

CONSTITUTION
And
BYLAWS
of
PERINTON COMMUNITY CHURCH

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CONSTITUTION AND BYLAWS of PERINTON COMMUNITY CHURCH

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CONSTITUTION AND BYLAWS of PERINTON COMMUNITY CHURCH

PREAMBLE

To the

CONSTITUTION

of

PERINTON COMMUNITY CHURCH

With thanks to God, the Father, for His lovingly patient care for us;

With gratitude to Jesus Christ, Lord and Savior, for His sacrificial death for us and victorious life in us;

With praise to the Holy Spirit for the fruit of His filling of us and His gifts to us;

We covenant to be a people and place of Christ-like love.

We covenant to be a place where Christians are built up and equipped to a place of maturity: as members of the Body of Christ, as members of an individual family, as members of a community.

We covenant to be a people engaged in individual and corporate ministry by our service and words, both in our immediate community and around the world.

We accept for ourselves the biblical goal of being people who are glorifying God by being transformed into the likeness of Jesus Christ.

We see our ultimate authority to be God, as revealed in and through Jesus Christ, recorded in the Scriptures, and reinforced by the illumination of the Holy Spirit.

We acknowledge the fact of grace, that each one of us is a co-worker with God according as He has given to each one of us our individual measure of His boundless grace.

We recognize the authority of Christ, Head of His Church, as being expressed first through our membership, then our elected leaders.

Therefore, the Perinton Community Church has been called together under the following Constitution and Bylaws.

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CONSTITUTION

ARTICLE 1. NAME

The name of this Church shall be

PERINTON COMMUNITY CHURCH,

by which name it is incorporated under the laws of the State of New York. Perinton Community Church is an Independent Church for the purposes of conforming to the Religious Corporations Law, Article 8, Sections 160-172 specifically.

ARTICLE 2. STATEMENT OF FAITH

We believe the Scriptures, both the Old and New Testaments, to be the inspired, the only infallible, authoritative Word of God.

II Peter 1:21; II Timothy 3:16,17

We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.

Genesis 1:1; John 10:30; Matthew 28:18-20

We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death for us through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His imminent personal return in power and glory.

Isaiah 1:14; Matthew 1:18-23; Colossians 2:9.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential through personal acceptance of Jesus Christ.

John 3:16-18; Romans 5:1.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Romans 8:26,27 ; Hebrews 7:25.

We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation.

John 5:28, 29 Revelation 20:11-15.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

John 17:21-23.

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ARTICLE 3. ORDINANCES

We believe that the Lord Jesus Christ, who is the Head over all the Church *Ephesians 1:22*, commanded His People to observe two ordinances, neither of which is essential to salvation nor to membership in this Church, but both of which are an evidence of obedience and of fellowship with the Lord. In accordance with His command, we observe the ordinances of baptism and the Lord's Supper.

ARTICLE 4. MEMBERSHIP

Section 1.

Candidates for membership in the local church shall complete the church's membership information program. After receiving written agreement to the Statement of Faith and the membership covenant, the Elders Team shall meet with them to hear their confession of faith in the Lord Jesus Christ as their personal Savior, their commitment to make their life consistent with such a confession, and their support for the Statement of Faith, Constitution and By-Laws. The candidate shall be received as a member when a majority vote for the candidate's membership is cast by the Elders Team. The Clerk of the Corporation shall be notified of this action for recording in the membership Roll.

Section 2.

Previous members may petition the Elders Team directly for reinstatement when providing written agreement to the Statement of Faith. If the Elders Team approves a previous member by a majority vote, the candidate shall be immediately reinstated as a member. Otherwise, a previous member must follow the procedures of Section 1.

Section 3.

New members shall be introduced to the church family during a regular meeting of the church family gathered for worship.

ARTICLE 5. GOVERNMENT

Section 1.

The government of the Church is vested in its qualified voters. All qualified voters voting in the Corporate Meetings must be members in good standing and at least 18 years of age.

Section 2.

The Annual Corporate Meeting of the Church shall be held during the week of the second Sunday of November for the purpose of electing officers, adopting the budget for the following year, and for such other business as may come before the meeting. An Additional Corporate Meeting shall be called by the Trustees in the ensuing year prior to May 15 for the purpose of presenting the annual review and preview of the Church's activities, accepting the auditor's report, electing officers to fill vacancies resulting from the fall elections, and for such other business as may come before the meeting.

The date of all Corporate Meetings shall be designated by the Trustees and shall be communicated to the church family *"by the minister of such church or any trustees thereof at a regular meeting of the church for public worship, on the two successive Sundays immediately preceding such meeting."* (*Religious Corporations Law, Article 8, Section 163*)

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Section 3.

The Elders Team shall represent the membership of the Church between corporate meetings, and shall perform its duties in conjunction with the Constitution and By-Laws, and as directed by the Church membership. The Elders shall oversee the activities of the Deacons Team and Trustees Board.

Section 4.

The Deacons Team shall have full responsibility to carry out the duties, work, and programs charged to it by the Constitution and By-Laws and as assigned by the Elders Team.

The Trustees Board shall have full responsibility to carry out the duties, work, and programs charged to it by the Constitution and By-Laws and as assigned by the Elders.

Section 5

The chairs of the Elders Team, Deacons Team and Trustees Board shall be allowed to vote on all matters of their meetings.

ARTICLE 6. TRUSTEES AND CHURCH OFFICERS

Section 1.

The Trustees are charged with the duties, powers and responsibilities as prescribed by the laws of the State of New York, and in particular as Articles 2 and 8 of the Religious Corporation Law vest in such office, and as shall be assigned thereto by the Constitution and By-Laws. The Trustees of the Corporation known as Perinton Community Church shall fulfill the offices of Treasurer, Elder and Chair of the Trustees Board, Serving Elder for Deacons, Trustee for Operations, Trustee for Building and Grounds, and Trustee for Finance and Insurance.

Section 2.

The following shall be known as the officers of the Church:

- Senior Pastor
- Pastor(s)
- Clerk of the Corporation
- Elder, Trustee and Chair, Trustees Board
- Members of the Elders Team
- Members of the Deacons Team
- Members of the Trustees Board

Section 3.

There shall be five (5) elected members of the Elders Team, two (2) of whom (Elder for Trustees and Elder for Deacons) shall also be members of the Trustees Board and one (1) of whom (Elder for Deacons) shall also be Chair of the Deacons Team. There shall be six (6) additional elected Deacons and four (4) additional elected Trustees. The Clerk of the Corporation shall also be elected to serve as a non-trustee member of the Trustees Board.

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Section 4.

The officers of the Church, with the exception of the pastors shall be elected from the members of the Church. All officers except the pastors and the Clerk of the Corporation shall take office on the first day of January following the November election; otherwise, the first Sunday following the election. All officers shall be elected by ballot and a majority vote shall be necessary for election. No member shall hold more than one elected office concurrently. The pastors are appointed through affirmation (and reaffirmation). *The clerk of the Corporation shall be elected by ballot, who shall hold office until the closing of the next annual meeting, and until his successor shall be elected (Religious Corporations Law, Article 8, Section 164).* All other terms of office shall be three years.

All church officers, with the exception of the Pastors are eligible for re-election. After two consecutive three-year terms (six consecutive one-year terms for the Clerk of the Corporation), there shall be a rest of at least one year before election to any other office. An officer first elected to a position to fill a vacancy may be elected to two consecutive terms immediately after the partial term of office.

Section 5.

A list of candidates for the various offices to be filled shall be prepared by the Nominating Committee and shall be published on the two Sunday mornings immediately preceding the time of any Corporate Meeting with an election. The Nominating Committee shall be led by a Serving Elder.

Section 6.

The rotation of officers to be elected shall be as follows:

Group I

Clerk of the Corporation
Treasurer and Trustee
One of three Serving Elders
Deacon I
Deacon II
Trustee for Operations

Group II

Clerk of the Corporation
Elder, Trustee and Chair, Trustees
One of three Serving Elders
Deacon III
Deacon IV
Trustee for Buildings and Grounds

Group III

Clerk of the Corporation
Elder for Deacons and Trustee
One of three Serving Elders
Deacon V
Deacon VI
Trustee for Finance and Insurance

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Section 7.

If a church officer is absent from four consecutive board or team meetings or otherwise does not properly discharge the duties of the office, the Elders may, by a majority affirmative vote, declare the office vacant.

Section 8.

The criteria to be considered by the Nominating Committee in selecting candidates for church officers are church membership and the qualifications expressed in *1 Timothy 3*, *Titus 1*, and *1 Peter 5*. Candidates are to be measured on the basis of having achieved a reasonable level of maturity in meeting those qualifications. Candidates for office are encouraged to study and understand each qualification and to establish appropriate goals for their lives.

ARTICLE 7. AMENDMENTS TO THE CONSTITUTION

Section 1

"By-Laws (and Constitutions) may be adopted or amended by a two-thirds vote of the qualified voters present and voting at the meeting for incorporation or at any subsequent meeting, after written notice, embodying such by-laws or amendment, has been openly given at a previous meeting, and also in the notices of the meeting at which such proposed by-laws (and Constitutions) or amendments is to acted upon." (Religious Corporations Law, Article 5)

Section 2.

Church members may propose any amendments and/or changes to the Constitution. Any amendments and/or changes shall be presented in writing to the Elders Team and/or Trustees Board for inclusion in the agenda of the next corporate meeting of the Church.

At the next corporate meeting of the Church, copies of the proposed amendments and/or changes shall be distributed to all members in attendance.

Section 3.

The Trustees shall call a Corporate Meeting of the Church to consider the proposed amendments and/or changes to the Constitution. This meeting must be held within twelve (12) months but not less than one (1) month from the meeting at which the amendments and/or changes were distributed.

The proposed amendments and/or changes shall be mailed to all members at least two weeks preceding the date of the Corporate meeting at which such proposed amendments and/or changes shall be acted upon.

The vote of two-thirds of those members present and voting shall be required for their adoption, providing a quorum is present. A quorum for all Corporate Meetings of the Church shall be one-third of the members who are eligible to vote and reside less than forty miles from Fairport.

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BYLAWS

ARTICLE 1. CONDUCT OF MEMBERS

Section 1.

We shall require of each other, in our daily life and conduct, loyal obedience to all the moral and spiritual teachings laid down in the Word of God so plainly as to need no definition.

Section 2.

We urge upon each other the observance of public and private growth and testimony, such as regular attendance upon the worship services (including the ordinance of the Lord's Supper); the daily, systematic reading of the Bible; individual and family prayer; personal and public witness; and the winning of others to Christ.

Section 3.

We urge our members to covenant and pledge themselves to a systematic contribution of such a portion of their income as they believe God requires of them according to the principle laid down in I Corinthians 16:2.

Section 4. Church Discipline

Church disciplinary action shall be entrusted to the Elders Team. The Elders Team shall endeavor to proceed in all cases with deliberation and according to both the letter and the spirit of the Scriptures. Every effort should be made to clear up the difficulty and to remove the offense before church action is taken. Corrective discipline has for its aim the glory of God, the spiritual growth of the offending member, and the welfare and purity of the Church.

Section 5. Discipline of Members

In the case of a person found to be out of harmony with the practice of the Church, and in any case of disorderly conduct or heretical teaching so opposed to the Church's life and faith as to destroy the fellowship of that member, discipline shall be as directed by our Lord in *Matthew 18:15-17*. If such an effort to restore fellowship fails, the facts shall be presented in writing to the offending member as they have been ascertained and the offending member shall be called before the Elders Team for examination. If, after a fair and impartial hearing, the restoration of fellowship is still impossible, the Elders Team may erase, by a majority vote of the Team, the name of the offending member from the roll of membership. The decision shall be presented in writing to the offender.

Section 6. Discipline of Elders

Because of their position of leadership within the Church, Elders are to be held to a higher standard than are other Church members. In the case of an Elder found to be out of harmony with the practice of the Church, and in any case of disorderly conduct or heretical teaching so opposed to the Church's life and faith as to moderately impair the fellowship of that Elder, discipline shall be as directed by our Lord in *Matthew 18:15-17*. If such an effort to restore fellowship fails, the facts shall be presented in writing to the offending Elder as they have been ascertained, and the offending Elder shall be called before the Elders Team. If, after a fair and impartial hearing, the restoration of fellowship is not achieved, the Elders Team may remove the offending member from the position of Elder and the name from the roll of membership. The decision shall be presented in writing to the offender. If the decision is to remove someone from the office of Elder, such decision will be shared with the membership in writing and announced to the Church at the next corporate meeting.

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Section 7 Restoration of Excluded Members

The Church may restore excluded members who give satisfactory evidence of repentance. *II Corinthians 2:6-8* The purpose of the exclusion having been accomplished, the Elders Team may restore the penitent person to church membership.

ARTICLE 2. TERMINATION OF MEMBERSHIP

Section 1.

A letter of withdrawal shall be granted to any member desiring same by the Elders. The Clerk of the corporation shall be notified of such action to update the membership rolls.

Section 2.

If any member is absent from the worship services of the Church for a period greater than one year without giving satisfactory reason for such action, the Elders shall contact the member regarding continuance of membership. If continuance is not desired or no answer is received within a month, the member's name shall be erased from the roll of membership by a majority vote of the Elders Team. The Clerk of the Corporation shall be notified of such action to update the membership rolls.

ARTICLE 3. BUSINESS MEETINGS

Section 1.

"The Clerk of the Corporation shall call the meeting to order, and under his supervision the qualified voters then present shall choose a presiding officer and two inspectors of election to receive the ballots cast. The presiding officer and the inspectors of election shall declare the results of the ballots cast on any matter and shall be the judges of the qualifications of voters." (Religious Corporations Law , Article 8, Section 164)

The name of the Elder for Trustees shall always be in nomination as the presiding officer.

The Clerk of the Corporation shall be elected by ballot at every November Corporate Meeting and shall take office at the close of that meeting. (Religious Corporations Law, Article 8, Section 164).

The Clerk of the Corporation shall keep the minutes of all such meetings. Copies of all Corporate Meeting minutes shall be kept on file in the church office.

Section 2.

The order of business of the Annual and other Corporate Meetings shall be prepared by the Trustees. The Elders may direct the inclusion of items on the agenda as they see fit.

Section 3.

All qualified voters voting in the Corporate Meetings must be members in good standing and at least 18 years of age.

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Section 4.

A quorum for all Corporate Meetings of the Church shall be one-third of the members who are eligible to vote and reside less than forty miles from Fairport.

Section 5.

Special Corporate Meetings of the Church shall be called by the Trustees, in response to their own motion or a written request from the Elders Team or Deacons Team or the written request of at least ten members. The business to be transacted must be stated in the call.

Section 6.

Notice of Corporate Meetings shall be given "*by the minister of such church or any trustees thereof at a regular meeting of the church for public worship, on the two successive Sundays immediately preceding such meeting*" (Religious Corporations Law, Article 8, Section 163) and such notice shall be posted in the outer entrances of the Church for the same two Sundays.

In the notice of the November Corporate Meeting, the names of the Trustees whose successors are to be chosen at that meeting must be stated in the call. (Religious Corporations Law , Article 8, Section 163)

Section 7.

All business meetings of the Church shall be conducted according to the Constitution and Bylaws of Perinton Community Church. Where silent, Robert's Rules of Order shall be used.

ARTICLE 4. THE PAID STAFF

Section 1

In keeping with the philosophy of the church, it is expected that the bulk of the ministry within the Church will be carried out by the church family. The staff exists for the purpose of teaching, guiding and enabling the work of the ministry to take place.

The Paid Staff shall consist of the Pastoral Staff and the Support Staff. The Paid Staff shall be supportive of the ministry of the church and be established in terms of size, responsibilities and nature as the work of the ministry requires.

The Trustees shall recommend to the Church membership, for approval, each additional Paid Staff position. The position must be identified as either a Support Staff or Pastoral Staff position.

Section 2. Pastoral Staff

The pastors are spiritual leaders of the Church. They are preeminently teachers of the Word of God and must be well grounded in the truth of the gospel. They shall safeguard the church's testimony from all teachings contrary to the Statement of Faith, through the pulpit ministry and in other ways. It is their duty to live in all

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of their dealings, both social and financial, above reproach as an example to the church family, and in every way possible to promote the spreading of the gospel.

Section 3.

The pastors shall be voting members of the Elders Team and Deacons Team. The Senior Pastor shall be a non-voting member of the Trustees Board.

Section 4.

The Elders Team shall conduct an appraisal of the pastoral candidate and prepare a recommendation for presentation at a Corporate Meeting called by the Trustees. The candidate shall be chosen by the vote of two thirds of the members present and voting at this Corporate Meeting.

Section 5.

Ministry Assessment of the Pastoral Staff

Ministry assessment is the responsibility of the Elders. The Elders will determine the process to be used in assessment.

A ministry assessment will be carried out annually, for the purpose of encouraging the Senior Pastor in his work and to provide feedback that will be helpful toward building up his ministry. The Elders shall seek input from members of the congregation to assist in providing encouragement and suggestions for spiritual growth and refreshment.

The Senior Pastor will be responsible for performing ministry appraisals for the pastoral and support staff with an equal goal to provide encouragement and suggestions for ministry and spiritual growth. The Senior Pastor shall seek input from members of the congregation who have had direct involvement with the ministry of the involved pastoral and/or support staff.

The appointment of a Pastoral Staff member may be terminated upon mutual agreement between the individual and the church membership, or by the recommendation of the Elders in accordance with the By-Laws, Article 1, Section 6 after a two-thirds vote of those members present and voting, providing a quorum is present.

Section 6.

The Pastoral Staff shall be required to give written assent to the Statement of Faith and to the Constitution and By-Laws. Such written assent shall be kept on file by the Clerk of the Corporation.

Section 7. Support Staff

The Support Staff shall consist of all paid staff other than the Pastoral Staff or those under contract. The Trustees shall approve the selection of the paid Support Staff.

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ARTICLE 5: THE ELDERS TEAM

Section 1. Purpose, Make-up and Organization

The purpose of the Elders Team is to serve the congregation in: prayer, study, teaching, exhortation, encouragement, spiritual oversight, shepherding, consultation, counsel, spiritual discipline, visioning and coordination with the wider church.

The Elders Team shall consist of at least seven members including all pastors and other elders. They are to be spiritually mature and committed members who are willing to serve. The process for elder selection will be as follows:

1. The church body will be encouraged to regularly submit to the Elders Team the names of members whose lives and gifts are consistent with consideration for office of elder. In addition, the Elders Team will identify members they believe meet this same criteria.
2. The potential elders shall then be offered the opportunity to be considered for the office.
3. Once the offer is accepted, the potential elders shall then be formally prepared for the office of elder.
4. The potential elders shall then be presented to the congregation.
5. Elders are then elected by the congregation.

There is to be no limit on the number of elders. Not all elders need to be serving elders. After two consecutive three year terms as a serving elder, one shall be in a non-serving category for one or more years. Serving elders, including Elder for Deacons and Elder for Trustees, shall select from their Team an elder as Lead Elder, for a term of one to three years.

The Chair of the Deacon's Team shall also be an elder and serve on the Elders Team. .

The Lead Elder shall direct and chair meetings of the Elders Team. The Senior Pastor shall lead and direct the Elders Team in spiritual preparation and support of their ministry as elders. A vice chair shall be selected by the Elders Team from amongst its members.

Section 2. Meetings

The Elders Team shall meet on a regular basis no less than once a quarter.

The Lead Elder or at least two serving elders may call special meetings of the Elders Team by giving notice thereof personally or by mail to all the Elders Team. The business of the special meeting must be stated in the call.

Copies of all Elders Team meeting minutes shall be kept on file in the church office.

Five members of the Elders Team present at any meeting shall constitute a quorum.

Decisions by the Elders Team shall be by $\frac{3}{4}$ vote of the elders in attendance at any meeting.

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Section 3. Function/Role of Elders

The Elders shall:

- Love the Lord Jesus, keeping a guard over their own relationship with Him.
- Care for the congregation.
- Equip the congregation for living Christian lives in this world.
- Refute those who contradict the truth of God's word.
- Assure that those who are leaders of ministries are spiritually qualified for their ministry.
- Model the Gospel.
- Visit and pray for the sick.
- Know the congregation.
- Lead the Lord's people – envisioning where the Spirit is leading us.
- Attend to prayer.
- Attend to the ministry of God's word.
- Consistently model Christ-like character, attitudes, values and behavior among the congregation.
- Promote ongoing contact with the members of the congregation.
- Conduct the affairs of the church in an atmosphere of openness and mutual sensitivity, focusing as much on nurturing one another as on decision-making.

Section 4. General Responsibilities

The Elders Team shall have general supervision of the functions and work of the Church in accordance with the Constitution and Bylaws, and as directed by the church membership during Corporate meetings.

The Elders Team shall arbitrate matters in question.

The Elders Team is charged with the responsibility to initiate, participate in, and direct the long-range planning of the church.

The Elders Team shall approve candidates for church membership.

The Elders Team shall be entrusted with all disciplinary measures in cases of disorderly conduct or heretical teaching.

The Elders Team shall review the membership roll annually.

Section 5. Nominating and Appointing

The Elders Team shall have responsibility for the nominating process and assuring that all candidates, appointees, team members, leaders and teachers are qualified.

The Elders Team shall be in close and constant fellowship with the congregation to regularly identify potential leaders.

The Elders Team shall appoint a standing nominating committee consisting of three church members and an elder chair for the purpose of nominating church officers. The nominating committee shall present the list of potential officers to be elected by the membership.

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Section 6. Lead Elder and Elder for Trustees

The Lead Elder shall chair the Elders Team. He/she shall ensure that the Elders carry out the functions and duties assigned to them by the membership, Constitution and Bylaws.

The Elder for Trustees shall chair the Trustees Board. He/she shall act as the senior administrative officer of the Church to ensure that the Deacons Team and Trustees Board carry out the functions and duties assigned to them by the membership, Constitution and By-Laws.

The Lead Elder or designee(s) shall ensure that the church family is informed of the actions and activities of all Teams of the Church on a timely basis.

ARTICLE 6: THE TRUSTEES BOARD

Section 1. Purpose, Make-up and organization

The purpose of the Trustees Board is to serve the congregation in the management and oversight of the facilities and finances of the church.

The Trustees Board shall consist of eight members (six with voting privileges) including: the Elder for Trustees who shall serve as Chair of the Trustees Board, Senior Pastor (non-voting), Clerk (non-voting), Chair of the Deacons Team, Treasurer, Trustee for Operations, Trustee for Buildings and Grounds, and Trustee for Finance and Insurance.

There shall be six trustees with three-year staggered terms. Two shall be elected every year by the membership. Volunteers to help perform tasks may be recruited by the Trustees.

If a vacancy occurs on the Board the remainder of the Board shall appoint a replacement from the church membership until the November corporate meeting of the church (Religious Corporations Law, Article 8, Section 168). The church membership shall then vote on nominees to complete the unexpired term.

Section 2. Meetings

The Trustees Board shall meet on a regular basis, at least once a quarter.

Special business meetings of the Trustees Board may be called by the Chair or at least two other Board members by giving notice thereof personally or by mail to all the Board members. The business of the special meeting must be stated in the call.

Copies of all Trustees Board minutes shall be kept on file in the church office.

Four trustees of the Corporation shall constitute a quorum. (Religious Corporations Law, Article 8, Section 168). Decisions by the Trustees Board shall be by majority vote of the Trustees in attendance at any meeting.

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Section 3. General Responsibilities

The Trustees Board shall:

- Be responsible for hiring and/or dismissing all Paid Staff according to terms and conditions authorized by the Church membership. A written agreement shall be established between each member of the Paid Staff and the Trustees Board outlining general responsibilities, salary, vacation, holidays, benefits, and any other appropriate considerations.
- Enter into authorized contractual agreements in accordance with the annual budget and based on the recommendations of the appropriate team. This will also include special appropriations approved by the membership. No team, committee, organization, group or individual member of the church is authorized to obligate the church family financially, or in matters of policy and action, other than as stated in the Constitution and By-laws, without the written consent of the Trustees Board.
- Appoint assistant treasurer(s) and assistant church clerk(s) from the membership for annual terms, as needed.
- Have responsibility for the preparation and monitoring of the annual income and expense budgets
- Be responsible for the stewardship of the Church. This shall include methods of financing, investment and insurance protection.
- Look after the maintenance and material care of buildings and grounds. Its members shall coordinate all use of the buildings and grounds and shall establish and communicate this policy to the church family.
- Be responsible for building programs, facility development and land acquisition.
- Ensure that an audit of all financial records and obligations is conducted annually. The audit report shall be submitted to the church at the Additional Corporate meeting.
- Coordinate all purchasing and designate preferred suppliers where appropriate.
- Be responsible for the administration of all memorials and designated gifts. The Board will seek from others within the church suggested use of any designated gifts and maintain a list of potential needs that could be fulfilled in this manner. The expenditure of these funds will be at the discretion of the Board. The Board reserves the right to return any gifts inconsistent with the philosophy and goals of Perinton Community Church. All gifts will be recorded and acknowledged as appropriate.

Section 4. Chair, Trustee

The Elder for Trustees **shall**:

- Serve as a trustee and as Chair of the Trustees Board.
- Ensure that the Trustees carry out the duties and responsibilities assigned to them by the membership, Constitution and By-Laws.
- Coordinate the decisions and actions of the Board with the Elders Team.
- Ensure that the church family is fully informed of the actions and activities of all Boards of the Church on a timely basis.

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Section 5. Clerk of the Corporation

The Clerk of the Corporation shall:

- Serve as the secretary of the Trustees Board and the corporate meetings of the Church
- Be responsible for the membership roll, all minutes of the Trustees Board and Corporate Meetings, and correspondence of the Trustees Board
- Convene corporate meetings in accordance with Article 3 of the Bylaws.
- Be the custodian of all official papers and the Church seal.

Section 6. Treasurer, Trustee

The trustee elected as Treasurer or designee(s) shall:

- Administer the accounting policies and oversee the treasury function of the church.
- Keep appropriate records of all receipts and disbursements; perform all banking functions; and ensure that all debts and financial obligations are paid on time.
- Consolidate all annual budget requests given to the Trustees Board, provide income projections as required by the Trustees Board and present the annual budget recommendation to the membership at the annual meeting.
- Prepare monthly written reports of receipts, disbursements, assets, and liabilities for distribution to all church officers.

Section 7. Trustee for Buildings and Grounds

The Trustee for Buildings and Grounds shall supervise those activities necessary for the material care of the physical structure. These activities include but are not limited to unanticipated repair of the physical structure, annual preventive maintenance of the structure, heating, air conditioning and lighting. They also shall include those activities necessary to maintain the plants, shrubs, lawns and parking lot. These activities include but are not be limited to the supervision of mowing, snow plowing, gardening and repair.

Section 8. Trustee for Finance and Insurance

The Trustee for Finance and Insurance shall supervise those activities necessary to maintain proper purchasing practices within the church, and preparing insurance recommendations. The Trustee for Finance and Insurance will also act as the memorials custodian.

Section 9. Trustee for Operations

The Trustee for Operations shall supervise those activities necessary to oversee the ongoing operations of the facilities. These activities include but are not limited to supervision of building utilization and kitchen operations.

Section 10: Elder for Deacons, Trustee

The Elder for Deacons (Chair, Deacons Team) shall serve as a trustee. (S)he shall coordinate the decisions and actions of the Board with the Deacons Team.

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Section 11. Financial Administration

The fiscal year shall be from January 1 through December 31 in each year.

The approved annual budget represents authorization for expenditures.

The annual budget shall be subdivided into major categories with the responsibility for these categories assigned to the appropriate Teams. At a minimum, the budget shall include the following four major categories:

<u>Major Categories</u>	<u>Responsible Team</u>
Paid Staff Compensation	Trustees Board
Ongoing Office & Property Operations	Trustees Board
Debt & Bond Repayments	Trustees Board
Ministries	Deacons Team

The responsible board or team is charged with the supervision of its approved budget and prudent management and authorization of expenditures in accordance with the intent of the approved budget and the Constitution and By-Laws.

The Trustees Board, acting through the Treasurer, shall solicit and consolidate all annual a budget recommendations in September.

The Trustees shall be empowered to authorize single expenditures up to 1% of the annual budget for items not in the budget. The total of all such expenditures over the entire year shall not exceed 5% of the annual budget.

ARTICLE 7: DEACONS TEAM

Section 1. Purpose, Make-up and Organization

The purpose of the Deacons Team is to guide and support Church ministries and programs.

The Deacons Team shall consist of the Pastor(s), the Serving Elder for Deacons, and six Deacons

The PCC Nominating committee shall nominate members to serve as Deacon for a term of three years. Deacon-nominees must receive a majority vote from members at a corporate meeting of the church in order to become Deacons. Deacons will lead the Church's efforts to achieve the purposes defined by the PCC purpose statement, and other purposes deemed appropriate by the Elders Team.

A non-serving Elder may, at his or her choice, accept a term and the responsibilities of a Deacon. Any Elder may be a member of a ministry team.

If a vacancy on the Deacons Team occurs, the Elders Team shall appoint a replacement from the church membership until the next corporate meeting of the church. The church membership shall then vote on nominees to complete the remaining term.

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Section 2. Meetings

The Deacons Team shall meet on a regular basis, at least once a quarter.

Special meetings may be called at any time by the Elder for Deacons or by two of the Deacons, by giving notice thereof personally or by mail to all members of the Deacons Team. The business to be transacted must be stated in the call.

A majority of the members shall constitute a quorum. Decisions shall be determined by $\frac{3}{4}$ vote or that of seven Team members, whichever is greater. Unresolved issues may be referred to the Elders Team for consultation, counsel, or resolution.

Copies of all Deacons Team meeting minutes shall be kept on file in the church office.

Section 3. General Responsibilities

The Deacons Team shall provide guidance and support for the planning and implementation of programs and activities to fulfill the purposes of the Church.

The Deacons Team shall monitor the needs of the church family and evaluate the Team's ministries and programs as they relate to the church. When an evaluation is done, it shall be presented to the Elders Team.

Section 4. Functions

The Elder for Deacons shall ensure that the team carries out the duties and responsibilities assigned to it by the Membership, Constitution and By-Laws, and the Elders Team. The Elder for Deacons will coordinate the decisions and actions of the Deacons Team with the Elders Team and the Trustees Board.

The Deacons Team shall provide guidance and support for these church purposes:

1. *Magnification*: "Love the Lord your God" - Matthew 22:37.
This includes formal worship and any gathering (Bible studies; prayer meetings; etc.) in which the primary reason for gathering is to praise, honor, and glorify our God, and bring Him into view;
2. *Membership*: "They devoted themselves...to the fellowship" - Acts 2:42
This includes all the ways we fellowship together and enjoy each other as members of the family of God, in unity and in love, based on our common salvation and relationship to God rather than on human relationships; assimilation and involvement of people in the fellowship and life of the church; growth groups, etc.
3. *Maturity*: "Teaching them to do" - Matthew 28:20.
This involves the equipping of God's people, educating and training them to motivate and assist them in the process of being made into the image of our Lord Jesus Christ.
4. *Ministry*: "Love your neighbor" - Matthew 22:39.
This involves service, demonstrating God's love to each other and to the unsaved by any means that meets physical, spiritual or emotional needs in His name; involvement of the church family in ministry to the surrounding community and the individuals and families within our church.
5. *Mission* "Go and make disciples" - Matthew 28:19.
This includes any form of evangelism; the proclamation of God's word; the communication of the gospel to the unsaved at PCC, in our community, state, nation or around the world; monitoring and evaluation of the needs of PCC's missionary family; encouragement of monetary, physical and spiritual support of PCC-sponsored missions programs.

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Section 5. Administration

The Deacons Team shall appoint from the membership those individuals and committees necessary to carry on the work of the Deacons Team.

If a candidate for a leadership or teaching position is not a member of PCC, a Deacon shall meet with that person to establish that s/he has made a confession of faith in the Lord Jesus Christ as personal Savior, and is attempting to integrate her/his conduct of life with such a confession. The candidate's agreement with and support for our Statement of Faith will be indicated by his/her signature, which is a requirement for being a leader or teacher.

ARTICLE 8: ORDINATION

Section 1.

We recognize that it will be the purpose of the Lord to call out individuals, whom He has by gift and endowment, qualified for Christian Ministry. We therefore provide for the Church's acknowledgment of such a call in ordaining such individuals to the work of the ministry.

Section 2. Preliminary Procedure

Applicants for ordination shall be required to submit their application in writing to the Senior Pastor or the Elders Team.

If the Elders Team believes the candidate is appropriate for ordination, they will meet with the individual to consider his/her qualifications for the ministry.

If approved, the Elders Team shall prepare a statement concerning this appraisal for presentation to a Corporate Meeting of the church.

The Trustees shall call a Corporate Meeting to consider the appraisal of the candidate. The membership shall show their acceptance of the appraisal by authorizing the calling of a Council of Ordination for the candidate by a majority vote of the members present and voting.

The Clerk of the Corporation is now authorized to invite delegates from Perinton Community Church and other churches to form a Council of Ordination for a given date, time, and place. A roll of delegates responding favorably will constitute the Council. No other delegates may be chosen except by a majority vote of those present and accepted.

The Elders Team shall determine the time, place and order of the Council of Ordination.

Section 3 Council of Ordination

A Pastor or the senior pastor or any Trustee shall read the order of the Corporate Meeting of Perinton Community Church authorizing the calling of a Council of Ordination. Under the supervision of the Clerk of the Corporation or designee, a Moderator and a Clerk of the Council shall be chosen.

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Candidates must prepare a written document regarding their personal Christian experience, their call to the Christian ministry, and their views on the cardinal Christian doctrines for distribution at the Council to all delegates.

The Council of Ordination shall examine candidates regarding their personal Christian experience, their call to the Christian ministry, and their views on the cardinal Christian doctrines. The Moderator, any delegate of the Council, or any recognized attendee may ask for candidates' views on any point of doctrine. The candidates may also make a comprehensive statement covering such necessary points as are included in the Articles of Faith.

If a candidate is approved for ordination by the council, a public Service of Ordination shall be authorized. A Service of Ordination shall not be arranged for the same day as the Ordination Council.

The minutes and recommendations of the Council of Ordination shall be included in the permanent records of the Church.

Section 4. The Public Service of Ordination

The order of the service shall be determined by the candidate and the Pastoral Staff. The recommendation of the Council of Ordination shall be read.

The Certificate of Ordination shall be presented to the candidate at the close of the service.

ARTICLE 9: COMMISSIONING

Section 1.

We recognize that it may be the purpose of the Lord to call out individuals, whom He has by gift and endowment, qualified for a special ministry of the church. We therefore provide for the Church's acknowledgment of such a call in commissioning such individuals to the work of this ministry.

Section 2.

Commissioning may be initiated by an invitation from the Elders Team or application in writing to the Senior Pastor or Elders Team by the individual.

In either case, the Elders Team shall make every effort to satisfy itself as to the fitness of the candidate for the work of this special ministry.

If the Elders Team recommends the individual, the individual will meet with the Deacons Team, to consider his or her qualifications for this special ministry.

Section 3.

If the Deacons Team approves, the Trustees shall call a Corporate Meeting to consider the appraisal and recommendation of the individual by the Deacons Team.

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The church membership shall show their acceptance of the appraisal by authorizing a commissioning service by a majority vote of the members present and voting.

Section 4. Reaffirmation

The church membership shall subsequently be called upon twice to reaffirm the commissioning of the individual. Each reaffirmation meeting shall be preceded by an evaluation of the individual's special ministry and a recommendation by the Deacons Team.

Each reaffirmation must be by a majority vote of the members present and voting at a Corporate Meeting. The first reaffirmation must not be less than 6 months nor more than 18 months from the date of the original commissioning. The second reaffirmation should be at least one year after the first reaffirmation and at a time mutually convenient to the individual and the Deacons Team.

The commissioning of an individual may be terminated upon mutual agreement between the individual and the church membership, or by the church membership upon the recommendation of the Elders Team.

ARTICLE 10: DISSOLUTION

Section 1.

In the event dissolution of this Church is considered such proposal shall be drawn up by the Trustees and mailed to the membership at least four weeks preceding the date of the corporate meeting at which such proposal will be presented. A vote of two-thirds of those present and voting shall be required to authorize this dissolution, providing a quorum is present.

A majority vote of the Trustees must concur with the membership's authorization to order and decree a dissolution. (*Religious Corporation Law, Article 2, Section 18*).

Section 2.

Upon authorization for dissolution of this Church, the Trustees shall responsibly distribute the net assets remaining after the payment of any indebtedness in the following manner, for the purposes permitted under Article 2, Section 18 of the Religious Corporation Law of the State of New York, or by the Supreme Court thereof:

“to be devoted and applied to any such religious, benevolent, or charitable objects or purposes as the said trustees may indicate by their petition and the said court may approve.”

ARTICLE 11: AMENDMENTS TO THE BY-LAWS

Section 1

“By-Laws may be adopted or amended, by a two-thirds vote of the qualified voters present and voting at the meeting for incorporation or at any subsequent meeting, after written notice, embodying such by-laws or amendment, has been openly given at a previous meeting, and also in the notices of the meeting at which such proposed by-laws or amendment is to be acted upon.” (Religious Corporations Law, Article 5)

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Section 2.

Church members may propose any amendments and/or changes to the By-laws. Any amendments and/or changes shall be presented in writing to the Trustees Board for inclusion in the agenda of the next corporate meeting of the Church.

At the next corporate meeting of the Church, copies of the proposed amendments and/or changes shall be distributed to all members in attendance.

Section 3.

The Trustees shall call a Corporate Meeting of the Church to consider the proposed amendments and/or changes to the Bylaws. This meeting must be held within twelve (12) months but not less than one (1) month from the meeting at which the amendments and/or changes were distributed

The proposed amendments and/or changes shall be mailed to all members at least two weeks preceding the date of the Corporate meeting at which such proposed amendments and/or changes shall be acted upon.

The vote of two-thirds of those members present and voting shall be required for their adoption, providing a quorum is present.

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Appendix I: Proposed Rotation of Officers

TRUSTEES BOARD

GROUP

1 2 3

Clerk of the Corporation	X	X	X
Treasurer, Trustee	X		
Elder, Trustee & Chair, Trustees		X	
Elder, Deacons, Trustee			X
Trustee for Operations	X		
Trustee for Building & Grounds		X	
Trustee for Finance & Insurance			X

DEACONS TEAM

Deacon I	X		
Deacon II	X		
Deacon III		X	
Deacon IV		X	
Deacon V			X
Deacon VI			X

ELDERS TEAM

Serving Elder I	X		
Serving Elder II		X	
Serving Elder III			X

Appendix II: Structural Relationships

