular contact with all members/families and communicate with members with extended absence or who are not attending.
 - Administering the funds provided for assisting those facing emergencies.
 - Providing spiritual leadership and guidance to members/families and church ministries.
 - Serving as advisor to the Pastors.
 - Assisting the Pastors in orienting and assimilating new members.
 - Working cooperatively with the Deaconess Ministry.
 - Organizing and mentoring the Junior Deacon Ministry (when active).



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- Assisting the baptism candidates before, during, and after the baptism.
 - Other duties as determined by the Senior Pastor.
- Shall be ordained, spirit-filled members selected by the Senior Pastor.
- Shall, during the period of a pastoral vacancy:
 - Be responsible for worship leadership and securing/assigning supply Preachers.
 - Be responsible, to the best of their abilities and within the law, for the duties of the Senior Pastor.
 - Actively participate in Church Council meetings and decisions.
- Shall elect one member to serve as the annual chairperson whose responsibilities shall be to:
 - Preside at ministry meetings.
 - Carry out such responsibilities as the ministry may determine.
 - Seek ways to enhance the spiritual life of the church.
 - Seek opportunities to work cooperatively with the Deaconess Ministry.
 - Carry out such duties as the Senior Pastor may determine.

Deaconess Ministry:

- The ministry of the Deaconess shall include:
 - Serving as lay spiritual leaders of the church, assisting the Deacons and the Pastor in meeting the spiritual and physical needs of the membership
 - Preparing Communion and maintain Communion supplies.
- 3) Assisting in the administration of the Lord's Supper and Baptism.
- 4) Maintaining baptismal robes, towels and supplies.
- 5) Assisting the baptism candidates before, during, and after the baptism.
- 6) Beautifying the sanctuary with seasonal murals, flowers and other essentials to enhance the environmental appearance of our church.
 - Assisting the Pastor in all pulpit needs.
 - Assisting in new member orientation and assimilation.
 - Assisting members in need, particularly women.
 - Working cooperatively with the Deacon Ministry.
 - Other duties as determined by the Senior Pastor.
- Shall consist of no less than six Holy Spirit-filled women selected and consecrated by the Senior Pastor.
- Shall elect one member to serve as chairperson who will:
 - 1) Preside at meetings of the ministry.
 - 2) Carry out such responsibilities as the ministry may determine.
 - Seek ways to enhance the spiritual life of the church.
 - Seek opportunities to work cooperatively with the Deacon Ministry.
 - Carry out such duties as the Senior Pastor may determine.
 - Represent the ministry at monthly and special church council meetings.



Christian Education Ministry:

Responsibilities include, but not limited to:

- Bible Studies
- Vacation Bible School
- Member Orientation
- Scholarship
- Children Church
- Van / Transportation

Music Ministry:

Responsibilities include, but not limited to:

- Adult Choirs
- Youth Choirs
- Dance
- Audio-Visual

Usher and Greeter Ministry:

Responsibilities include, but not limited to:

- Adult and Youth Fellowship.
- Receive and seat persons attending services.
- Log attendance and prepare attendance reports.
- Chief Usher must have served as an usher for a minimum of three years.

Health Ministry:

Responsibilities include, but not limited to:

- Health Awareness activities.
- Distribute Health notices and publications.

Section 2 – Committees:

Trustee Committee:

- The Trustee Committee shall consist of the:
 - Treasurer as the Committee Chair
 - Vice Treasurer
 - Vice-Moderator
 - Moderator (Ex-officio)
 - Deacons
- The ministry of the Trustee Committee is to be responsible to the Church Council by or:
 - Acting as the administrator for the church, ensuring that day-to-day operations are conducted in accordance with the best interest and expressed will of the church and/or



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the Church Council.

- Managing all the assets of the church, ensuring that the necessary resources will be available to facilitate the ministry of the church.
- Recommending the remuneration and determining working conditions and managing the written appeals process of church staff.
- Arranging the audit of church accounts and internal records between the close of the fiscal year and the annual meeting, and at other times as shall be desirable.
- Developing an annual budget for presentation at the annual meeting.
- Presenting a monthly report of the church's finances and performance to budget.
- Implementing an annual or multi-year stewardship campaign.
- Select, train and supervise all tellers.

Pastoral Care Committee:

Responsibilities include, but not limited to:

- Caring for the personal and family needs of the Pastor(s) and their family members.
- Organizing pastoral appreciation celebrations, birthday recognition and other events to express appreciation to the Pastor and the pastor's family.

Pastoral Search Committee:

Responsibilities include, but not limited to:

- In the event of a pastoral vacancy, the Church Council shall select a Pastoral Search Committee comprised of no more than nine members inclusive of three (3) Deacons and six (6) diverse members from within the congregation.
- The committee shall select a chairperson, primarily the spokesperson of the committee in all matters (with the congregation, potential candidates and with any outside influences).
- The Chairperson may delegate that responsibility as deemed appropriate. The Pastoral Search Committee shall seek out suitable candidates for the pastor by:
 - 1) Securing information on available candidates.
 - 2) Arranging Interviews with potential candidates.
 - 3) Presenting the two top selected candidates to the membership, one candidate at a time.
 - 4) Arranging for the pastoral installation.
- During the Pastoral Search process, select committee members shall visit the potential candidate's current church during a Sunday worship service for observation.

Nominating Committee:

Responsibilities include, but not limited to:

- Present the names of members who are qualified to hold an elected office either at the annual church meeting or in the event of a vacancy in the unexpired term of a church officer.
- The Church Council shall appoint the members of the Nominating Committee who shall serve two-year, staggered terms and one member to serve as the annual chairperson.



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Executive Committee:

Responsibilities include, but not limited to:

- Consist of the Moderator, Vice Moderator, Church Clerk, Treasurer, Chair of the Deacon Ministry and the Senior Pastor (voice, but without vote).
- Acts between Church Council meetings to respond to emergencies and/or on matters which cannot wait for a duly called Church.
- Council meeting to be held.
- Actions of the Executive Committee must be reviewed at the next duly called meeting at which time any decisions/action must be ratified or overturned.

Article V – SERVICES AND MEETINGS

Section 1: Worship:

The forms and rituals used in connection with the worship services of this Church shall be in keeping with those in general use by churches and shall be under the direction and guidance of the Senior Pastor.

Section 2: Church Meetings

An Annual Meeting shall be held each year for the purposes of approving an annual budget, considering motions and electing officers. The Annual Meeting shall be scheduled in the last quarter of the calendar year. The call for the meeting must be published for at least the two weeks prior to the holding of said meeting.

Section 3: Special Congregational Meetings

Special meetings may be called either:

- By the Senior Pastor;
- By the Church Council;
- By any ten members in good standing, upon written request to the Council, and pending the Council's agreement with the validity of the issue, or
- By any two-thirds of the members in good standing without approval of the Council.

Notices of special meetings shall be announced at least two weeks prior to the holding of said meeting.

Section 4: Quorum

For a congregational meeting to be valid, a quorum of the membership shall be present. Twenty Percent (20%) of the Full Members shall constitute a quorum, and any vote or decision shall be valid, if there have been at least four (4) consecutive public announcements during the regular Sunday morning worship celebration informing the members of the date, time and place of the meeting and if the proposed agenda has been available for individual members to review for the two consecutive weeks prior to the holding of the announced meeting. If there have been three (3) consecutive weekly announcements of such meetings and the publishing of the agenda for the two consecutive weeks prior to the holding of such meetings, a quorum shall be 25% of the eligible membership, the exact number having been determined by the Church Clerk as of the initial notice of the meeting. If there have been two (2) consecutive weekly notices and the publishing of the agenda for the two weeks prior to the holding of the meeting, a quorum shall be 33% of the eligible membership. A congregational meeting following less than two weeks' notice shall be for discussion or information sharing only.

Section 5: Majority Vote

A majority vote of the members present at any valid meeting shall be decisive of all questions except the calling or retiring of a Pastor, which shall require an affirmative vote of two-thirds of the membership voting at said meeting.



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Article VI - ORDINATION

SENIOR PASTOR:

Definition and Basis

Ordination is the action of our congregation to set apart a person for specific ministry (e.g., pastorate, deacons, chaplaincy, administration, missions), whereby we confirm the person's eligibility for this ministry and acknowledge the Holy Spirit's calling of that person. Through ordination, we demonstrate our confidence in the person and accept responsibility for the candidate's specific ministry, symbolized by the laying on of hands. This follows the pattern seen in Acts wherein the congregation and its leaders singled out various people to accept and accomplish special ministries of leadership and mission. Examples of the ordination procedure can be seen in Acts 6:1-4; Acts 13:1-3 (sometimes called commissioning); Acts 14:23; II Timothy 1:6.

Rights of the Ordained Person

In terms of the church, ordination gives one the right to officiate in the capacity which reflects the spiritual gifts and abilities previously recognized for church leadership.

Qualifications for Ordination

The candidate must affirm Jesus Christ as personal Lord and Savior. The candidate must have demonstrated spiritual and general maturity and must not be a new believer. The candidate must have demonstrated quality of character and life as outlined in I Timothy 3:1-7 and Galatians 5:22-23. The candidate must have demonstrated proficiency and fruitfulness in ministry as evidenced by positive changes and effects in the lives of those ministered to and/or by other specific accomplishments (John 15:16; Matthew 7:17-20). The candidate must have demonstrated both possession and proper use of spiritual gifts and abilities consistent with the specific ministry to which the candidate wishes to be ordained I Corinthians 12:1-11; Ephesians 4-11; Romans 12:6

ASSOCIATE PASTORS AND MINISTERS:

- Associate Pastors, Assistant Pastors and Ministers are persons who acknowledge having received a verified call from the Lord into the vocational ministry and serve this congregation as an Associate and Assistant Pastor or licensed minister.
- Associate Pastors shall be ordained and have at least a Masters of Divinity degree and have demonstrated love for the people of God and this congregation and heart for ministry. Associate Pastors shall be or become a member of Tubman King. Associate Pastors serve in a specific ministry and/or aid in providing spiritual care and counsel to the members in conjunction with or in the absence of the Senior Pastor.
- Assistant Pastors shall be ordained and may have either a Masters of Divinity degree or other verified experience and serve in a specific ministry and/or aid the Senior Pastor in the sacramental care of the membership. Assistant Pastors shall be or become members of Tubman-King Community Church.
- Licensed Ministers are persons who have received a call to a specific ministry within or on behalf of this church and have received formal biblical instruction and testing and passed an



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examination for formal licensure in ministry. Ministers shall be selected by the Senior Pastor, ratified by the Deacons, approved by the congregation for approval and only then licensed to minister in the name of this church.

- Authority and Duties:
 - Performs all duties under the directions of the Senior Pastor.
 - Associate Pastors are ex-officio members of the Church Council having voice, but no vote.
 - May preach and administer the Sacraments.
- Term of Office for Associate Pastors:
 - Elected for an indefinite period.
 - Resignation requires a sixty day notice to the Senior Pastor and Deacons who shall inform the membership.
 - Termination requires:

A call meeting of the membership for such purpose.

Two-thirds vote to terminate by those present.

A Sixty day notice, unless there is the allegation of a serious violation of the law, violation of church sexual abuse policies, serious lapse in pastoral ethics or any foreseeable risk of harm or danger to the church or members.

- Assistant Pastors and Licensed Ministers serve under the supervision of the Senior Pastor and may be removed from position by recommendation from the Senior Pastor, ratified by the Deacons, and approved by the congregation.

Article VII – DISCIPLINE – CONFLICT RESOLUTION

All acts of conflict resolution shall be done in love, respect, legal wellness and decent order. Prayerfully approach, act, speak and behave in a manner consistent with treating others how you want to be treated. All actions taken will be for the sole purpose of protecting and restoring the wellbeing of the church and its mission.

(Matthew 18)

¹⁵ “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.



Article VIII - PROPERTY

The Church Council shall have the power to carry out all the purposes and powers set forth in this Article. [The Moderator, Treasurer and Secretary's signature shall be sufficient certification for negotiating any and all provided powers set forth in this Article].

- The church may in its corporate name acquire by purchase, gift, devise, bequest or otherwise may own, hold, invest, reinvest or dispose of property, both real and personal, for such work as the church may undertake; it may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell assign, 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 make any contracts for promoting the objectives and purposes of the church.
- The church and its property shall be forever devoted to religious purposes. No officer, member, or employee thereof shall receive any pecuniary profit from the church except reasonable compensation for services in effecting one of more of its purposes. In the event of the dissolution of the church, its property shall become vested in, and its functions as trustee, by such church or other organization which is organized and operated exclusively for religious or charitable purposes which the membership of the church shall designate at a meeting called before the said dissolution, or in absence of such determination, as the Superior Court of the County of Volusia shall determine.

Article IX – EMPLOYMENT and STAFFING

This Church shall call employees/staff as needed. Personnel policies and Employee Handbook shall be created, adopted, and should be written clearly and concisely. The policies and handbook should be direct and to the point. A copy of the church personnel policies and handbook should be kept in the church office at all times. Written job descriptions for each employee/staff title shall be developed by the Trustee Committee and approved by the Church Council prior to hiring. The need for any new employee/staff position or replacement of any existing position will be determined by the Church Council. The employee/staff shall operate under the supervision and auspices of the Pastor and Trustees. During a time as the church is without a pastor, the Trustees will assume the personnel responsibilities ordinarily assumed by the pastor. The Trustees' Committee shall have the task of developing Tubman King Community Church's Internal Policy and Operating Procedures. The Tubman King Community Church's Personnel Policies and Employee Handbook shall be a component of the Church's Internal Policy and Operating Procedures.

Article X – FINANCES – INSURANCE - GIFTS

"Having land, sold it, and brought the money, and laid it at the apostles' feet." Acts 4:37 (KJV), the financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. Ultimately, the church is



responsible to God in the stewardship of its funds. If a financial conflict arises, the instruction in Matthew 18 should be followed as a guiding principle.

Church Financial Policies

- Purpose: Church Financial Policies are tools to help the church comply with increasing federal and state government guidelines in operating nonprofit organizations. Also, church financial policies will help the church avoid church conflicts by providing well-written and understandable church policies on financial matters. Finally, church financial policies help establish a clear Biblical basis in handling the financial resources God has provided a congregation.
- Adoption and Amendments: Church financial policies should not be included in the church's constitution or by-laws. The church financial policies and procedures should be adopted by a simple majority vote at any regularly scheduled church business meeting. Likewise, the church financial policies and procedures can be amended, deleted, or added by a simple majority vote at any regularly scheduled business conference.
- Writing Guidelines: Church financial policies and procedures should be written clearly and concisely. The policies and procedures should be direct and to the point. A copy of the church financial policies and procedures should be kept in the church office at all times. To facilitate the amendment of policies and procedures, each financial policy should be recorded on a separate sheet of paper that is kept in an official record keeping notebook. Also, the church should not adopt policies and procedures the church does not intend to follow.

Stewardship emphasis

- Annually, the church shall conduct an on-going stewardship emphasis. The emphasis can be through a special program, sermon series, or campaign.

Unrestricted gifts

- Members shall be encouraged to support the ministry of the church through regular gifts and offerings to the general operating budget of the church.

Designated gifts

- Individuals can give designated gifts for the ministry of the church. However, the designated fund must be established before the church receives the cash or cash equivalent designated gift. If the designated gift is a gift of property, not cash or cash equivalent, then the church or Trustee Committee shall use the property for the purpose of the church. The church or Trustee Committee will try to honor the intention of the donor, but the church reserves the authority to use or dispose of the property that best fosters the church's ministry. The process of establishing a designated fund by the church:
 - Any member of the church or community may request the establishment of a designated fund.
 - The member must present a verbal or written request to the Church Council or Trustee committee.
 - The Church Council or Trustee Committee must approve the establishment of the requested designated fund.
 - Before the church accepts a contribution for the designated purpose, the designated fund must be approved.



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- If the Trustee Committee or the Church Council fails to approve a request for a designated fund, the designated fund cannot be established and the church will not receive any money.
- A list of contributors and their contributions shall be maintained for Internal Revenue Service record-keeping requirements.
- The established designated fund must meet the following requirements in writing by the Trustee Committee or Church Council:
 - The purpose of the fund and how it furthers the mission of the church must be stated.
 - Procedure on how the fund will be spent must be recorded.
 - The procedure on how the fund can be closed should be stated.
 - The policy should state how to disperse any money left in the fund after the fund is closed.

Establishing designated accounts

- A designated fund must be established by the Trustee Committee first having Church Council approval before any income is received by the church.

Love offerings

- All love offerings must be pre-approved by the Trustee Committee.

Memorial funds

- While the church believes in the importance of memorial funds, the Trustee Committee will make recommendations and the Church Council will then make the final decision in the usage of the memorial funds. The Trustee Committee and Church Council will respect the intent of the donors, but will not be legally bound by the donor's intent if the church is unable to accomplish the donor's desired outcome.

Budget presentation

- The Trustee Committee will present a budget for adoption at least one month before January 1.

Fiscal year

- The church fiscal year shall begin January 1 and conclude December 31.

Financial records

- The church will be responsible for maintaining adequate financial records at the church facilities. Members may review the financial records with a written request to the Trustee Committee.

Financial reports

- Monthly financial reports of expenditures and receipts shall be made available. At least annually, a financial report should be given to church in a business conference.

Review of financial records

- The financial records of the church shall be reviewed annually by at least a three member ad hoc committee appointed by the Trustee committee. If the ad hoc committee has a concern over the financial records, then an outside accountant's assistance will be sought.



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Fundraising events

- The normal practice of financial operations of the church is for members to give their tithes and offerings through the general budget of the church. The Trustee Committee and the Church Council must approve other fundraising events. Contribution credit will not be given for items purchased at a fundraising event.

Mission giving

- The church believes in the biblical basis of mission giving as commissioned by the Lord Jesus Christ in Matthew 28:18-20. The church will commit to give thirteen to fifteen percent of its general receipts to mission causes that meet member hardship needs and/or other associational missions. The church believes in supporting missions.

Disbursement of funds

- The church Treasurer and other designated individuals shall be responsible for the disbursement of church funds according to the budget adopted by the church. Two signatures are required for the disbursement of funds. Likewise, funds shall not be disbursed without an adequate receipt or invoice being provided by the individual requesting the funds. Normally, requests for funds should be given at least one week in advance.

Contribution statements

- Contribution statements will be provided to each member of the church over twelve years old. Nonmembers will be provided contribution statements if they gave more than \$250 or more annually.

Church bank accounts

- The church Treasurer in consultation with the Trustee Committee and the Church Council will be authorized to open and close church bank accounts under the control and authority of the church. Only bank accounts controlled by the church may be allowed to use the church's federal identification number.

Reserve funds

- The goal of the church will be to maintain two months of reserve funds to be used in the case of emergency or temporary budget shortfall.
- Property and Liability Insurance: The church will insure the church property at the fair market value. At least every two years, the building and grounds committee should review the church's current liability and property coverage. Also, the building and grounds committee should conduct a church safety tour annually.

Church credit card usage

- Only approved individuals may use the church credit card according to the church permitted guidelines.

Church usage fees

- Church members and nonmembers can reserve the church facilities for personal use if the reservation is not in conflict with the church's schedule. The Trustee Committee will determine the fees for the usage.



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Accountable reimbursement plan

- The church will only reimburse business related expenses with receipts provided by the person seeking reimbursement.
- In accordance with IRS regulations 1.162-17 and 1.274-5(e), the Tubman-King Community Church shall establish a reimbursement policy for all ministers and employees with the following terms and conditions:
 - The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:
 - Business use of automobile, up to the current IRS standard mileage rate;
 - Business travel away from home: transportation, lodging and meals on overnight trips;
 - Convention conference and workshop expenses;
 - Educational expenses, if otherwise qualified as an itemized deduction and within IRS limits;
 - Subscriptions, books, and tapes, if related to ministry or employment;
 - Entertainment/hospitality expenses, if business connection requirement is met.
 - Cell phone charges if required for the convenience of the church.
 - The minister or employee will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, date, place, business purpose and business relationship of each expense. A receipt will accompany the documentation.

3 The minister or employee will return advances that exceed actual business expenses within 120 days. Under this accountable arrangement the church will not report reimbursed amounts as taxable income on the minister's or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.

Article XI - ADMENDMENTS

Tubman-King Community Church Constitution and these By-Laws may be amended by a two-thirds vote of those present at any duly called annual or special meeting and the substance of the proposed amendment is printed and provided to members before or at the meeting.

Article XII – SEXUAL HARASSMENT – CHILD ABUSE

Sexual Harassment



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All employees of Tubman-King Community Church have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The position of the Tubman-King Community Church is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.

Responsibility: It is the responsibility of the Trustee committee and each employee to ensure full compliance with this policy.

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when 8 1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. 2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Policy 1 No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. 2 Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature. 3 Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. 4 Such behavior may result in disciplinary action up to and including dismissal.

Complaints Procedure 1 Complaints of sexual harassment should be brought to the attention of the Trustee committee. 2 The employee is also free to make the complaint directly to any supervisory personnel. 3 Supervisory personnel receiving a complaint of sexual harassment shall immediately contact the Trustee committee. 4 After notification of the employee's complaint, a confidential investigation will be initiated immediately by the Trustee committee. 5 After the investigation has been completed, a determination will be made regarding the resolution of the complaint by the Trustee committee. 6 The church will cooperate fully with law enforcement officials in a criminal investigation.

Non-Retaliation This policy prohibits retaliation against employees who bring, in good faith, sexual harassment charges or assist in the investigation of such charges. Any such employee shall not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of such activity.

Non-Employees In addition to the above, any complaints of sexual harassment by an employee against vendors or other non-employees who do business with Tubman-King Community Church or any complaints by a vendor or other non-employee against an employee of the Tubman-King Community Church shall be reported and investigated in the same manner as stated in this sexual harassment policy.

Child Abuse Prevention

Any volunteer or paid worker who works with children age 18 or under should be given the legal definition of child abuse in writing, as well as the policy of the church on the reporting of child abuse. Annual child abuse training should be provided to children and youth workers. The definition and training should help the workers identify child abuse. While exact definitions differ from state to state and between military and civilian regulations and laws, most definitions agree on several common elements of an abused or neglected child: "...a child whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions of his/her parent or other person responsible for his/her welfare." U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, Administration on Children, Youth and Families



- The church SHALL adopt the “two adults” rule which requires a minimum of two adult workers to be present in each situation involving the supervision of the children and youth.
- Children and youth church leadership should supervise children and youth ministries on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
- Every paid and volunteer children and youth worker should have an application on file with the church. The application should include relative questions pertaining to working in a children or youth ministry. A volunteer children and youth worker should be a member or attending the church for six months before serving in a children or youth ministry.
- References should be checked on anyone working with children or youth. The reference checks should be completed on all paid and volunteer workers.
- A criminal background should be conducted on all employees and volunteers having ministry responsibilities with children 18 years old and under.
- Each children and youth worker should be interviewed personally by the supervisor of the respective ministry area. Documentation of the interview like the application or other personnel documents must be kept confidential and in a secure location.
- The church should comply fully with Florida’s child abuse reporting statute. The church leadership should be informed of any suspicion of child abuse.

Article XIII - DISSOLUTION

In the event that the functions of this church ceases and has been determined to be dissolved for any reason, its assets shall be distributed to a one or multiple Church ministries or Partner churches, in whole or in part, provided it qualifies at such time for exemption as an organization described in Section 501(c)(3) of the Internal Revenue Code, as amended, or a successor statute. The Church Council shall take actions as follows:

1. Vote to Dissolve

Church Council must take a formal vote on dissolving the church and make a written record of the vote. To **dissolve the church**, the Church Council must call a church meeting and call for a vote whereby a minimum of two thirds 2/3 active members must be present to approve the dissolution. If 2/3 active members are not present, a minimum of at least three (3) attempts to hold a church meeting to vote dissolution must occur prior to engaging in a simple majority vote solely from the Church Council. Once a valid meeting occurs, a simple majority vote of those present will constitute an action. A record of dissolution and any corporate records must be filed with the Clerk of Courts and/or State.



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2. Notify Creditors

All creditors must be sent a notice that lets them know the church is dissolving and advises them of the deadline to submit claims. The deadline is established by state law.

3. Take Care of Taxes and Licenses

File and pay any taxes owed. Obtain a document that certifies that the church has paid all its taxes before filing articles of dissolution. Make final payments to employees and make sure that final payroll tax deposits are made.

4. Prepare and file Articles of Dissolution

Obtain and prepare articles of dissolution by filling out a form on the website of the state agency, Florida Department of Revenue or assigned agency.