

Prospect Community Church By-Laws

The membership of this Church accepts the Holy Bible as its authority. These By-Laws are intended to apply Biblical concepts to the establishment of the structure and function of this Church body. We believe the Bible is God's inspired word, inerrant, and authoritative Word, containing all truth necessary for Salvation. All Scripture is God-inspired and is useful for teaching, rebuking, correcting and training in righteousness, so that individuals of God may be thoroughly equipped for every good work. (II Timothy 3:16-17). We uphold that Scripture is the final authority in faith and practice.

We affirm and believe in one God who eternally exists as Father, Son, and Holy Spirit—Three persons, yet one being—God the Father is the Creator, Sustainer, and righteous Judge of all. Jesus is the eternal son of God, became human, lived sinlessly, died for our sins, and rose again for our salvation.

The Holy Spirit convicts of sin, regenerates believers, and seals and empowers us for holy living and service. We believe that all people are created in God's image but are fallen in sin and unable to save themselves. We affirm that salvation is by grace through faith in Jesus Christ alone. We believe God's grace by the work of the Holy Spirit, enables people to freely respond to his call. We teach that justification is God forgiving our sins and declaring us righteous in Christ. We hold that believers have assurance of salvation through the witness and sealing of the Holy Spirit and are sealed for the day of redemption. Salvation is by grace alone, but a willing response of faith and belief is required for eternity with God.

We affirm sanctification as becoming like Jesus Christ through the Holy Spirit and is a lifelong process. We believe that holiness is striving to be more like Jesus and should be a reflection of our character in God.

We affirm, the Church is the body of Christ made up of all who believe in Jesus Christ as Lord and Savior, born again by the power of the Holy Spirit. We affirm to worship God, disciple believers, and share the gospel with the World. We affirm that the Church upholds sound doctrine, practices loving and accountable Christian discipline, and faithfully observes the sacraments of Baptism and the Lord's Supper. We attest to these core values and essential beliefs: The Trinity - Jesus Christ - Salvation while allowing liberty in non-essential worship styles and convocations. We believe the Church is called to proclaim the gospel of Jesus Christ and to demonstrate his Love through acts of justice, mercy, and compassion. We are committed as a Christian body to caring for the vulnerable and advocating for the "least of these" reflecting God's heart for righteousness and grace shown in the world.

We affirm sacraments as outward signs of inward grace ordained by Jesus Christ. Baptism symbolizes our new life in Christ and a recognition that our faith is affirmed in the resurrection of Jesus. It marks the beginning of a life of discipleship. Our affirmation of the Lord's Supper is a remembrance of his sacrifice and spiritual renewal by the breaking of bread and the sharing of the cup. By these sacraments we receive empowerment to live with a repentant heart and desire to live in peace with one another. Understanding the sacraments leads to a renewal in our character and standard for righteous living. This law is fulfilled by the commandment of LOVE- Love for God and love for neighbor. In obedience, we grow in holiness and reflect the heart of Christ to the world.

We affirm the sanctity of human life from conception to natural death and Biblical marriage as between one man and one woman. We vow to teach Christian values of integrity, justice and stewardship, and to value creation and acts of stewardship.

We affirm that Jesus Christ will return in power and Glory to judge the living and the dead, to establish His kingdom in fullness and to make all things new. We know not the time of his return but we live in anticipation, trusting in God's promises and fulfillment of our Christian duty to be faithful until he returns.

We affirm the bodily resurrection of the dead, the defeat of sin and the devil and the restoration of creation. Eternal life will be in the presence of God.

ARTICLE I – NAME and INCORPORATION

Section 1. Name: The name of this organization shall be Prospect Community Church (PCC).

Section 2. Address: The mailing address is 3929 Missouri Road, Maxton, North Carolina 28364.

Section 3. Incorporation: Prospect Community Church is incorporated in the State of North Carolina as a non-profit organization.

Section 4. Purpose and Tax Status: Prospect Community Church is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

Section 5. Non-Profit Operation: Prospect Community Church is not organized for, nor shall it operate for, gain or profit. It does not contemplate the distribution of gains, profits, or dividends to its members and is organized solely for non-profit purposes. The property, assets, profits, and net income of this Church are irrevocably dedicated to charitable, educational, and religious purposes, and no part of the profits or net income of the Church shall ever benefit any private individual.

ARTICLE II – STATEMENT OF FAITH

We believe the Holy Bible is the final authority for all we believe and how we are to live. We believe in God the Father Almighty, maker of heaven and earth; And in Jesus Christ his only Son our Lord: who was conceived by the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; the third day he rose from the dead; he ascended into heaven, and is seated at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

- **God the Holy Spirit:** We believe that the Lord Jesus Christ baptizes believers in the Holy Spirit, in whom we are also sealed for the day of redemption. The Holy Spirit regenerates, forever indwells, and graciously equips the Christian for godly living and service. After conversion, the Spirit desires to fill, empower, and anoint believers for ministry and witness. We also believe that signs and wonders, as well as all the fruits of the Spirit described in the New Testament, are operative today and are designed to testify to the presence of the kingdom and to empower and edify the Church to fulfill its calling and mission.
- **Salvation:** We believe that salvation is by grace alone, through faith alone, in Christ alone. No ordinance, ritual, work or any other activity on the part of man is required or accepted for salvation. This saving grace of God, through the power of the Holy Spirit, also sanctifies us by enabling us to do what is pleasing in God's sight, that we might be progressively conformed to the image of Christ. All people are created in the image of **God**, but are fallen in sin and unable to redeem themselves. We understand that justification is God forgiving our sins and declaring us righteous in Christ. We now affirm our assurance of salvation through the witness and sealing of the HOLY SPIRIT for the day of redemption.
- **Evil:** We believe that Satan, originally a great and good angel, rebelled against God, taking a multitude of angels with him. He was cast out of God's presence and is at work with his demonic hosts to establish his counter-kingdom of darkness, evil, and unrest on earth. Satan was judged and defeated at the cross of Christ and will be cast forever into the lake of fire, which has been prepared for him and his angels.
- **Humanity:** We believe that humanity, male and female, was created in the image of God, righteous and without sin. As a consequence of disobedience, all persons are sinners by both nature and

choice, and are, therefore, spiritually dead and justly condemned as children of wrath in the sight of God, wholly unable to save themselves.

- **The Church:** The Church is a community of redeemed people worldwide under the Lordship of Jesus who meet regularly to worship, be disciplined, partake of the sacraments, fellowship, and carry out the great commission together. Jesus established the local Church to function with ordained leaders and a form of governance that protects, guides and releases people in their gifts to minister. The Church functions under the theocratic rule of God with clearly defined leaders. We believe that the Church is God's primary instrument, through which He is fulfilling His redemptive purposes in the earth. To equip the saints for the work of ministry, God has given the Church apostles, prophets, evangelists, pastors and teachers. We also affirm the priesthood of all believers and the importance of every Christian being joined with and actively involved in a local community of the saints.
- **Sacraments:** We believe that water baptism and the Lord's Supper are the two ordinances of the Church to be observed until the time of Christ's return. We believe that the baptism of believers with water is a pledge of their covenant with God. It identifies them with the death, burial, and resurrection of Christ. It is a sign of their cleansing and freedom from sin, and their commitment to walk in the way of Jesus. We believe that through the Lord's Supper, the church renews its covenant with God and with each other, and participates in the life and death of Jesus Christ until he comes.
- **Missions and Service:** We believe that God has called the Church to work together in unity and honor in preaching the gospel to all nations, in making disciples according to the teachings of Jesus Christ and His apostles, and in remembering the poor and ministering to their needs through sacrificial giving and practical service.
- **Human Sexuality:** We believe a sexual relationship is only appropriate in a monogamous, heterosexual marriage covenant, and therefore should only be practiced in such a covenant. We believe that any sexual practice outside of the previously described marriage covenant is sin. We believe that God created humankind in His image, intentionally male and female with each bringing unique qualities to sexuality and relationships. Sexuality is a wonderful gift from God to be expressed in marriage for procreation, union, and mutual delight or in celibacy in devotion to God. We believe that marriage is the union of one man (husband) and one woman (wife) through a sacred covenant designed by God to be a lifelong relationship and commitment between a husband and a wife. We will teach and uphold God's marriage design as found in the Scriptures, but we also seek to minister to those who suffer the consequences of its brokenness. We also affirm that we are called to minister to all who fall short of God's standards with love and compassion.
- **End Times:** We believe in the second coming of Christ at the end of this age, when He returns to earth personally and visibly to reign over the nations in His millennial kingdom. We believe in and are praying for a great end-time harvest of souls and the emergence of a victorious Church that will experience unprecedented unity, purity, and fullness with Christ in Heaven.
- **Eternal Reward and Punishment:** We believe that when Christians die, they pass immediately into the blessed presence of Christ, there to enjoy conscious fellowship with the Savior until the day of the resurrection and the glorious transformation of their bodies. The saved will receive eternal rewards and forever dwell in blissful fellowship with their great triune God. We also believe that when unbelievers die, they are consigned to hell, there to await the Day of Judgment when they shall be punished in the lake of fire with eternal, conscious, and tormented separation from the presence of God.

ARTICLE III - MEMBERSHIP

Jesus Christ is Lord and Head of Prospect Community Church. His will in the Bible is for the people of Christ to join together in fellowship and growth of Christian Principles. We are established as a congregational church led by its membership and thus retains the right to self-govern its life and ministries in accordance to God's Holy Word the **HOLY BIBLE**. The membership of PCC affirms the Church Council as its Governing Body and this body will be responsible for overall leadership, direction and operational issues of the Church. The Church Council is composed of all PCC members and as such can serve as elected by membership to various operational roles.

Section 1. Definition: The members of Prospect Community Church are those individuals who have professed faith in Jesus Christ as Lord and Savior, are confirmed as believers, have expressed their commitment to the doctrine, mission, and values of this church, and have been accepted into membership according to the procedures outlined herein. They recognize PCC as the place God has called them to express their commitment to Him in the context of Christian family and community, accepting the responsibilities of membership and submitting to the spiritual guidance of the church leadership. The church body recognizes their commitment.

Section 2. Admission to Membership: Any person desiring membership shall:

- Submit a request for membership or acknowledge to the pastor their intent.
- Complete any required membership class or instruction as determined by the Elders Advisory Committee and Pastor.
- Meet with the Pastor or a designated member of the Elders Advisory Committee as a testimony of faith in Jesus Christ.
- Be formally received into membership by affirmation of the Elders Advisory Committee and presented to the congregation.
- The Elders Advisory Committee, in consultation with the Pastor, may establish alternative methods for membership reception as deemed appropriate.

Section 3. Responsibilities of Members: Members are expected, with God's help, to live according to the teachings of Scripture, to attend worship services, to participate in the ordinances, to contribute cheerfully and to the support the PCC ministry; the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations. They are expected to uphold the Statement of Faith, Core Values, and Mission of the church, and to submit to its governance.

Section 4. Privileges of Membership: Members have the privilege of serving in various ministries, participating in church business meetings, and having priority use of church facilities over non-members, subject to church policies.

Section 5. Voting Rights: Members shall have the right to vote on matters brought before the congregation at duly called church meetings. Such matters may include, but are not limited to:

- Approval of the annual budget;
- Calling or dismissal of the Senior Pastor;
- Election of Church Council members and potentially other key leadership roles as defined herein;
- Acquisition or disposal of real property;
- Amendments to these Bylaws;
- Dissolution of the church; and
- Other matters designated by the Church Council as requiring congregational vote.

Section 6. Church Discipline: The purpose of church discipline is the spiritual restoration of fallen members and the consequent strengthening of the church and glorifying of the Lord. When a member's life and conduct are contrary to the Scriptures and the Statement of Faith of this church, the Elders Advisory Committee and/or Pastor shall lovingly and patiently provide restorative assistance according to the principles outlined in Matthew 18:15-17 and Galatians 6:1. If repentance is not forthcoming; after thorough investigation and prayer, recommendations for appropriate disciplinary action may be brought to the Church Council, which may include suspension of membership. Any such action involving suspension, shall be undertaken with utmost prayerful consideration and desire for restoration.

Section 7. Termination of Membership: Membership shall be terminated in one of the following ways:

- Death of the member;
- Transfer of membership to another church upon the member's request;
- Written resignation by the member; or
- Voluntary inactivity or non-participation in the life of the church that has led to disassociation.

Section 8. Membership Roll Review: The Elders Advisory Committee, or a designated subcommittee, shall bi-annually review the membership roll and maintain its accuracy, removing names as necessary according to Section 7 of this Article and adding new member names.

Section 9. Mutual Interest and Prohibited Activities: The behavior of anyone in fellowship with this Church is of common interest to the Pastors, Leaders, and Membership. This Church requires every Leader and Congregational member to adhere to a lifestyle consistent with the Statement of Faith and Apostolic Creed of this Church as taught in the Holy Scriptures. This Church reserves the right to refuse service, benefits, or use of church assets to any individual, whether member or not, whose lifestyle or activities are determined by the Elders Committee and/or Church Council to be in violation of its written beliefs. This Church is prohibited from engaging in, condoning, promoting, or allowing any of its assets to be used for activities that violate its belief in God's Holy Word, The Holy Bible.

Section 10. Policy and Procedures Manual: To establish an efficient leadership infrastructure, the Church Council, in consultation with the Senior Pastor, shall be responsible for developing and maintaining a Church Policy and Procedures Handbook. This document shall articulate clear, concise, and simple language for operational procedures, creating a consistent framework that empowers staff and volunteers in decision-making processes reflecting the church's vision.

Section 11. Privacy: This Church shall diligently seek to keep private all records concerning polity, doctrine, counseling, and information on individuals in fellowship with this Church, especially regarding attendance, membership status, giving, and counseling records, except where disclosure is required by law or mandated by church disciplinary procedures as outlined herein. All personal records are considered confidential, to the fullest extent of the Law.

ARTICLE IV – MISSION

Prospect Community Church will minister according to the Word of God; conduct regular religious worship services through various forms of ministries; promote and encourage through the ministries of the Church; cooperation with other organizations ministering within/outside the community; spread the Word of the Gospel by evangelism; seminars, and other forms of mass media; conduct the Church by the direction of the Lord Jesus Christ and under the leadership of the Holy Spirit in accordance with the provisions set forth in the Bible.

Prospect Community Church receives and responds to God's Love by loving God, others, and ourselves. We reflect the life of Jesus by sharing the love of God, empowering people, and serving our Church and community as we lift, honor, and praise God.

ARTICLE V – PURPOSES/OBJECTIVES

The objectives of Prospect Community Church are:

- Discipleship – reflecting the life of Christ;
- Fellowship – sharing the love of God;
- Empowerment – empowering people;
- Service and Ministry – serving our church and community; and
- Worship – Lifting, honoring, and praising God.

ARTICLE VI – CORE VALUES

- **Love:** By living in love, we will grow closer to God and each other. We believe that love is an action word that manifests itself through integrity, loyalty, honor, forgiveness, compassion, and respect. It is the heart of our values that undergirds all that we are and all that we do. We love God, others, and ourselves. As a church, we perpetually strive for goodness for others, unconditionally and indiscriminately, remain open to self-sacrifice, and love ourselves as members of the family of God.
- **Spirituality:** By living Jesus' example, teachings, and ministries provide the map that guides us in our efforts to grow and live a spiritually whole life. We believe the Spirit is the home of our relationship with God, and our minds and bodies are the home of the spirit.
- **Growth:** We want to grow spiritually, physically, mentally, emotionally, and financially. We believe that growth is a sign of life. We want to grow every guest, worshipper, member, and leader who encounters our church.
- **Excellence:** God has been too good and done too much for us not to offer our very best in service. We believe that we should seek excellence in all of our endeavors for the Lord. Excellence is reached through diligent preparation and critical evaluation of all that we do. Additionally, our allegiance to excellence means we embrace professional and spiritual education, enlightenment, and development.
- **Creativity:** We embrace innovation, imagination, and experimentation in our messages, music, and our ministries. We believe God provides each of us with our own unique gifts that enable us to offer a fresh contribution to the world.
- **Impact:** It is our sincere ambition to inspire, exhort, challenge, comfort, and change people for the better. We believe that we are created to affect and have an effect on individuals, the community, and the world.

ARTICLE VII – GOVERNANCE

- **Authority:** Prospect Community Church is autonomous and vested in its members. The membership retains the right of exclusive self-government in all phases of its life and activities, without interference from or control by other church groups or governmental bodies, subject only to the Lordship of Jesus Christ and the authority of Scripture.
- **Governance Structure:** The governance of this Church is primarily exercised through its members, who delegate operational authority and spiritual oversight to elected and appointed leaders and committees as defined in these Bylaws, principally the Church Council and the Elders Advisory Committee Ministry, working in conjunction with the Pastor. (The governing diagram is attached to the appendix of this document.) The solid and broken lines show the relationships between committees, clergy and staff. The exchange of information and ideals flows both from top and bottom and vice versa, facilitating a more efficient manner of communication and effectiveness.

Parliamentary Procedure: All meetings of the Church membership, Church Council, and committees shall be conducted according to Robert's Rules of Order (current edition), except where these Bylaws provide otherwise.
- **Pastor's Role:** The Pastor shall serve as the primary spiritual leader and teacher of the church. The Pastor shall be an ex-officio member of all committees and ministries defined herein, providing spiritual guidance and vision.
- **Committee Structure:** The Church shall establish committees and ministries as needed to carry out its mission and objectives. These committees and ministries shall be subordinate to the Church membership and operate under the general supervision and policy direction of the Church Council, unless otherwise specified herein. Individuals serving on committees must be actively engaged in church life, demonstrate Christian character, and meet any specific qualifications set forth for that committee. Failure in meeting the requirements of the committee will be cause for dismissal.

Each Chairperson has the authority to bring motions to the floor and upon committee review determine if they will be acted on at that time by the committee or be transferred to another appropriate committee for action, be tabled, or need additional information or action.

ARTICLE VIII – ORGANIZATION

General Committee Structure: Unless otherwise specified, each committee established herein shall elect or appoint from within its members a Chairperson, Vice-Chairperson, and Secretary. The Chairperson (or designee) shall guide the committee, ensure minutes are recorded and submitted to the Church Office, report activities and recommendations to the Church Council, and represent the committee as needed (e.g., attend Council and Finance meetings). Each committee shall prepare and submit an annual budget request to the Finance Committee for inclusion in the overall Church budget process. Servantship on the Committees noted below precludes members from serving on more than one committee during their time of service/term. The only exception would be Committee Chairpersons who by virtue of their position would be automatically appointed to the Church Council and Finance Committee or the Programmatic Ministries Committee. Also, to the greatest extent possible, multiple family members (e.g., spouses, siblings, etc.) should not serve in leadership positions/roles during the same term.

A. Church Council Committee Ministry

- **Purpose:** The Church Council shall serve as the primary administrative and policy-setting body of the Church, working collaboratively with the Pastor and other ministry leaders to oversee the temporal business, strategic planning, and overall ministry coordination of PCC.
- **Composition:** The Church Council shall consist of the following 4 Committee Chairs (Board of Trustees, Finance, Pastor/Staff Relations Committee, and Programmatic Ministries) and 7 members elected by the congregation. The Senior Pastor shall be an ex-officio, non-voting member. Members must be actively engaged in the growth of PCC.
- **Term:** The seven (7) members shall be elected for a term of three years, with terms staggered to ensure continuity. Members may not succeed themselves for an additional term and shall be eligible for re-election only after the expiration of a full term which is three years. (Terms for the original board will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.) To encourage church leadership succession, a concerted effort should be made to appoint youth, post high, and/or young adults as members of the seven (7) elected positions. In addition, these 7 elected members should somewhat reflect the diversity of our membership.
- **Meetings:** The Church Council shall meet monthly, or as otherwise agreed upon by the Council. Special meetings may be called by the Chairperson of the Council or the Senior Pastor with adequate notice. A quorum shall consist of a majority of the voting members present. **NOTE:** All members of the Church can attend Council meetings, speak/voice concerns, and vote. However, only appointed Church Council Committee members can make motions. Minutes shall be kept and provided to the Church Office and Church Council.
- **Other:** Because Council representation is expected at most committee meetings, it is recommended that the Council Chair and Vice-Chair divide meeting responsibilities amongst themselves.
- **Responsibilities:**
 1. Provide general oversight of the life, activities, and administration of the Church, ensuring alignment with the Word of God, the church's mission, and these Bylaws;
 2. Lead strategic planning, set goals and priorities, and evaluate church activities;
 3. Seek to involve all members in the life and ministry of the church;
 4. Oversee and provide for the administration of the church, including approval of the annual budget for congregational vote;
 5. Maintain supportive relationships with the Pastor(s) and staff, assisting in annual evaluations as coordinated through the Pastor/Staff Relations Committee;

6. Serve as examples of Christian life and ministry;
7. Promote church unity and foster mutual understanding during conflicts;
8. Ensure the provisions of these Bylaws are upheld;
9. Provide for an annual review of the membership roster (delegating the task as needed, e.g., to the Elders Committee);
10. Submit a comprehensive report to the church at the Annual Meeting;
11. Set the date, time, and location of the Annual Meeting and other congregational meetings;
12. Authorize the Board of Trustees regarding property matters as specified in Article VIII; and
13. Approve policies recommended by other committees (e.g., personnel policies from Pastor/Staff Relations).

B. Elders Advisory Committee Ministry

- **Purpose:** This Advisory Committee Ministry may act as an additional ministerial spiritual oversight in conjunction with the Senior Pastor. This body of the congregation, having evidence of a personal call of God to minister will provide guidance, teaching, prayer support, pastoral care, protection from false teaching, and assist the Pastor in discerning God's direction for the Church. The Elders' role is primarily one of shepherding the flock toward spiritual maturity.
- **Composition:** Elders shall be members of PCC recognized for their spiritual maturity, godly character, knowledge of Scripture, and alignment with the church's Statement of Faith. They shall be appointed by the Senior Pastor. The committee shall consist of a minimum of three (3) and a maximum of nine (9) members, including the Pastor.
- **Term:** Elders shall serve an indefinite term subject to ongoing fitness and affirmation, or fixed terms (e.g., 3-5 years) with possibility of reappointment. Terms should be reviewed periodically by the Pastor. An Elder's service may end upon resignation, relocation, or if deemed unfit for ministry by the Pastor after due process.
- **Meetings:** There is no set frequency for the Elders Advisory Committee. **(No quorum requirements.)** However, the Committee will need to meet at least twice per year (e.g., mid-year and end of the year) to ensure the membership rolls are accurately maintained. Minutes shall be kept and provided to the Church Office.
- **Responsibilities:**
 1. Pray for the spiritual health and direction of the Church and its members;
 2. Provide spiritual counsel and guidance to the congregation;
 3. Assist the Pastor in teaching and preaching as requested and qualified;
 4. Review the Church's doctrine and protect the congregation from false teachings;
 5. Oversee the process of Church discipline according to Article III, Section 6;
 6. Encourage qualified persons to pursue ministry vocations;
 7. Oversee the membership process as outlined in Article III, Section 2;
 8. Provide pastoral care for all of God's children, including visiting the sick, shut-ins, newcomers, and absentees; and
 9. Support the Pastor in the vision God has given for the Church's ministry.

Ministerial Licensing

Purpose: Prospect Community Church may license individuals called to ministry for the purpose of preaching, teaching, pastoral care, and performing marriages and other ministerial functions as authorized by North Carolina law.

Qualifications:

- Clear evidence of God's calling to ministry;
- Agreement with the church's Statement of Faith;
- Meeting the character qualifications of 1 Timothy 3:1-7 and Titus 1:5-9;

- Active membership in good standing for at least one year; and
- Completion of required biblical/ministry training (as determined by the Elders)

Application Process:

1. Submit a written application to the Elders Advisory Committee.
2. Interview with Elders to examine calling, doctrine, and character.
3. Recommendation by Elders to Church Council.
4. Approval by Church Council.
5. Presentation and affirmation by church membership.

License Details:

- License shall be valid for one year and renewable upon review.
- License authorizes holder to perform all functions of ministry including solemnizing marriages in accordance with North Carolina General Statute § 51-1.
- License may be revoked by the Elders for cause after due process.

Records: The church shall maintain permanent records of all licensed and ordained ministers.

C. Board of Trustees Committee Ministry

- **Purpose:** The Board of Trustees shall hold in trust and manage the physical property and assets of the Church.
- **Composition:** The Board of Trustees shall consist of 5 to 7 members appointed by the Church Council. The Council Chair (or designee) will serve on this Committee. Members must be active participating members of PCC.
- **Term:** Trustees shall be appointed for a term of three years, with terms staggered. Trustees may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original board will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Meetings:** Trustees shall meet monthly, or as needed, in consultation with the Church Council. A quorum shall consist of a minimum of 3 members present. Minutes shall be kept and provided to the Church Office and Church Council.
- **Responsibilities:**
 1. Hold title to and oversee all real and personal property belonging to the church;
 2. Take necessary measures for the protection, maintenance, repair, and upkeep of church property, conducting inspections at least twice yearly;
 3. Ensure all church properties are adequately insured;
 4. Manage the use of church facilities according to policies approved by the Church Council. Grant permission for facility uses by outside groups per policy (See Article XIII);
 5. Make recommendations to the Church Council regarding property needs, major repairs, or capital improvements;
 6. Execute contracts and agreements pertaining to church property *only when specifically authorized* by the Church Council;
 7. Buy, sell, mortgage, lease, or otherwise encumber real property *only when specifically authorized* by a vote of the Church Council and the Congregation at a duly called church meeting;
 8. Report activities and property status to the Church Council regularly and to the congregation at the Annual Meeting; and
 9. Prepare and submit an annual budget request for property maintenance and insurance to the Finance Committee.

D. Finance Committee Ministry

- **Purpose:** The Finance Committee shall oversee the financial management and reporting processes of the Church, ensuring transparency, accountability, and sound fiscal practices in support of the Church's mission. The Committee facilitates, but does not set, ministry spending priorities.
- **Composition:** The Finance Committee shall be composed of: the Church Treasurer (who may serve as Chair), the Chairperson (or designee) from the Church Council, the Chairperson from the Board of Trustees, the Chair of the PSRC, the Chair of the Worship Committee, the Pastor (ex-officio), the Office Manager (non-voting resource) and three (3) members-at-large. The members-at-large will be appointed by the Church Council.
- **Term:** Members-at-large shall be appointed for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Meetings:** The Finance Committee shall meet monthly. (No quorum requirements.) Minutes shall be kept and provided to the Church Office and Church Council.
- **Responsibilities:**
 1. Develop and recommend financial policies and procedures to the Church Council;
 2. Oversee the collection, counting, recording, and depositing of all church funds;
 3. Monitor income and expenditures against the approved budget;
 4. Review monthly financial statements, bank reconciliations, reserves, and investments;
 5. Ensure prompt payment of all church obligations;
 6. Coordinate the annual budget preparation process such as receive budget requests from all committees/ministries, compile a draft budget, and present the proposed budget to the Church Council for review and subsequent recommendation to the congregation for approval;
 7. Oversee the process for any internal or external financial reviews or audits as determined by the Church Council;
 8. Provide regular financial reports to the Church Council and a comprehensive report to the congregation at the Annual Meeting; and
 9. Ensure compliance with all applicable financial regulations and reporting requirements for non-profit organizations.

Church Treasurer

- The Church Treasurer is one of the core positions along with the Office Manager and other appointed members who are entrusted with the stewardship of PCC financial resources. The role of this core group goes beyond bookkeeping but encompasses the responsibility to uphold transparency, accountability and integrity.
- **Responsibility:**
 - Work closely with the Office Manager and the Finance Committee;
 - Oversee disbursements of funds for all general and special offerings;
 - Ensure that invoices/bills are paid timely and that checks align with invoices;
 - Ensure that counters are available for all collections;
 - Verify deposits against deposit logs;
 - Ensure bank signatures are updated and alignment with Financial Policies;
 - Sign checks with a designated co-signer;
 - Attend and Report to Finance and Council Meetings and prepare statements for review by membership;
 - Be prepared for questions during open meetings; and
 - Share responsibility with the Finance Committee, Auditor and others to implement corrective procedures and ensure compliance with the Finance Policy.
- **Term of Service:**

The Church Treasurer is nominated by the Congregation, elected annually, subject to approval at Annual Membership meeting. There are no term limits for this position.

Financial Secretary

- The Financial Secretary is entrusted with assisting in the stewardship of PCC financial resources. This person is responsible for assuring full compliance of financial policy and procedure and is accountable to the congregation through the Church Council.
- **Responsibilities:**
 - Serve as a Counter of receivables;
 - Record all deposits;
 - Review reconciled bank deposits and statements and assist in preparation of Finance reports to Church Treasurer and Church Council;
 - Serve as a back-up financial and Office Manager as needed on Sunday mornings; and
 - Provide support to answer any concerns from Membership.
- **Term of Service:**

The Church Treasurer is nominated by the Congregation, elected annually, subject to approval at Annual Membership meeting. There are no term limits for this position.

E. Pastor/Staff Relations Committee Ministry (PSRC)

- **Purpose:** The PSRC works collaboratively with the Pastor(s) and staff to foster healthy relationships, provide support and accountability, manage personnel matters effectively, and ensure the staff can thrive in fulfilling the church's mission.
- **Composition:** The PSRC shall consist of 3-5 members appointed by the Church Council in addition to the Council Chair or designee. Members should possess wisdom, discernment, and communication skills, and maintain confidentiality. Experience in human resources or management is beneficial. Members cannot be Church staff or immediate family members of staff.
- **Term:** Members shall be appointed for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Meetings:** The PSRC Committee shall meet monthly. (No quorum requirements.) Minutes shall be kept and provided to the Church Office and Church Council.
- **Responsibilities:**
 1. Foster open communication and healthy working relationships between the Pastor, Staff, Church Council, and Congregation;
 2. Encourage, strengthen, nurture, and support the Pastor(s), staff, and their families;
 3. Assist staff in setting priorities aligned with the Church's mission and goals;
 4. Consult with the Senior Pastor and Church Council to recommend needed staff positions;
 5. Arrange for pastoral services during the Pastor's absence or illness;
 6. Develop and recommend personnel policies (hiring, evaluation, compensation, benefits, dismissal, etc) to the Church Council for approval.
 7. Ensure policies comply with all laws;
 8. Oversee the implementation of personnel policies, including proper screening and background checks for employees and key volunteers working with vulnerable populations;
 9. Annually review and recommend staff compensation, housing allowances, travel, and other benefits to the Finance Committee and Church Council as part of the budget process;
 10. Provide for an annual evaluation process for the Pastor(s) and staff, focusing on effective ministry and professional development;
 11. Serve as a primary liaison between the staff and the Church Council on personnel matters; and
 12. Maintain strict confidentiality regarding personnel issues.

F. Programmatic Ministries Committee

- **Purpose:** The Programmatic Ministries Committee shall plan, coordinate, and/or implement those programs, events, and activities that **nurture** its membership (e.g., Worship, Church School, Bible Study, etc), that foster **outreach** (e.g., food bank, TFAP, Bolivia, local and state missions, etc), and that **witness** to others (e.g., share the gospel of Christ, hospitality, and communication).
- **Composition:** The Programmatic Ministries Committee shall consist of the Worship Committee Chair, Education and Youth Chair, Fellowship/Hospitality Chair, Outreach/Mission Chair, Health and Safety Chair, and the Council Chair or designee.
- **Term:** The membership of this committee is based on the appointment as Chair of their respective programmatic committee. Thus, no term limits are set. However, members can only serve two consecutive terms on their respective Programmatic Committee before being ineligible for re-election until one year has elapsed.
- **Meetings:** The Programmatic Ministries Committee shall meet monthly or as needed to support the needs and interests of PCC programs and ministries. (No quorum requirements.) Minutes shall be kept and provided to the Church Office and Church Council.
- **Responsibilities:**
 1. Support the planning and organizing of various ministries within the Church;
 2. Evaluate the programmatic ministries and ensure that they align with the Church's mission and goals; and
 3. Keep the Council abreast of activities and advocate for additional resources as needed.

Programmatic Ministry Committees:

Worship and Music Committee Ministry

- **Purpose:** The Worship and Music Committee shall plan, coordinate, and evaluate the worship services and music ministries of the Church, help the congregation experience meaningful worship, and celebrate their relationship with God and one another.
- **Composition:** The Worship and Music Ministry Committee shall consist of 3 congregational members, the Pastor as an ex-officio member, the lead Musical Accompanist, Music director, Altar Care Coordinator, and Head Usher/Coordinator. The Committee will elect a Chairperson who will also serve on the Program Ministries Committee.
- **Term:** The three (3) congregational members shall be appointed by the Council for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Meetings:** The Worship and Music Committee shall meet monthly or as needed to support the needs and interests of PCC programs and ministries. (No quorum requirements.) Minutes shall be kept and provided to the Church Office and Program Ministries Committee.
- **Responsibilities:**
 1. Work with the Pastor and music leaders to plan regular Sunday worship services, including themes, liturgy, music selection, and participant involvement.;
 2. Plan special services (e.g., Advent, Christmas, Lent, Easter, etc);
 3. Establish policies, guidelines, and provide training/coordination for worship participants (e.g., ushers, communion assistants, acolytes, readers, altar care, nursery attendants during worship);
 4. Oversee and support the church's music program (choirs, praise teams, instrumentalists, special music);
 5. Recommend acquisition and maintenance of worship equipment, adornments, and musical instruments;
 6. Coordinate logistics for weddings and funerals held at the church, according to established policies;

7. Regularly evaluate the effectiveness and reverence of worship services; and
8. Prepare and submit an annual budget request to the Finance Committee.

Education and Youth Committee Ministry

- **Purpose:** The Education and Youth Committee shall promote and oversee the Christian education and faith development ministries for all ages (children, youth, and adults) within the congregation.
- **Composition:** The Education and Youth Committee shall consist of 4-6 congregational members representing various age-level interests, the Pastor as ex-officio member, the Church Superintendent, and any staff specifically responsible for education or youth ministry. The Committee will elect a Chairperson who will also serve on the Program Ministries Committee.
- **Term:** The four to six (4-6) congregational members shall be appointed by the Council for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Meetings:** The Education and Youth Committee shall meet monthly or as needed to support the needs and interests of PCC programs and ministries. (No quorum requirements.) Minutes shall be kept and provided to the Church Office and Program Ministries Committee.
- **Responsibilities:**
 1. Develop, implement, and evaluate a comprehensive Christian education program, including Sunday School, Vacation Bible School, New Believers membership classes, small group Bible studies, and other discipleship opportunities;
 2. Oversee the church's youth ministry program, encouraging spiritual growth, fellowship, service, and outreach among youth;
 3. Recruit, train, support, and show appreciation for teachers, leaders, and volunteers in educational and youth ministries;
 4. Select and procure appropriate curriculum and resources;
 5. Ensure compliance with the church's child/youth safety policies (Safe Conduct/ Sanctuary policy);
 6. Oversee the church library, if applicable;
 7. Promote educational and youth activities within the congregation; and
 8. Prepare and submit an annual budget request to the Finance Committee.

Fellowship/Hospitality Committee Ministry

- **Purpose:** The Fellowship/Hospitality Committee shall foster a warm, welcoming atmosphere and strengthen Christian community within the church through planned fellowship events and hospitality initiatives.
- **Composition:** The Fellowship/Hospitality Committee shall consist of four to six (4-6) members and/or volunteers. The Committee will elect a Chairperson who will also serve on the Program Ministries Committee.
- **Terms:** The four to six (4-6) congregational members shall be appointed by the Council for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Meetings:** The Fellowship/Hospitality Committee shall meet monthly or as needed to support the needs and interests of PCC programs and ministries. (No quorum requirements.) Minutes shall be kept and provided to the Church Office and Program Ministries Committee.
- **Responsibilities:**
 1. Plan and coordinate regular fellowship opportunities (e.g., coffee hour after service);

2. Organize church-wide social events (e.g., Homecoming, Holiday celebrations, special dinners like Elder's Dinner, Volunteer Appreciation, etc);
3. Develop and coordinate a system for welcoming visitors and integrating new members;
4. Annually evaluate fellowship activities; and
5. Prepare and submit an annual budget request to the Finance Committee.

Outreach/Missions Committee Ministry

- **Purpose:** The Outreach/Missions Committee shall lead the church in fulfilling the Great Commission by organizing and promoting efforts to share the Gospel and demonstrate Christ's love through service, both locally and globally.
- **Composition:** The Outreach/Missions Committee shall consist of four to six (4-6) members passionate about evangelism and service. The Committee will elect a Chairperson who will also serve on the Program Ministries Committee.
- **Term:** The four to six (4-6) congregational members shall be appointed by the Council for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Responsibilities:**
 1. Educate the congregation about local and global mission needs and opportunities;
 2. Develop and implement strategies for local outreach and evangelism;
 3. Organize and promote participation in community service projects;
 4. Identify, evaluate, and recommend mission partners (individuals and organizations) for church support (prayer, financial, practical);
 5. Communicate with supported missionaries and mission organizations;
 6. Plan and promote mission-focused events, trips, or speakers;
 7. Oversee the allocation of the church's missions' budget, as approved by the congregation; and
 8. Prepare and submit an annual budget request for missions and outreach to the Finance Committee.

Health and Safety Committee Ministry

- **Purpose:** The Health and Safety Committee shall proactively promote and maintain a safe and healthy environment for all persons participating in the church's activities and using its facilities.
- **Composition:** The committee shall consist of 10 members with relevant interest or expertise (e.g., medical, emergency response, security, facilities management, etc). The Committee will elect a Chairperson who will also serve on the Program Ministries Committee.
- **Term:** The 10 congregational members shall be appointed by the Council for a term of three years. These members may be eligible for re-election for one additional consecutive term. After serving two consecutive terms, they shall not be eligible for re-election until one year has elapsed. (Terms for the original Committee will be staggered as either two or three-year appointments to accommodate the cycling of the member's service.)
- **Responsibilities:**
 1. Regularly inspect church buildings and grounds to identify potential hazards (e.g., fire safety, security vulnerabilities, accessibility issues, tripping hazards);
 2. Develop, recommend, and help implement health and safety policies and procedures (e.g., emergency response plans, severe weather protocols, child safety policies in coordination with Education/Youth, first aid procedures);
 3. Ensure compliance with relevant health and safety regulations and building codes;
 4. Organize and promote safety training for staff, volunteers (especially ushers, greeters, children/youth workers), and the congregation as appropriate (e.g., CPR/First Aid, emergency drills);

5. Ensure availability and maintenance of safety equipment (e.g., fire extinguishers, first aid kits, AEDs if applicable);
6. Establish clear protocols for responding to various incidents (e.g., medical emergencies, fire, security threats, natural disasters, etc);
7. Maintain records of incidents and inspections and report findings and recommendations to the Programmatic Ministries Committee and/or Church Council; and
8. Prepare and submit an annual budget request for safety equipment and training to the Finance Committee.

ARTICLE IX – CHURCH MEETINGS

Worship Services: The church shall meet regularly each Sunday for public Worship, and at other times as deemed appropriate by the Pastor, Elders, and/or Worship Committee. The ordinances of Baptism and the Lord's Supper shall be observed regularly.

Annual Congregational Meeting: An Annual Congregational Meeting shall be held each year on a date in January determined by the Church Council. The purposes of this meeting shall include receiving reports from the Pastor, Church Council, and/or Committees; approving the annual budget; electing officers and committee members as required by these Bylaws; and transacting any other business properly brought before the Congregation.

Special Congregational Meetings: Special Congregational Meetings may be called by the Senior Pastor or the Church Council.

Notice of Congregational Meetings: Written notice stating the date, time, place, and purpose(s) of any Annual or Special Congregational Meeting shall be given at least two (2) consecutive Sundays prior to the meeting. Notice may be provided via pulpit announcement, church bulletin, newsletter, email, mail or one call. Only business for which notice has been given may be transacted at a Special Congregational Meeting.

Quorum for Congregational Meetings: The quorum for any Annual or Special Congregational Meeting shall be by the simple majority of those present.

Conduct of Meetings: All Congregational Meetings shall be conducted in a spirit of Christian love and unity. Robert's Rules of Order, Newly Revised, may serve as a procedural guide when necessary and where not inconsistent with these Bylaws or Scripture. The Moderator (typically the Chairperson of the Church Council, or designee) shall preside.

ARTICLE X – CHURCH YEAR

The fiscal year of Prospect Community Church shall begin on the first day of January and end on the last day of December each year.

ARTICLE XI – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) majority vote of the members present and voting at any duly called Annual or Special Congregational Meeting, provided the following conditions are met:

- The proposed amendment(s) must be presented in writing to the Church Council for review.
- The Church Council must recommend the proposed amendment(s) to the congregation (or report its lack of recommendation).

- Written notice of the proposed amendment(s), along with the Council's recommendation, must be provided to the congregation at least two (2) weeks (or two consecutive Sundays) prior to the meeting at which the vote will be taken.
- Amendments shall become effective immediately upon adoption unless otherwise specified in the motion to adopt.
- Any amendment adopted shall not affect the existing term of office of any officer or committee member serving at the time of the amendment.

ARTICLE XII – DISSOLUTION

In the event of the dissolution of Prospect Community Church, Inc., after all liabilities and obligations of the corporation are paid, satisfied, and discharged, or adequate provision made therefore, all remaining assets shall be distributed exclusively to one or more organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue law), which have purposes similar to those of this church, as determined by the voting members of the church at the time of dissolution upon recommendation by the Church Council and Board of Trustees. No part of the assets shall be distributed to or benefit any private individual or member.

ARTICLE XIII – MISCELLANEOUS PROVISIONS

- **Property Handover:** All officers, committee members, and staff shall, upon completion of their term or termination of their service, promptly deliver all church property in their possession (including records, funds, keys, equipment, etc.) to their successor or to a person designated by the Council.
- All outside organizations or groups wishing to use the facilities of the church shall be required to obtain permission from the Board of Trustees (or its designee) according to policies established by the Church Council. Church members and ministry events generally have priority.
- **Bylaws Availability:** A copy of these Bylaws shall be made available for review upon request by any member. A copy may be provided to each person upon completion of the membership process.
- **Indemnification:** The church may, to the fullest extent permitted by North Carolina law, indemnify any director, officer, employee, or agent against expenses actually and necessarily incurred in connection with the defense of any action, suit, or proceeding in which they are made a party by reason of being or having been such director, officer, employee, or agent, except in relation to matters as to which they shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty.

ARTICLE XIV – ADOPTION

These Bylaws shall be adopted upon receiving a two-thirds (2/3) majority vote of the members present and voting at a duly called Congregational Meeting for this purpose. They shall supersede any previous Constitution or Bylaws and become effective immediately upon adoption.

Adopted by the Congregation of Prospect Community Church on this _____ day of _____, **2026**

[Name], Chairperson, Church Council

[Name], Secretary, Church Council