



Shiloh Covenant Church Constitution

Adopted by the Membership on July 20, 2026

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Preamble

Because Almighty God, by His Holy Spirit, has called His people to gather as Shiloh Covenant Church for the worship of God and the spread of the gospel of Jesus Christ; and because we are followers of Jesus Christ who unite under His Lordship, entering into covenant with one another and with our God, gladly submitting to His authority as revealed in His holy, inerrant, and infallible Word; we establish this Constitution to preserve the principles of our faith and to ensure that this church is governed in a scriptural and orderly manner. This document affirms the liberties and responsibilities of every Member and officer of the church.

Therefore, having examined the Scriptures concerning the nature and purpose of the church, we, the Members of Shiloh Covenant Church, adopt this Constitution as our governing document. It shall always be interpreted in a way that reflects the character of Jesus Christ and brings Him glory, and we willingly submit ourselves to the following articles.



1. Name

The name of this church is “Shiloh Covenant Church” (hereafter referred to as “SCC”).

2. Association

Shiloh Covenant Church is voluntarily affiliated with the Southern Baptist Convention, the State Convention of Baptists in Ohio, and the Cincinnati Church Collective.

3. Confession

SCC accepts the Second London Baptist Confession of Faith (1689) to be an accurate summary of key biblical teaching for the purpose of providing doctrinal unity while allowing sufficient room for disagreement on such points as are not essential unto salvation.

Moreover, having covenanted with the Southern Baptist Convention as a body of like-minded believers, we do support that denomination’s statement of faith, the Baptist Faith and Message, as revised in 2000.

Moreover, because we hold to the inerrancy of Scripture and to the Bible’s teaching about manhood, womanhood, and sexuality, SCC also affirms the following doctrinal statements:

- The Chicago Statement on Biblical Inerrancy
- The Danvers Statement on Biblical Manhood and Womanhood
- The Nashville Statement on Biblical Sexuality and Gender

4. Members

4.1 General Statement

A genuine Christian’s commitment to the Lord Jesus Christ is inseparable from his commitment to His truth and His people. This commitment ordinarily requires a formal, open, voluntary, solemn and enduring commitment to membership in a local church. The New Testament presents the local church as a distinct and defined group of individuals covenanted together to worship God and carry out the commands of our Lord Jesus Christ.

The Membership of SCC constitutes the church. Members are individuals who may be counted (Acts 2:41-42; 4:4), added (Acts 2:47; 5:14), and removed (Matt. 18:17; 1 Cor. 5:12-13; 2 Cor. 2:6). Accordingly, the Members retain the exclusive right of self-government in all matters pertaining to the spiritual and earthly life of this church.

4.2 Qualifications

To qualify for membership in SCC, a person:

- Must be a believer in Jesus Christ who gives evidence of regeneration (1 Cor. 5:17, 1 Jn. 2:3-4)
- Have been baptized in obedience to Christ, following his or her regeneration, by this church or one of like faith (Mt. 28:18-19, Acts 2:41)
- Wholeheartedly believe in the Christian faith as revealed in the Bible as the infallible, inerrant Word of God (2 Tim. 3:16-17)



- Subscribe¹ to the teaching of Scripture as expressed in the Second London Baptist Confession of Faith (1689) (Tit. 1:9)
- Promise to uphold the commitments expressed in the Church Covenant (Acts 2:42-47)

4.3 Duties

Members are expected:

- To live faithfully in accordance with the Christian life (1 Pt. 1:15-16)
- To participate in the ministry and life of the church (Heb. 10:24-25)
- To cheerfully submit to the oversight of the Elders (Heb. 13:17)
- To support and participate in the work of the church, contributing their God-given abilities (1 Pt. 4:10)
- To walk together in Christian love according to the Church Covenant, exercising mutual care, accountability, and pursuit of unity (Eph. 4:1-3)

4.4 Privileges

Membership is required for a person to lead any ministry or hold any office of the church.

Members, ages sixteen (16) and older, in good standing have the responsibility and privilege of attending Members' meetings and voting on:

- The election and removal of Elders and Deacons.
- The admission and removal of Members.
- The exercise of corrective church discipline.
- The annual budget and major financial decisions.
- Amendments to the church's governing documents.
- Other matters as deemed necessary and appropriate by the Elders.

5. Government

5.1 General Statement

Jesus Christ is Lord and Head of this church. His will as expressed in the Holy Scriptures, both Old and New Testaments, is the sole authority in matters of faith and practice. In keeping with this, SCC shall be Elder led, Deacon served, with final earthly authority resting in its Members. The number of Elders and Deacons shall be determined by the ministry needs of the congregation, however, there shall be no fewer than three Elders/Pastors.

5.2 Elder Qualifications and Duty

5.2.1 Qualification

Those called and equipped by God to lead the church are designated in Scripture as Elders, Pastors, or Overseers; these titles refer to the same office (Acts 20:17, 28; Tit. 1:5, 7; Eph. 4:11-12). In accordance with 1 Tim. 2:12 and 3:2, only qualified men shall serve as Elders.

¹ Subscription of unity allows the Member to be unsure of their agreement with the entirety of the Confession, but requires that Members agree not to publicly contradict the Confession and to be teachable and open to being persuaded to what is contained in the Confession. The Member willingly submits to being taught what the Confession teaches.



In addition to being a Member in good standing of SCC, a man desiring the office of Elder must meet the personal, domestic, and ministerial qualifications set forth in 1 Tim. 3:1-7 and Tit. 1:5-9. Also, given the role of exemplar that Elders and their families fulfill in the church, if married, his wife must too be a Member in good standing of this church.

5.2.2 Duty

The Elders should devote themselves to prayer and the ministry of the Word (Acts 6:4; Jam. 5:14) In addition, the Elders are responsible to:

- Take particular responsibility to oversee worship services (1 Cor. 14:40)
- Administer the ordinances of baptism and the Lord's Supper (1 Cor. 11:23-26)
- Equip the Membership for the work of the ministry (Acts 20:28; 1 Pet. 5:2)
- Encourage and teach sound doctrine (1 Tim. 3:2)
- Admonish and correct error (Tit. 2:15)
- Oversee the process of church discipline (Mt. 18:15-17, 1 Cor 5:12 -13)
- Coordinate and promote the ministries of the church
- Mobilize the church for world missions
- Examine and instruct prospective Members
- Train and appoint future leaders (2 Tim. 2:2)
- Examine and recommend all prospective candidates for offices and positions
- Oversee the work of the Deacons and appointed church agents and committees (Acts 6:1-6)
- Ensure that all who minister the Word to the congregation share our fundamental convictions (2 Jn. 9-11)

The Elders may establish and oversee ministry positions and committees to assist them in fulfilling their responsibilities. The Elders shall also have primary responsibility for the employment, supervision, and evaluation of staff members. The outworking of this responsibility may, on a case-by-case basis, be delegated to Deacons or another staff member. The Elders may also propose funding for new paid staff positions. The scope and approval of job descriptions for any staff position shall reside in the hands of those with hiring authority for that position.

All activities will be coordinated through the Elders to ensure that they fit within the mission and ministry of the church and that there are no scheduling conflicts.

The Elders shall meet monthly unless circumstances require additional meetings or prohibit their gathering.

The Elders shall annually elect from among themselves a Chairman to preside at Elders' meetings. Additional roles may be assigned as needed for orderly function.

5.3 Deacon Qualifications and Duty

5.3.1 Qualification

The church shall appoint men, being Members in good standing of SCC, who meet the qualifications set forth in 1 Tim. 3:8-13.



5.3.2 Duty

Deacons assist the Elders in practical matters so that the Elders may devote themselves to prayer, the ministry of the Word, and shepherding. Deacons exercise a ministry of service, not a ministry of spiritual leadership. Although they may teach and preach in contexts in which they are not infringing upon the oversight duties of Elders (Acts 6-7:53), the responsibilities of Deacons include the following:

- Ensuring that the sick, the sorrowing, the aged, and the infirm receive spiritual and physical comfort.
- Receiving and disbursing a fund for benevolence, reporting on its use to the Elders at their request, and reporting to the church in such a way that protects individual privacy.
- Assisting with the accommodations for public worship. Deacons may assist in providing for the elements during the Lord's Supper.
- Overseeing the normal care and maintenance of church properties.
- Coordinating the welcoming and greeting ministries of the church.
- At the Elders' recommendation, the church may recognize Deacons to serve in other specific capacities as needs arise in the church.
- Identifying and overseeing qualified church Members to serve in assisting in various works of mercy in the life of this church. With Elder approval, these men and women shall be recognized as non-officer Deacon assistants.

The Deacons shall meet quarterly unless circumstances require additional meetings or prohibit their gathering.

The Deacons shall annually elect from among themselves a Chairman to preside at Deacons' meetings. Additional roles may be assigned as needed for orderly function.

6. Indemnification

6.1 Mandatory Indemnification

The church shall indemnify any person who was or is a party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action, suit, or proceeding (other than an action by or in the right of the church), by reason of the fact that such person is or was an Elder, officer, employee, or agent of the church, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such action, suit, or proceeding, provided that the Elders determine that such person:

- acted in good faith;
- acted with the care an ordinarily prudent person in a similar position would exercise under similar circumstances;
- acted in a manner the person reasonably believed to be in or not opposed to the best interests of the church; and
- with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.



6.2 Permissive Indemnification

The church may, upon approval of the Elders, indemnify any person who is or was an Elder, officer, employee, or agent of the church against expenses and liabilities incurred in connection with any proceeding, to the fullest extent permitted under Ohio law, provided such person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the church.

6.3 Advancement of Expenses

Expenses incurred in defending any action, suit, or proceeding may be paid by the church in advance of the final disposition of such matter upon receipt of an undertaking by or on behalf of the person to repay such amount if it is ultimately determined that such person is not entitled to indemnification.

6.4 Determination of Indemnification

Any indemnification determination shall be made by a quorum of disinterested Elders.

If such quorum is not obtainable due to conflicts of interest, the determination shall be made by:

- a vote of the Members; or
- independent legal counsel selected by the Members.

6.5 Insurance

The church shall have authority to purchase and maintain insurance on behalf of any person who is or was an Elder, officer, employee, or agent of the church against any liability asserted against such person in such capacity, whether or not the church would have the power to indemnify such person under this Article.

7. Dissolution

7.1 Recommendation of Dissolution

The Elders may recommend dissolution of the church upon determining that there is reasonable cause to do so.

7.2 Notice of Meeting

A special meeting of the Members shall be called for the purpose of considering dissolution. Written notice shall be provided to all Members not less than sixty (60) days prior to the meeting and shall state that the purpose of the meeting is to consider dissolution of the church and the distribution of its assets.

7.3 Member Approval

Dissolution shall require the affirmative vote of at least two-thirds ($\frac{2}{3}$) of the Members present at a duly called meeting.

7.4 Payment of Liabilities

Upon approval of dissolution, all debts, obligations, and liabilities of the church shall be paid or adequately provided for prior to any distribution of assets.



7.5 Distribution of Assets

No part of the net earnings or assets of the church shall inure to the benefit of any Member or individual. All remaining assets shall be distributed, as determined by a majority vote of the Members, to one or more organizations that:

- qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code; and
- are in substantial agreement with the church's Statement of Faith and doctrinal convictions.

7.6 Distribution by Court

Any assets not disposed of by the Membership shall be distributed by a court of competent jurisdiction exclusively for such exempt purposes.

8. Amendments

This Constitution may be amended by a three-fourths ($\frac{3}{4}$) vote of the Members present at a duly called meeting, provided written notice is given at two Sunday morning services prior to the vote.



Shiloh Covenant Church Bylaws

Adopted by the Membership on July 20, 2026

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1. Membership

1.1 Process

Any person who meets the biblical qualifications may apply for Membership. To preserve doctrinal and practical integrity, the following process shall be observed:

1. Attend a Membership class.
2. Complete the Membership Application including the affirmation of the Confession of Faith and Member Covenant.
3. Elder Interview - The candidate shall meet with one or more Elders for the purposes of:
 - Confirming a credible profession of faith in Christ.
 - Determining substantial agreement with the church's doctrine. While full theological maturity is not required, the candidate must demonstrate soundness in faith, teachability, and a commitment not to promote doctrinal discord.
 - Clarifying the responsibilities and privileges of Membership.
4. Congregational Review - Upon recommendation of the Elders
 - The candidate's desire for Membership shall be announced to the congregation.
 - The candidate's testimony shall be made available to the Members.
 - A review period of at least one month shall be observed, during which Members may bring biblical concerns privately to the Elders.
5. Congregational Vote - At a duly called Members' meeting:
 - A two-thirds ($\frac{2}{3}$) vote of members present and voting is required for admission.
 - The candidate shall be formally received upon affirmation.

At that point newly elected Members shall relinquish their membership in other churches.

1.2 Discipline

1.2.1 Formative

Formative discipline is the ordinary process of sanctification within the covenant community. Through preaching, teaching, mutual exhortation, and faithful example (Eph. 4:11-13; Rom. 12:1-16; 1 Cor. 12:4-27), Members build one another up in love and hold one another accountable to Scripture, the Confession, and the Church Covenant. When formative discipline fails due to sin, corrective discipline is then necessary.

1.2.2 Corrective

Corrective discipline is for the good of the church and the Member who has sinned. It is never to be entered into lightly or quickly. The goal of corrective discipline is always remedial, that is, the goal is always the salvation and holiness and good of the one being disciplined. Corrective discipline addresses serious sin, doctrinal error, or divisive conduct.

The process ordinarily begins with private admonition. If unrepentance persists, the matter shall be brought to the Elders, and if necessary, to the congregation (Matt. 18:15-18). In extraordinary circumstances, the Elders may bring a matter directly to the church.



The purpose of such discipline should be:

- For the repentance, reconciliation, and spiritual growth of the individual disciplined (Heb. 12:1-11; Matt. 18:15-17; 1 Cor. 5:5; Gal. 6:1)
- For the instruction in righteousness and good of other Christians, as an example to them (1 Cor. 5:11; 1 Tim. 5:20; Heb. 10:24-25)
- For the purity of the church as a whole (1 Cor. 5:6-7; Eph. 5:27; Rev. 21:2)
- For the good of our corporate witness to non-Christians (Matt. 5:13-16; John 13:35; Acts 5:10-14)
- Supremely for the glory of God by reflecting His holy character (Deut. 5:11; John 15:8; Eph. 1:4; 1 Pet. 2:12)

It is desirable in the case of public sin that a confession be made before the church in a specially called meeting, so that the church can freely extend forgiveness. Such public confession is especially necessary in the case of Elders and Deacons (1 Tim. 5:19-20; Gal. 2:11-14).

Suspension

If a member has sinned publicly yet demonstrates repentance, the Elders may impose temporary suspension from public service or voting. Upon restoration, all privileges shall be reinstated.

Excommunication

If repentance is not forthcoming, the accused shall receive written charges and an opportunity to be heard before the Elders. If the Elders determine that excommunication is warranted, they shall recommend removal to the congregation according to the procedure below.

1.3 Termination

As is the case with receiving Members, so the termination of church Membership must be governed by biblical principles. Accordingly, Membership in SCC will be terminated in one of the following ways:

- Death - Upon physical death, the Member's name shall be removed from the roll.
- Dismissal - A Member in good standing may request dismissal in writing.
- Transfer - A Member in good standing may be granted a letter of transfer to another church of like faith.
- Abandonment - A Member does not participate in the life of the church for at least 12 months.
- Excommunication - Upon Elder recommendation and a two-thirds ($\frac{2}{3}$) vote of the Members present at a duly called meeting, a Member may be removed for persistent false doctrine, immoral conduct, divisiveness, or conduct bringing reproach upon Christ and His church (1 Cor. 5; Rom. 16:17; 2 Thess. 3:6, 11, 15).

1.4 Restoration

The goal of all discipline is restoration (2 Cor. 2:6-8; 7:11). When the Elders judge that the purposes of discipline have been accomplished, they shall recommend restoration to the congregation.

Restoration to Membership shall require a two-thirds ($\frac{2}{3}$) of the Members present at a duly called meeting. Members shall unite in prayer and forgiveness, seeking the full spiritual restoration of any who repent.



1.5 Dispute Resolution

1.5.1 General Statement

Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see, e.g., Matt. 18:15-20; 1 Cor. 6:1-8), the church shall urge its Members to resolve conflict among themselves according to biblically based principles, without resorting to the civil courts.

In the case of criminal activity within the congregation, the State has a God-given responsibility to protect the peace and security of its citizens that should be supported and encouraged (see Romans 13:3-4).

1.5.2 Initial Resolution

Any controversy threatening the unity or welfare of the church shall be brought promptly to the Elders. The Elders shall seek to resolve the matter in a manner that preserves peace and fidelity to Scripture.

1.5.3 Council of Appeal

Internal Council

If the Elders cannot resolve the matter, a Council of Appeal may be established by Elder recommendation or by a two-thirds ($\frac{2}{3}$) vote of the Members present at a duly called meeting. A two-thirds ($\frac{2}{3}$) vote of the Council shall be required for a decision.

The Council shall consist of: The officers of the church, an equal number of lay Members elected by the congregation, and a Chairman appointed by the congregation.

External Counsel

If the Internal Council reaches an impasse, or if the church lacks a plurality of Elders, the church shall seek counsel from the Eldership of a trusted sister church or from a council of at least three qualified external Pastors. The decision of this council will advise the internal council.

2. Meetings

2.1 Worship

SCC shall meet together for public worship each Lord's Day morning, and at other times throughout the week as the church may determine.

2.2 Members

2.2.1 General Statement

In every meeting together, Members shall act in that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ. The church shall hold a regular Members' meeting at least quarterly. This meeting shall not replace the regular Lord's Day morning gathering but shall be held at another time.

2.2.2 Order

No Members' meeting shall occur until the date, time, and place have been announced at every public meeting of the church for the two weeks immediately preceding the meeting. The Elders shall



see that the stated meetings of the church are regularly held and that required reports are submitted to the church by the responsible Members.

The Elders shall ordinarily determine the agenda for all Members' meetings. Members may submit concerns or proposals to the Elders for consideration. The Elders shall determine whether and when such matters should be brought before the congregation. The Chairman of the Elders, or his representative, shall serve as Moderator at all Members' meetings.

Member meetings shall be conducted using Simple Robert's Rules of Order (See Addendum A). The Members present shall constitute a quorum for conducting business. Unless otherwise stated in the Constitution or Bylaws of this church, a motion passes by a majority vote of the Members present and voting. Abstentions shall not be counted as votes cast. Members must be physically present in order to vote. For the purposes of this Constitution, "present" means physically present.

2.2.3 Special Member Meetings

The Elders may call a special Members' meeting whenever they judge it necessary, or within sixty days of receiving a written request signed by ten percent (10%) of the voting Membership.

3. Election, Installation, and Removal of Officers

3.1 Election of Officers

3.1.1 Nomination

The Members of the church are encouraged to express to the Elders (privately) their views concerning those whom Christ may be gifting for office in the church. The Elders will seriously consider the wisdom God gives to His church. However, since it is the Elder's responsibility to lead the church, nominations to office shall be made only by the Eldership.

The names of nominees shall be presented to the congregation at least two months prior to the vote. Members who believe a nominee is unqualified shall express their concerns to the Elders as soon as possible and prior to the Members' meeting.

3.1.2 Election

Officers shall be elected at a duly called Members' meeting. A three-quarters ($\frac{3}{4}$) vote of Members is required for election. Those elected shall assume office upon installation and ordination.

3.2 Calling of Pastor

The senior Pastor is an Elder recognized by the congregation and supported financially by the church for vocational ministry.

3.2.1 Selection and Process

When seeking a senior Pastor, the church shall appoint a search committee composed of Members of the congregation, including Elders and Deacons. In selecting a senior Pastor his gifts in preaching and teaching and his commitment to minister personally to the Members of SCC will be prerequisites. Prior to nomination, the Elders must be satisfied that the candidate affirms the Second London Baptist Confession of Faith and the Church Covenant.



3.2.2 Election

Notice of nomination shall be given at two Sunday morning services prior to the vote. If the candidate is not already a Member, he (and his wife, if married) shall be received into Membership before or concurrent with the call. Election as senior Pastor shall require three-quarters ($\frac{3}{4}$) of Members present and voting at a duly called Members' meeting.

3.3 Installation and Ordination

Following election, a worship service shall include the ordination and installation of the officer-elect through the laying on of hands by the Elders (Acts 13:1-3). This act signifies recognition and approval of the candidate's calling and shall be accompanied by prayer.

3.4 Removal

An officer may resign or be removed from office.

If two or more Members believe an Elder is disqualified, they shall bring their concern to the Elders and, if necessary, to the congregation. All proceedings shall conform to Scripture, including Matt. 18:15-17 and 1 Tim. 5:17-20.

An Elder or Deacon may be removed by a three-quarters ($\frac{3}{4}$) vote of the Members present at a duly called meeting.

In addition, an officer may request a sabbatical for up to one year during which time he will have no officer responsibilities nor be permitted to cast votes during officers' meetings.

4. Finances

4.1 Treasurer

The church Treasurer is to be responsible for:

- The keeping of an accurate financial record of all funds identified with the church
- Reconciling monthly statements
- Monitoring and safeguarding church accounts
- Attending to any filings required by the Internal Revenue Service
- Maintaining records of individual contributions
- Working with and reporting to the Elders and Finance Committee

The Treasurer shall be appointed by an Elder vote every three years. Eligible candidates to the office of Treasurer must consist of either:

- A Member in good standing possessing abilities in financial stewardship and accounting practices, willing to voluntarily serve in this position.
- A paid Certified Public Accountant to handle or oversee the proper discharge of all the above referenced duties.



4.2 Financial Committee

4.2.1 Composition and Appointment

The Finance Committee shall be comprised of at least one Elder, the church Treasurer, and at least one and up to three additional Members in good standing who possess abilities in financial stewardship and accounting practices. These additional Members shall be appointed by the Elders.

4.2.2 Purpose and Responsibilities

The primary purpose of the Finance Committee is to support the Elders and the Treasurer in the orderly administration of the church's financial resources. Their duties shall include:

- **Budget Preparation:** Working in conjunction with the Elders and ministry team leaders to prepare and recommend an itemized-by-ministry annual budget to the congregation
- **Financial Oversight:** Monitoring church expenditures to ensure that all ministries and teams are operating within the established budget
- **Internal Controls:** Ensuring that adequate controls are implemented to guarantee that all funds are appropriately handled (e.g. using dual signatures on checks), including the verification and confirmation of deposits by at least two individuals
- **Large Expenditure Review:** Reviewing and advising on any non-budgeted financial decisions or adjustments that exceed a threshold as determined by the Committee before they are presented for Elder approval

4.2.3 Reporting and Accountability

The Finance Committee shall be accountable to:

- **The Elders:** The Committee, led by the Treasurer or a designated Chairperson, shall render a report of the church's financial condition and all transactions to the Elders at least monthly.
- **The Congregation:** The Committee shall ensure that summary financial reports (revenues, expenses, and account balances) are presented to the Membership at each regular Members' meeting. A full financial report shall be provided annually.

4.3 Loans

4.3.1 Congregational Approval

Any action to secure a loan, mortgage, or otherwise incur debt on behalf of the church must be approved by the congregation. Such matters of business must be announced from the pulpit on two Sunday mornings at the regular hour of service immediately preceding a legally called business meeting. Approval to secure the loan requires a two-thirds ($\frac{2}{3}$) affirmative vote of the Members present at a duly called meeting.

4.3.2 Execution and Record-Keeping

Upon formal approval by the church, the Trustees shall serve as the legal representatives authorized to sign all documents related to the loan or mortgage. Furthermore, the Treasurer shall maintain an up-to-date inventory of all church mortgage loans, keeping such information in a safety deposit box with copies filed in the church office for ready reference.

4.4 Budget

A budget shall be presented to and approved by the Membership by a two-thirds ($\frac{2}{3}$) vote at a Members' meeting prior to the start of the fiscal year. If this is not possible, the Membership shall be



notified as to the reason(s) why and given a timeline for budget presentation and approval that shall be no more than three months after the start of the fiscal year. Congregational approval shall proceed, without amendment, as a single vote on the budget in its entirety. Prior to this approval and subject to the Elders' discretion, expenditures may continue at the prior year's level.

4.5 Fiscal Year

The fiscal year will commence on January 1.

5. Trustees

5.1 Purpose and Status

To the extent required under Ohio law or for purposes of holding title to property, the church shall maintain Trustees. Trustees shall not constitute a governing body and shall serve solely in a legal and administrative capacity. This Article is intended to comply with and be interpreted consistently with Ohio Revised Code Chapter 1702.

5.2 Composition

The Trustees shall consist of not fewer than three (3) individuals and shall ordinarily be selected from among the Elders. If at any time there are fewer than three Elders available to serve as Trustees, the Members may elect additional Trustees from among the Deacons or other Members of the church.

5.3 Authority and Limitations

The Trustees:

- shall act only at the direction of the Elders or the Members, as applicable;
- shall have no independent authority to govern, manage, or bind the church; and
- shall execute legal documents, hold title to property, and perform administrative functions as directed.

5.4 Term of Service

Trustees shall serve three (3) year terms and shall continue in office until their successors are elected and qualified, unless earlier removed or replaced by the Members.

5.5 Accountability

The Trustees shall at all times be subject to the oversight of the Elders and the authority of the Membership and shall not act unilaterally or independently.

6. Church Records

The church shall maintain the following records, with responsibility assigned as follows:

- A current roll of active Members, including records of baptisms and, as appropriate, births and deaths, which shall be overseen by the Elders, who may appoint a qualified person to maintain these records.
- Minutes of all duly called Members' meetings, which shall be recorded by a designated recorder appointed by the Elders.
- Financial records of the church, which shall be maintained by the Treasurer or Finance Committee.



No Member shall have the right to inspect church records pertaining to:

- The corrective disciplining of any Member unless brought before the congregation
- The hiring or termination of any employee
- The personal needs or problems of any Member or employee;
- The financial contributions of any individual Member;
- Any other records which the Elders determine, in their judgment, to be in the best interests of the church to keep confidential.

7. Deviations of Practice

7.1 Reporting Deviations

If any Member believes the church to be out of accord with this Constitution or its Bylaws, he or she should inform an Elder. If the Elders determine that the church is indeed out of accord with these governing documents, they must provide an update at each regular Members' meeting until the situation is remedied.

7.2 Conflicts with Scripture

If at any time an Elder or Member believes that adherence to this Constitution or these Bylaws would require a violation of the Word of God - which is our supreme authority in all matters of faith and practice - they should make this known to the Elders. If the Elders conclude that a biblical principle requires an amendment to these documents, they shall not simply ignore the current provision. Instead, they must communicate the matter to the congregation in a timely way and submit the relevant amendments for a church vote to bring our practices into alignment with the Word of God.

8. Amendments

These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the Members present at a duly called meeting, provided written notice is given at two Sunday morning services prior to the vote.



Addendum A

Simple Robert's Rules of Order (aka Bob's Rules of Order)

Order of Business:

1. Call to order
2. Prayer
3. Business of the church
4. Adjournment

Motions:

Paper ballots shall be used for elections, Membership actions, and other matters as determined by the Elders. All other motions may be decided by voice or show of hands.

Motions from the floor are discouraged and may be ruled out of order by the Moderator if they fall outside the announced agenda or have not been reviewed by the Elders. The Moderator's ruling on whether a motion is in order may be appealed by the Members.

Discussion

Discussion on motions regarding officers and Members shall be led by the Elders. The Moderator may permit limited comment from Members when it serves the clarity or unity of the body.

Members must be recognized by the Moderator before speaking. Individual speakers may be limited to a set time at the discretion of the Moderator.

Discussion will end and the meeting shall proceed to a vote when any of the following occurs:

- The Moderator has determined that the allocated time for the issue has expired. Or,
- The Moderator believes that sufficient debate has taken place on the motion and asks the Members if they are ready to vote. If there is no objection, then voting on the motion shall begin. If a Member objects, debate shall continue unless a motion to end debate is made and approved by a two-thirds ($\frac{2}{3}$) vote.

Interruptions

The speaker may be interrupted for these reasons only:

- Parliamentary Inquiry - to get information about business or about rules
- Question of Privilege - if you can't hear, safety reasons, comfort, etc.
- Point of Order - if you see a breach of the rules
- Appeal - if you disagree with the Moderator's ruling



Action	Say	Second Required	Open for Discussion	Can be Amended?	Vote Required to Pass
Main Motion	I move that...	Yes	Yes	Yes	Majority
Amend Motion	I move this motion be amended by	Yes	Yes	Yes (once)	Majority
End Debate	I move the previous question / I move that we vote on this motion.	Yes	No	No	2/3 Vote
Recess Meeting	I move that we recess until...	Yes	No	Yes (time/date)	Majority
Adjourn Meeting	I move that we adjourn	Yes	No	No	Majority
Postpone	I move we postpone this motion until...	Yes	Yes	Yes (time/date)	Majority
Table	I move we Table it	Yes	No	No	Majority
Take Up a Tabled Matter	I move to take from the Table	Yes	No	No	Majority