By-Laws of Bitterroot Family Church

1.0 Introduction

The By-laws of Bitterroot Family Church (BFC) are used to define how this faith family will operate in order to carry out the mission that Christ Jesus has given us to make disciples in the Bitterroot Valley of Montana and around the world. These By-laws are guidelines and principles for this autonomous body which will inherently need to change from time to time as the needs of the church change. These By-laws are based in scriptural principles, are not intended to be burdensome, but are parameters to help define how the church will organize into a local body of committed Christ followers, function as a family, and choose leadership. Those who desire to become BFC members voluntarily agree to submit to these By-laws.

2.0 Membership

2.01 Receiving Members. Individuals who profess faith in the Lord Jesus Christ, give evidence of regeneration, have been baptized as believers, and affirm the church's statement of faith and covenant, may be received as members. Prospective membership shall be within the oversight of the elders. If approved, their names shall be presented to the congregation for affirmation at a Family Business Meeting. Affirmation shall be by simple majority of members present and voting.

2.02 Responsibilities of Members. Members are expected to live consistently with the Membership Covenant and statement of faith (can be found in Operations Manual), submit to the shepherding of the elders (Hebrews 13:17), serve one another in love, and participate faithfully in the worship, fellowship, and mission of the church.

Membership candidates will be presented to the church for consideration of membership after he or she has:

A. Asked a pastor or Elder Team member to be recognized as a candidate to enter into a membership covenant with BFC,
B. Met with a pastor or Elder Team member and shared their experience of regeneration/salvation,
C. Been baptized by immersion as a public profession of faith in Christ Jesus, or promise of a letter of recommendation from another church of like faith and practice, or has articulated a prior personal believer's baptism experience, and has
D. Reviewed and found agreement with the Constitution and By-laws, or has
E. Been restored as provided in Section 2.06 of these By-laws.

2.03 Member Care and Discipline. Members who fall into persistent, unrepentant sin shall be pursued in love by the elders in accordance with Matthew 18:15–20. If repentance is not

forthcoming, the elders may recommend removal of membership to the congregation. The congregation shall vote to affirm removal by a two-thirds (2/3) majority. Restoration to membership upon repentance shall likewise require congregational affirmation.

2.04 Termination of Membership. Membership shall be terminated as a result of one of the following:

A. By death.
B. By dismissal to a church of like faith and doctrine.
C. By disciplinary action of the church as provided in section 2.06.
D. By joining a church of another denomination or faith family.
E. By inactivity with the faith family for two or more months and recommendation from the Elder Team following the leadership's attempts to reengage member.
F. By personal request for one's name to be removed from the membership.

2.05.1 Letters of Dismissal and Recommendation. A letter of recommendation upon dismissal or moving will only be sent by the Clerk for active members in good standing.

2.06 Discipline. Upon the unfortunate need to discipline a member of Bitterroot Family Church, every reasonable measure will be taken to restore a fellow believer without having to take the matter to the church corporately. The Lead Pastor, Elder Team, Deacons, Trustees, and other church staff will seek to be available for counsel and guidance. An attitude toward reconciliation rather than punishment should guide and govern the relationships between members.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Lead Pastor and the Elder Team to resolve the issue(s) in accordance with scripture and more specifically Matthew 18:15-35; 1 Corinthians 5:1-13; and 2 Corinthians 2:1-11.

All such proceedings shall be pervaded by a spirit of Christ-like kindness and forbearance. If it is determined that the welfare of the church will best be served by the exclusion of the member, the church may take action by a two-thirds (2-3) vote of the membership at a meeting called for this purpose. The church may then proceed to declare the offender to be no longer in membership of BFC.

Any person whose membership has been terminated for any condition which made it necessary for the church to exclude him or her may, upon their request, be restored to membership by the recommendation of the Lead Pastor and Elder Team and by an affirmation vote of two-thirds (2/3) of the active church members present at a meeting called for this purpose, upon evidence of repentance and reformation.

3.0 Meetings

3.01 Corporate Worship Services. Bitterroot Family Church will endeavor to hold at a minimum, weekly corporate worship services open to all who would gather to worship the triune God of the Universe. Visitors, regular attendees, and members are welcome at our corporate services. Other corporate worship services will be scheduled and announced as needs and opportunities arise.

3.02 Family Business Meetings. Family Business Meetings shall be called by the elders at least twice annually for the purpose of receiving reports, affirming new members, affirming elders and deacons, addressing matters of discipline, and considering other items requiring congregational action under these By-laws. Notice of meetings shall be given at least two weeks in advance, including announcement in Sunday worship services and written/electronic notice to members.

3.03 Congregational Affirmation Required. The congregation shall participate by affirming:

1. Appointment or removal of elders and deacons
2. Reception and removal of members
3. Constitutional amendments
4. Sale or purchase of real property

3.04 Quorum and Voting. A quorum for Family Business Meetings shall consist of 25% of active members. Votes shall be determined by members present and voting, except as otherwise specified in the Constitution or By-laws. Proxy voting is not permitted.

4.0 Church Leadership

4.01 Elders (Pastors/Overseers). The spiritual oversight and governance of Bitterroot Family Church is entrusted to a plurality of biblically qualified elders, also called pastors or overseers (Acts 20:28; 1 Peter 5:1–4; 1 Timothy 3:1–7; Titus 1:5–9). These elders serve together with equal authority and responsibility, though they may exercise different gifts, roles, and functions.

The elders shall:

1. Shepherd the flock by teaching the Word, prayer, counsel, and pastoral care.
2. Guard the doctrine of the church, ensuring that all teaching is consistent with Scripture.
3. Lead in mission and ministry, equipping the saints for the work of ministry (Ephesians 4:11–12).
4. Oversee church discipline and restoration, in accordance with Matthew 18:15–20 and 1 Corinthians 5.
5. Provide general oversight of the ministries, finances, and administration of the church.

Christ is the Head of the Church (Colossians 1:18). The elders lead under His authority and are accountable first to Him and second to the congregation that affirms them.

4.02 Lead or Chairing Elder. Among the elders, one may be recognized by the others as the Lead Pastor (or Chairing Elder) who serves as a primary preaching pastor and functions as first among equals. This elder shall:

- Provide vision and directional leadership in collaboration with the other elders.
- Serve as moderator of members' meetings unless another elder is designated.
- Represent the church in community and denominational relationships.

The Lead Pastor does not possess greater authority than the other elders but serves with equal responsibility under Christ.

4.02.1 Selection of Lead Pastor. Bitterroot Family Church will seek to call a Lead Pastor in a timely fashion whenever a vacancy may occur. When a vacancy of Lead Pastor is anticipated the Lead Pastor may begin to lead the church through a pastor search process utilizing the Elder Team. If the vacancy occurs suddenly, the Elder Team will have the responsibility of leading the congregation in the interim. The Elder Team will secure or supply biblically-sound preachers and teachers for corporate worship services and may present to the church nominations for interim pastoral assistance. The Elder Team will bring nominees for a pastor search team to the church for their affirmation and approval at a properly called Family Meeting. This team will be made up of a group of biblically-sound and spiritually mature members from an appropriate cross-section of the membership. The pastor search team shall be comprised of no less than five and no more than nine members. This team will endeavor to pray, to seek, and to nominate to the church a single candidate who is a proven, trained spiritual leader and one who is scripturally qualified to serve in this role (1 Timothy 3:1-7). A three-fourths (3/4) affirmative vote of the membership at a Special Called Family Business Meeting at which a quorum is present will be required to extend the call of the faith family to a pastoral candidate.

4.02.2 Notice of Resignation and Termination of Lead Pastor. A Lead Pastor will endeavor to give the church at least two weeks' notice of resignation before terminating his responsibilities. If the church decides to remove a Lead Pastor, the church will do so by a three-fourths (3/4) affirmative vote of the members present in a Special Called Family Business Meeting at which a quorum is present. If the church votes to remove the Lead Pastor, the church will determine a fair severance package and only in rare circumstance would thirty (30) days compensation not be honored. Any written agreements entered into between the church and the pastor shall be honored by the church regardless of the nature of the termination of the relationship with the exception of any criminal or illicit activity by said pastor. In the event the Elder Team recommends a Lead Pastor be dismissed, the Elders may require that he cease all pastoral activity immediately pending membership vote which must occur at a properly noticed Special Called Family Business Meeting within thirty (30) days. A three-fourths (3/4) affirmative vote of the membership at which a quorum is present is

required to dismiss the Lead Pastor. Prior to recommending the dismissal of the Lead Pastor, the Elder Team shall make every effort to assist the Lead Pastor as a brother in the Lord by providing counsel and help with a view toward insuring continued productivity in God's kingdom. Refer to 4.04.

4.03 Church Staff. The church staff may include both pastoral and non-pastoral staff members. The need and the role of said positions of leadership will be developed by the Elder Team and/or a subsequent Personnel Team.

4.03.1 Pastoral Staff. All pastoral staff members shall be recommended to the church by the Elder Team and employed by church action (three-fourths [3/4] affirmation vote by the membership at a Special Called Family Business Meeting). The Elder Team will be responsible for the development of position descriptions and for supervision of pastoral staff members. The church may vote to terminate the duties of a pastoral staff member by a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting. Termination of duties would become effective immediately, and compensation and benefits (except for the accrual of time off) would be made at normal rate according to status (i.e. full-time or part-time) to the terminated staff member for a thirty (30) day period from personal notice given to the terminated staff member. Any written agreements entered into between the church and a terminated pastoral staff member shall be honored by the church regardless of the nature of the termination of the relationship with the exception of any criminal or illicit activity by said pastoral staff member.

4.03.2 Non-Pastoral Staff. The Lead Pastor and the Elder Team shall have the authority to employ and terminate budgeted, non-pastoral staff members as needed. Such employment and termination of services shall be with the recommendation of the immediate supervising staff member and, as appropriate, with consultation of related teams of the church.

4.04 – Removal of Elders/Pastoral and non-pastoral staff. An elder or staff member may resign at any time. An elder or staff member may be removed for disqualification of character, failure in doctrine, or inability to carry out his duties. Removal shall be initiated by the elder body (excluding the elder in question) after careful investigation and due process. The final action requires both:

1. A unanimous vote of the remaining elders, and
2. A three-fourths (3/4) congregational affirmation at a Family Business Meeting.

This process ensures both accountability and protection from unjust accusation (1 Timothy 5:19–20).

4.05 – Deacons. Deacons are recognized as servants of the church who assist the elders in caring for practical needs, protecting the unity of the body, and supporting the ministry of the Word and prayer (Acts 6:1–6; 1 Timothy 3:8–13). Selection: Candidates are identified and examined by the elders according to biblical qualifications, then presented to the congregation for affirmation by a simple majority vote. Role: Deacons do not exercise spiritual authority over the congregation but

serve under the direction of the elders. Term: Deacons may serve renewable terms as determined by the elders, subject to ongoing affirmation by the congregation.

4.05.1 Deacon Qualification and Service. Deacons will be nominated by the church, be qualified according to scripture (Acts 6:1-6; 1 Timothy 3:8-13; 2 Timothy 2:24-25a), demonstrate behavior commensurate with the responsibilities, be examined and be recommended under the supervision of the Lead Pastor and Elder Team, be selected by vote of the members, and be ordained by the faith family. Someone who has previously been ordained by another body with like faith and practice must demonstrate qualification and spiritual fitness for at least six months and be recognized by the faith family through nomination before any responsibilities will be given. Deacons will be elected and affirmed by the church body through a process of nomination by the body. Deacons will serve three-year terms and will take one year off before being nominated and elected to another term. Deacons will meet at least monthly with the Elder Team in order to coordinate care for the church body. Deacons will not "run" the church, but will serve as a ministry team to the church. The deacon body will not be a voting group, but will be a servant group seeking to care for and encourage the faith family. Should the unfortunate need arise (i.e. unavailability, unresolved grievance [Matthew 18:15-20], or misconduct), a deacon may be removed from deacon service by resignation or by a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting at which a quorum is present through recommendation of the Elders.

4.06 – Officers of the Church. Certain officers shall be appointed to carry out administrative duties under the oversight of the elders:

- Clerk: Maintains accurate records of membership, minutes of business meetings, and official church documents.
- Treasurer: Oversees the receipt, accounting, and disbursement of church funds in accordance with the budget approved by the elders.
- Trustees: Hold legal authority to sign documents on behalf of the church as required by state law and as directed by the elders.

These officers shall be nominated by the elders and affirmed by the congregation by majority vote. They serve as support roles under elder oversight, not as a governing body.

4.07 Clerk. A church clerk will be selected annually by Bitterroot Family Church as the clerical officer of the church. The Clerk will keep duplicate records of all meetings and official actions of the church, unless otherwise noted in these By-laws. At least one set of these records will be kept on site as church property when the church owns or rents office space or with the Lead Pastor and the other copy will be kept securely by the Clerk personally. The Clerk will also keep the official membership list with contact information. The Clerk will keep baptismal records and issue letters of recommendation approved by the church. The Clerk will be responsible to keep a current copy

of the Constitution and By-laws and will communicate records with appropriate associations and convention entities.

4.07.1 Clerk Selection. A Clerk will be selected by the church annually by a recommendation from the Elder Team and a three-fourths (3/4) vote of affirmation by the membership at the September Regular Family Business Meeting.

4.07.2 Clerk Removal. The Clerk may be removed from their position by the Elder Team for reasons including but not limited to failure to perform duties, conduct contrary to Scripture, or conduct unfitting of a church officer. Removal shall occur only after an attempt to resolve issues through counseling and other appropriate measures, following the principles outlined in Matthew 18:15-20. Should resolution fail, the Elder Team may recommend dismissal, which must be affirmed by a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting.

4.08 Treasurer. Bitterroot Family Church will select a treasurer annually as its financial officer. The Treasurer will:

A. Receive, preserve, and pay out all monies or things of value donated to the church,
B. Pay bills and make reimbursement of funds when funds are budgeted and available,
C. Keep itemized records of all receipts and disbursements, and
D. Prepare and present monthly reports, quarterly reports, and annual reports of the church's finances.

All records and books kept by the Treasurer are considered church property. Once every five years, the Elder Team will assess if an audit is necessary.

4.08.1 Treasurer Selection. A Treasurer will be selected by the church annually by a recommendation by the Elder Team and a three-fourths (3/4) vote of affirmation by the membership at the September Regular Family Business Meeting.

4.08.2 Treasurer Removal. The Treasurer may be removed from their position by the Elder Team for reasons including but not limited to failure to perform duties, conduct contrary to Scripture, or conduct unfitting of a church officer. Removal shall occur only after an attempt to resolve issues through counseling and other appropriate measures, following the principles outlined in Matthew 18:15-20. Should resolution fail, the Elder Team may recommend dismissal, which must be approved by a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting.

4.09 Trustees. Bitterroot Family Church shall have three trustees to serve as legal officers for the church. They will be active members in good standing and may be, but not required to be, members of the Elder Team. The Trustees shall hold in trust the church property. Upon a specific vote of the Elder Team authorizing a particular action, they have the power to buy, sell, mortgage, lease, or transfer any church property. When signatures of Trustees are required, they shall sign

any legal documents for and as directed by the church. The Trustees will assure that an inventory list of property is kept and that appropriate insurance is acquired for the church, its activities and its property. Trustees will recommend policies and procedures to the Elder Team for the collection, deposit, and care of church assets.

4.09.1 Trustee Selection. A trustee will be selected by the church annually by a recommendation of the Elder Team and a three-fourths (3/4) vote of affirmation by the membership at the September Regular Family Business Meeting. Trustees will serve three-year terms with staggered appointments, ensuring one trustee is elected each year. The trustee with the longest tenure will serve as the chair or lead Trustee.

4.09.2 Trustee Removal. A Trustee may be removed from their position by the Elder Team for reasons including but not limited to failure to perform duties, conduct contrary to Scripture, or conduct unfitting of a church officer. Removal shall occur only after an attempt to resolve issues through counseling and other appropriate measures, following the principles outlined in Matthew 18:15-20. Should resolution fail, the Elder Team may recommend dismissal, which must be approved by a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting.

5.0 Church Ordinances

5.01 Baptism. A person who receives Christ Jesus as Savior by personal faith for the forgiveness of their sins; who professes that faith in Him publicly; and who indicates a commitment to follow Christ Jesus as Lord may be received for baptism by Bitterroot Family Church.

A. Baptism will be by immersion in water, if at all possible.
B. Baptism will be administered by the Lead Pastor or his designee.
C. Baptism will be observed by Bitterroot Family Church as a public act of worship, dedication, and obedience to Christ Jesus who instituted the ordinance and commands His church to carry it out.

5.02 Lord's Supper. The ordinance of the Lord's Supper is a symbolic ceremony of remembrance and celebration of the sacrifice of Christ Jesus on the cross. Through the sharing of the Passover's unleavened bread and fruit of the grapevine, we commemorate the death of Jesus the Messiah and anticipate His coming again.

A. The Lord's Supper will be observed as often as the Elders feel appropriate, but at least quarterly.
B. The Lord's Supper will be offered to all who have made a profession of faith in Christ Jesus as Savior and Lord.

6.0 Church Finances

6.01 – Stewardship. All church funds are held in trust for the glory of God and the advance of His kingdom.

6.02 – Budget. The elders shall prepare and adopt an annual budget to guide the financial stewardship of the church. The budget shall be presented to the congregation annually for review and input. Any significant budget revisions (greater than 10% of the annual budget) shall be explained to the congregation at a Family Business Meeting.

6.03 – Financial Oversight. The Treasurer, under the oversight of the elders, shall ensure accurate records of all receipts and disbursements. The elders may appoint a Finance Team or qualified individuals to review the church's financial records annually. Results shall be reported to the congregation.

6.04 – Property Transactions. The purchase or sale of real property requires recommendation by the elders and affirmation by a three-fourths (3/4) majority vote of members present and voting at a duly called Family Business Meeting, and will be carried out by the Trustees.

7.0 Division or Dissolution

7.01 Division of the Congregation. In the case of a division of the congregation, the property of the church will belong to the body of remaining members who adhere to this Constitution and By-laws.

7.02 Dissolution of the Church. If Bitterroot Family Church votes as a body to dissolve by a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting, the unencumbered assets of the church will be given to a organization that adheres to the biblical guidelines and principles for their use in fulfilling their mission of starting churches, strengthening churches, and sending churches on mission.

8.0 Bitterroot Family Church Operations Manual

8.01 Operations Manual. A church operations manual is designed to help put in place policies and procedures to provide effective organization and management in the regular operations of the church. It is a tool that encourages consistency, order, and definition to help alleviate some of the ambiguity and best practices of routine operations. The Elder Team will be responsible for the development and maintenance of a church operations manual to include: church policies and procedures, personnel policies and procedures, and organizational charts depicting lines of responsibilities in the administration of the church. The Elder Team will review said manual along with the trustees at least annually and will have the responsibility to recommend changes for the church to consider.

8.02 Changes to the Church Operations Manual. Addition, revision, or deletion of church policies and/or procedures requires the following:

A. The recommendation of the church officer or ministry head to whose area of assignment the policy or procedure relates.
B. Discussion and support by the Pastoral Staff and the Elder Team.
C. Approval by the Elder Team, who will provide the congregation with an updated copy of the manual.

9.0 Amendments

Amendments to these By-laws of the Bitterroot Family Church may be made at any Family Business Meeting either at a regular meeting or a special meeting appropriately called for that purpose. Amendments must be presented and made readily available for review by the church body at least two weeks prior to the called meeting. Amendments to these By-laws require a three-fourths (3/4) vote of the membership at a Special Called Family Business Meeting.

10.0 Adoption

These By-laws shall become effective when approved and adopted simultaneously along with the Constitution. Adoption shall be by a three-fourths (3/4) vote of membership at a Special Called Family Business Meeting.

BY-LAWS OF BITTERROOT FAMILY CHURCH

The first By-laws of the Bitterroot Family Church was approved October 6, 2019 by unanimous vote of those present in a Special Called Family Business Meeting.

Ken Scrivner: Lead Pastor Leadership Team: Elli Scrivner, Greg Plantz, Karen Plantz, Jeremy Martin, Christina Martin, Howard Jong, and Dana Jong Pastoral Staff: Ken Scrivner, Elli Scrivner, Brooke Stordahl Moderator: Ken Scrivner Vice Moderator: Howard Jong Treasurer: Mauvra Jacobs and Jeremy Martin Clerk: Mauvra Jacobs Trustees: Ken Scrivner, Greg Plantz and Howard Jong

This second[1] By-laws of the Bitterroot Family Church was approved June 2, 2024 by unanimous vote of those present in a Special Called Family Business Meeting.

Ken Scrivner: Lead Pastor, Travis Brewer: Associate Pastor, Leadership Team: Elli Scrivner, Charles Daniels, Karen Plantz, Pastoral Staff: Ken Scrivner, Travis Brewer Moderator: Ken Scrivner, Vice Moderator: Travis Brewer, Treasurer: Dana Jong , Clerk: Karen Plantz, Trustees: Ken Scrivner, Greg Plantz and Charles Daniels

This third[2] By-laws of Bitterroot Family Church was approved February 9, 2025 by unanimous vote of those present in a Special Called Family Business Meeting.

Ken Scrivner: Lead Pastor, Travis Brewer: Associate Pastor, Leadership Team: Elli Scrivner, Charles Daniels, Karen Plantz, Pastoral Staff: Ken Scrivner, Travis Brewer, Moderator: Ken Scrivner, Vice Moderator: Travis Brewer, Treasurer: Dana Jong, Clerk: Karen Plantz, Trustees: Ken Scrivner, Greg Plantz and Charles Daniels

Footnote: 1/ Bylaws section "3.02 Regular Family Business Meetings." was changed to avoid holding the May meeting on Mother's Day. This change was approved by the membership during a Special Called Business Meeting held on June 2, 2024.

From 3.02 Regular Family Business Meetings. Bitterroot Family Church leadership will hold Regular Family Business Meetings to inform the membership of issues, seek input, discuss options and responses, and make decisions. These meetings will be held the second Sundays of September, December, and May. {Final BFC Bylaws 2019 10 10.pages}

To 3.02 Regular Family Business Meetings. Bitterroot Family Church leadership will hold Regular Family Business Meetings to inform the membership of issues, seek input, discuss options and responses, and make decisions. These meetings will be held the second Sundays of September, December, and third Sunday of May. {Final BFC Bylaws 2024 06 02.pages}

[1] See Footnote 1 on Page 11
[2] See Footnote 2 on Page 11-12

Footnote: 2/ Format and style of document was altered. Font changed to Baskerville (for readability and design for web integration).

Section 2.02 Remove: "upon approval by a three-fourths (3/4) majority of the active membership at the meeting at which a quorum is present". Edit in Subsection C: Replace "following" with "as". Edit in Subsection E: Remove: "including signing the BFC Membership Covenant".

Section 4.04.2Remove: "at which a quorum is present".

Section 4.03.3 Remove section

New Section 4.07.2 Add a new subsection after 4.07.1 (Clerk Election): Use the wording of Section 4.03.2 (Non-Pastoral Staff Removal), but adapt it for the Clerk position.

Section 4.08 Replace: "but not less than" with "once every five years, the Leadership Team will assess if an audit is necessary".

New Section 4.08.2 Add a new subsection after 4.08.1 (Treasurer Election): Use the wording of Section 4.03.2 (Non-Pastoral Staff Removal), but adapt it for the Treasurer position.

New Section 4.09.2 Add a new subsection after 4.09.1 (Trustee Election): Use the wording of Section 4.03.2 (Non-Pastoral Staff Removal), but adapt it for the Trustee position.

Section 7.0- Updated to have Sections 7.01 and 7.02 Division and Dissolution respectively.

Section 8.01 Changed to "Operations Manual" with description of what manual is.

Section 8.02(Formerly 8.01) Update Letter B to: "discussion and support by the Pastoral Staff and the Leadership Team". Update Letter C to: "approval by the Leadership Team who will provide the congregation with an updated copy of the manual".

This fourth[3] By-laws of Bitterroot Family Church was approved ____September 21st, 2026____by unanimous vote of those present in a Special Called Family Business Meeting.

Elder Team Members:

1.Lead Elder/Moderator

2.Vice Moderator

3.

4.

Treasurer:

Secretary:

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[3] See footnote on Page 12-15

Trustees: 1. _____ 2. _____ 3. _____

Footnote 3:/ Changes to bylaws:

Section 2 – Membership

1. *2.01 Receiving Members – entire section highlighted.*
2. *2.02 Responsibilities of Members – entire section highlighted.*
3. *2.03 Member Care and Discipline – entire section highlighted.*
4. *2.04 Termination of Membership – section number highlighted.*
5. *2.04(E) – inactivity language highlighted:*
   "By inactivity with the faith family for two or more months and recommendation from the Elder Team following the leadership's attempts to reengage member."
6. *2.06 Discipline – "Elder Team" added/highlighted in three places.*

Section 3 – Meetings

7. *3.02 Family Business Meetings – entire section highlighted.*
8. *3.03 Congregational Affirmation Required – entire section highlighted, including:*
   - *Appointment or removal of elders and deacons*
   - *Reception and removal of members*
   - *Constitutional amendments*
   - *Sale or purchase of real property*
9. *3.04 Quorum and Voting – entire section highlighted.*

Section 4 – Church Leadership

10. *4.0 Church Leadership – heading highlighted.*
11. *4.01 Elders / Pastors / Overseers – entire section highlighted, including:*

- *Elder qualifications and plurality language*
- *Elder responsibilities*
- *Christ as Head of the Church language*

12. *4.02 Lead or Chairing Elder – entire section highlighted, including:*

- *"First among equals" language*
- *Vision and directional leadership*

- *Moderator role*
- *Community and denominational representation*
- *Equal authority statement*

13. ***4.02.1 Selection of Lead Pastor*** *— entire section highlighted.*
14. ***4.02.2 Notice of Resignation and Termination of Lead Pastor*** *— entire section highlighted.*
15. ***4.03 Church Staff*** *— entire section highlighted.*
16. ***4.03.1 Pastoral Staff*** *— entire section highlighted.*
17. ***4.03.2 Non-Pastoral Staff*** *— entire section highlighted.*
18. ***4.04 Removal of Elders / Pastoral and Non-Pastoral Staff*** *— entire section highlighted, including:*

- *Grounds for removal*
- *Elder-body initiation*
- *Unanimous vote of remaining elders*
- *Three-fourths congregational affirmation*
- *1 Timothy 5:19–20 protection language*

19. ***4.05 Deacons*** *— entire section highlighted.*
20. ***4.05.1 Deacon Qualification and Service*** *— only the phrase* ***"and Elder Team"*** *is highlighted.*
21. ***4.06 Officers of the Church*** *— entire section highlighted, including:*

- *Clerk description*
- *Treasurer description*
- *Trustees description*
- *Statement that officers serve under elder oversight, not as a governing body*

22. ***4.07 Clerk*** *— entire section highlighted.*
23. ***4.07.1 Clerk Selection*** *— entire section highlighted.*
24. ***4.07.2 Clerk Removal*** *— entire new section highlighted.*
25. ***4.08 Treasurer*** *— entire section highlighted.*
26. ***4.08 Treasurer duties A–D*** *— highlighted.*

27. ***4.08 audit language*** *– highlighted:*
"Once every five years, the Elder Team will assess if an audit is necessary."

28. ***4.08.1 Treasurer Selection*** *– entire section highlighted.*

29. ***4.08.2 Treasurer Removal*** *– entire new section highlighted.*

30. ***4.09 Trustees*** *– entire section highlighted.*

31. ***4.09.1 Trustee Selection*** *– entire section highlighted.*

32. ***4.09.2 Trustee Removal*** *– entire new section highlighted.*

Section 5 – Church Ordinances

33. ***5.0 Church Ordinances*** *– heading highlighted.*

34. ***5.01 Baptism*** *– entire section highlighted.*

35. ***5.01 Baptism A-C*** *– highlighted.*

36. ***5.02 Lord's Supper*** *– entire section highlighted.*

37. ***5.02 Lord's Supper A-B*** *– highlighted.*

Section 6 – Church Finances

38. ***6.0 Church Finances*** *– heading highlighted.*

39. ***6.01 Stewardship*** *– entire section highlighted.*

40. ***6.02 Budget*** *– entire section highlighted.*

41. ***6.03 Financial Oversight*** *– entire section highlighted.*

42. ***6.04 Property Transactions*** *– entire section highlighted.*

Section 8 – Operations Manual

43. ***8.01 Operations Manual*** *– the words* ***"Elder Team"*** *are highlighted in two places.*

44. ***8.02 Changes to the Church Operations Manual*** *– the words* ***"Elder Team"*** *are highlighted in letter B/C language.*