

## **First Family Church Bondurant, Iowa**

### **Bylaws**

These bylaws shall function within the life of First Family Church Bondurant, Iowa as rules of procedure. Although the procedures have a biblical and theological basis, this is not a statement of faith.

#### **Definitions:**

“Church” All members, as defined below, of First Family Church Bondurant, Iowa.

“Members” Anyone who is a member of First Family Church Bondurant, Iowa, according to the process outlined in Article 3, Section 2.

“Charter Members” All of the members who voted to organize as First Family Church Bondurant INC on December 10<sup>th</sup>, 2017.

“Elder Team” All Elders (defined in Article 4, Section 1), who serve on the Elder Team and function as the Board of Directors for the corporation

#### **Article One Purpose**

The purpose of this church shall be to glorify God, revealed as Father, Son and Holy Spirit in the Scriptures. This church shall obey Christ's directive for the Church recorded in The Gospel According to Matthew 28:18-20.

#### **Article Two Scripture**

The Bible is the ultimate authority in all matters of faith and practice for this church. The Bible consists of the sixty-six books of the Old and New Testaments. All Scripture is inspired by God (cf. 2 Timothy 3:16-17; 2 Peter 1:20-21; 1 Thessalonians 2:13), and inerrant.

## **Article Three Membership**

### **Section 1: Qualifications for Membership**

- A. Members shall be in agreement with the Membership Agreement – See Appendix A
- B. If transferring membership from another church, he or she must be a member in good standing in the other church and meet the requirements of Section 1A.

### **Section 2: Receiving Members**

Anyone who expresses the desire to become a member of this church shall be granted membership upon confirmation by an Elder that such person meets the qualifications of Section 1 of this Article and have signed the Membership Agreement.

Anyone who does not meet the qualifications of Section 1 of this Article will be denied membership.

### **Section 3: Releasing Members**

Any member shall cease to be a member of this church for any of the following reasons:

- A. A request for transfer of membership to another church is received. The Elder Team shall grant a release letter unless the member is under church discipline.
- B. The individual has been received as a member of another church and the Elder Team can confirm it. A credible person other than the individual concerned may supply oral or written confirmation.
- C. The member personally presents an oral or written request to cancel membership to any of the Elders. A request to cancel membership is not subject to a decision of the Elders to become effective, provided that the member is not under church discipline. (cf. Article 3, Section 5G)
- D. The member dies.

### **Section 4: Suspension of Membership**

The Elders or someone designated by the Elders shall attempt to contact any member who has been absent from all public meetings of the church, including weekly services, for six consecutive months and encourage them to become active. The member shall have thirty days to re-affirm their membership by again attending public meetings. If a member does not re-affirm their membership within 30 days of the date they are contacted, their membership shall be suspended. However, the church shall not suspend the membership of any person

who is physically incapable of attending public meetings and affirms their desire to remain a member of the church.

## **Section 5: Disciplining Members**

The Bible alone defines sin. Church discipline is the biblical process in which the members of the church seek to restore a fellow member living in unrepentant sin to a life of obedience to the Lord. The process begins with a personal appeal and then follows the steps described by Jesus in Matthew 18:15-17. The last step of the process of church discipline is the public removal of the unrepentant member from the church. The goal of removing an unrepentant member is not to punish the member or publicly shame them. Church discipline, including this last step, is an act of love that has repentance and restoration as its goal. Lastly, the Elder Team shall exercise church discipline in order to keep the church body pure from unrepentant sin among its members. (Matt 18:15-17; 1 Cor 5:1-13; Gal 6:1-3)

- A. If the Elder Team becomes aware of allegations regarding a member who is living in unrepentant sin and/or is espousing heretical doctrine (as determined by the Elder Team in accordance with the Bible), the Elder Team shall approach the member in question to determine if the allegations are true.
- B. If the allegations are found to be false, the Elder Team shall dismiss the case and clear the name of the accused member in a manner appropriate to the situation.
- C. If the allegations are found to be true, the Elder Team will meet with the member in question to appeal to him/her to repent of the sin or the heretical doctrine in question.
- D. If after meeting with the Elder Team the member in question does not repent of their sin and/or heretical doctrine in question, the Elder Team shall inform the church that the unrepentant member in question will be placed under the last step of church discipline by their removal from active church membership in a public meeting of the church.
- E. Once under the last step of church discipline, the member shall be removed from the active membership roll of the church and listed as a suspended member under discipline. The member will be removed from any position of teaching or ministering unless and until they are formally restored by the Elders in accordance with item G of the Section.
- F. While a member is undergoing church discipline, he/she may not voluntarily resign his/her membership under the provision of Article 3, Section 3C of these bylaws. A suspended member under discipline will not be given a verbal notice or letter of transfer to another church.
- G. A suspended member under church discipline will be gladly restored as an active member if the Elder Team determines that he/she has repented of the sin for which

discipline was exercised.

## **Section 6: Membership Record**

The Elder Team and/or other member(s) designated by the Elder Team shall periodically review the current church membership record to confirm that it accurately details the active membership and that any members currently under church discipline are accurately noted.

## **Article Four Church Officers**

This church recognizes two primary groups of officers called Elders and Deacons who are affirmed from among the church's membership (cf. Acts 20:17-35; Philippians 1:1; 1 Timothy 3:1-13; Titus 1:5-9; 1 Peter 5:1-3; Hebrews 13:17; et al. and see Sections 1 and 2 below).

### **Section 1: Elders**

#### **A. Elders**

The Elders are the overseers ("shepherds") of this local church (1 Peter 5:22). The ministry of overseeing the congregation of First Family Church Bondurant includes praying for the members of the congregation, individually and corporately; teaching sound doctrine (Titus 1:9); refuting false teaching (Titus 1:9); directing the affairs of the church (1 Timothy 5:17) and serving as an example of Christian life (1 Timothy 3:1-7 and Titus 1:6-9). Together, the Elders, of whom the Lead Pastor is part, make up the Elder Team and share the responsibility and authority to give pastoral leadership in the church.

The Elder Team shall also be responsible for reviewing candidates to serve in the office of Lead Pastor when such office is vacant. Such review shall include the reviews noted in item B.3. of this Section. The Elder Team will be responsible to present a recommendation to the members to fill the position of Lead Pastor. Such candidate, must be approved by at least 75% of the members in a regular or special meeting called by the Elder Team with at least two-week notice made available at a public meeting for the members.

The Lead Pastor or his designee shall have responsibility for directing the accountabilities of the ministry staff. If the office of Lead Pastor is vacant, the Elder Team will designate one of the Elders to direct the accountabilities of the ministry staff. The Lead Pastor, or his designee, will moderate the Elder Body and all Church Meetings. If the office of Lead Pastor is vacant or the Lead Pastor is unavailable and has not appointed a designee, the Elder Team will designate one or more of the Elders to moderate the Elder Body and Church Meetings. The Lead Pastor shall not be subject to items B.1. nor B.2. of the Elder Selection Process. The Lead Pastor will

begin serving as an Elder on his hire date, and will continue to serve as an Elder as long as he continues to serve in the capacity of the Lead Pastor, subject to removal under item E. of this Section.

B. Elder Selection Process

1. The Elder Team shall keep an active list of potential candidates to serve in the office of Elder. Such candidates may be recommended by any member of the church or may express personally their own desire to serve in this capacity (1 Timothy 3:1). If a candidate confirms their desire and interest in serving as an Elder, they shall be asked to attend specific training classes and/or mentoring relationships as directed by the Elder Team before being added to the list of potential candidates. Only men shall be considered to serve as an Elder (1 Timothy 2:12-15).

2. At least once each calendar year, the Elder Team shall review the need to add or replace Elders. If the Elder Team determines that such a need exists, they shall prayerfully consider the men on the Elder candidate list to fill the identified need. Other candidates may be considered if the Elder Team considers it appropriate.

3. All Elder candidates will proceed through the examinations listed below.

a. An initial oral interview with one or more designated Elders, to confirm their commitment to unity, humility and ability to lead, initial qualifications, and maturity to serve/minister to the church body. 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4

b. A written doctrinal review to confirm their capability to proclaim and defend the doctrines of the faith.

c. An interview with the entire Elder Team centered on their written doctrinal statements. This interview may also be used to ask further questions about the candidate's spiritual walk and family life, should there be more.

d. A community review of at least three unrelated persons outside the church who have had the ability to observe their activities and are able to confirm that they have a good reputation and respect in the community and exhibit the biblical character of an Elder, see 3a

e. After the Elder Team is able to confirm the candidate's commitment to unity and ministry, the candidate's ability to defend the faith, and the candidate's good reputation, the name(s) of the candidate(s) shall be published in a format available publicly for three consecutive weeks. A candidate shall be introduced publicly during at least one publicly scheduled meeting. During the three-week period beginning on the first Sunday on which the candidate(s) name(s) are available publicly, the congregation shall have opportunity to

approach any Elder and personally demonstrate a biblical reason (as determined by the Elder Team) that a candidate should be denied to serve as an elder. If such personal testimony is confirmed upon review of the Elder Team, the person shall be removed from candidacy and from the Official Elder Candidate list.

4. Once the steps in section B.3. have been completed and the Elders are unified that each man being considered meets the biblical requirements for an Elder, the man or men coming alongside the other Elders will join the rest of the Elder Team for the next period of congregational affirmation described in section C.

#### C. Affirmation

Twice a year, all members of the Elder Team will be presented to the congregation for the purpose of on-going affirmation. During this time, the congregation will be reminded of the biblical role, qualifications, and responsibilities of the office of Elder, and each Elder will be introduced to the congregation. The congregation will also be reminded at these times of their on-going role to address conflicts or concerns in a manner consistent with Jesus' instructions found in Matthew 18:15-20. If personal testimony of biblical reproachable behavior is brought forward and confirmed upon review of the Elder Team, the Elder in question will be removed from office and will be disciplined according to our defined process for church discipline. If no such testimony is brought forward or such testimony is found to be either baseless or not in conflict with the qualifications of serving as an Elder as set forth in 1 Timothy 3:1-7 and Titus 1:5-9, the man shall continue to serve as an Elder.

Names of all new Elders and Deacons will be communicated to the congregation in at least one regular Sunday morning service prior to the affirmation. New Elders and Deacons will be installed within four weeks of completing their initial introduction for affirmation unless a testimony of reproachable behavior is confirmed.

#### D. Tenure of Elders.

It is desired that a man commit to a minimum of three years of service as an Elder for his initial tenure. There is no limitation to the number of years an Elder is allowed to serve as long as he continues to be congregationally affirmed as described in C. and desires to serve, subject to dismissal in accordance with Section E.

At the conclusion of a three-year term, an Elder may opt to take a sabbatical of up to one year. If an Elder has not actively served for more than one year he is no longer considered to be an Elder.

#### E. Dismissal of an Elder.

An Elder can be dismissed from office at any time he is deemed to be disqualified.

Any accusation against an Elder must be brought to the Elder Team by two or more witnesses (1 Timothy 5:19). If the Elder Team determines that a fellow Elder is disqualified, he will be dismissed from the Elder Team.

F. Elder Decision-Making Authority.

The Elder Team has the authority to carry out the responsibilities listed in Article 4, Section 1F of these bylaws. All matters of church business will be under the decision-making authority of the Elder Team except where restricted in the following areas that require a congregational vote:

1. Appropriation of church funds for a capital expenditure in an amount that exceeds \$50,000.00 (see "Church Meetings" Article 5, Section 3)
2. Filling the position of Lead Pastor.

**Section 2: Deacons**

Deacons are biblically qualified men with proven, godly character who consistently serve the church under the authority of the Elder Body. It is not that these men only have special assignments, though at times they might; it is, instead, that these men have regular assignments and serve the physical areas of the church consistently as a model of faithfulness and humility. (See Acts 6:1-7; Philippians 1:1; 1 Timothy 3:8-13; et. al.)

- A Recommendation of Prospective Deacons. A member may be recommended by the Elder Team, by any church member, or by himself.
- B. Qualifications for Deacons. Deacons must meet the qualifications listed in 1 Timothy 3:8-13. The Elder Team will evaluate a prospective Deacon and determine whether he meets the listed qualifications. If the Elder Team determines that he is not qualified to serve as a Deacon, he cannot be appointed.
- C. Appointing Deacons. To appoint Deacons, the Elder Team will review interested and potential candidates regularly in conjunction with the current deacons. Any person appointed to be a Deacon will go through the affirmation process described in Section 1.C.
- D. Tenure of Deacons. Deacons are free to serve as a deacon so long as they are biblically qualified, consistently serving, and their desire to continue to serve in the capacity of a Deacon is evident and affirmed by the Elder Team.
- E. Dismissing a Deacon. A Deacon can be dismissed from office by the Elder Team at any time he is deemed to be disqualified.
- F. Deacon Responsibilities. Deacon responsibilities consist of the physical areas of the

church; these are the needs which they are set apart and in which they consistently serve with godly character. Deacons share in the responsibility to identify needs or special assignments that may require the addition of more Deacons, or a realignment of responsibilities among the Deacons already serving.

## **Article Five Church Meetings**

### **Section 1: Purpose**

Church meetings are a forum for the Elder Team to communicate with the church. These meetings are also for the church to vote on items in which the authority of the Elder Team is restricted.

### **Section 2: Scheduling**

- A. Church meetings will be scheduled as deemed necessary by the Elder Team. A list of decision items for which a church vote is necessary or desired should be made available to members at least one week in advance of that meeting unless a longer period of notice is required for an item addressed in these bylaws.
- B. Special church meetings may be called at any time by the Elder Team. If a church vote is needed or desired in any special church meeting, a list of items for vote must be made available at least one week prior to that meeting, unless a longer period of notice is required for an item addressed in these bylaws.

### **Section 3: Voting**

When the church meets to vote, the following definitions and guidelines shall apply, unless specified otherwise in these bylaws.

- A. Quorum
  - 1. A quorum of this church is 25% of the members.
  - 2. A majority of the Elder Team must be present when the church meets to vote.
- B. Moderator

The moderator for a church meeting may be appointed by the Elder Team.
- C. Procedure
  - 1. Votes of the church can be taken either by a show of hands or by written ballot



at the discretion of the moderator of the church meeting. Voting by proxy or absentee voting shall not be allowed.

2. A simple majority vote of a quorum of members is needed to approve an item in a regular or special church meeting, unless otherwise indicated in these bylaws. The Elder Team reserves the right to table a decision for an indefinite period of time or require a higher percentage of approval than otherwise noted in these bylaws to preserve the unity of the church.

#### **Section 4: Rules of Order**

- A. An agenda shall be provided for any church meeting.
- B. The moderator will recognize those who wish to address the church meeting.
- C. The moderator may limit discussion after a reasonable amount of time has been allowed for every person wishing to comment on a motion.
- D. All votes shall be decided by a simple majority unless otherwise indicated in these bylaws.

### **Article Six Finances**

#### **Section 1: Church Finance Team**

The Church Finance Team shall be comprised of at least two people one of whom must be an Elder. Women may serve on the Church Finance Team. They shall work in cooperation with the Elder Team to accomplish the following:

- A. Review the systems and procedures for handling of funds to assure that the finances of the church are managed in a way such that the risk of improper use of funds is appropriately minimized.
- B. Produce financial statements as requested by the Elder Team.
- C. Formulate and present a budget to the Elder Team as described in Section 2.

#### **Section 2: Budget Formulation**

By October 1 of each year, the Church Finance Team shall request detailed budget proposals from those responsible for lines in the budget. These proposals shall itemize all proposed expenditures for the next calendar year. The budget proposals shall be due by November 1. These proposals shall be reviewed by the Elders and those responsible for overseeing church

finances prior to a formal recommendation to the church.

### **Section 3: Budget Approval**

The Church Finance Team shall cooperate with the Elders to formulate a final budget as approved by the Elder Team. The Church Finance Team shall also support the Elders in making a formal budget presentation to the church no later than December 15.

The Elder Team must approve any expenditure that would cause an approved program budget to be exceeded for the fiscal year. The staff member or Elder Team appointee is responsible for maintaining the line items within the program budget.

### **Section 4: Subsequent Church Action**

No amendment to the budget can occur until the member(s) responsible for the line item affected has had an opportunity to consider the matter. If delaying the action would result in substantial spiritual or financial loss, the Elder Team may amend the budget at any regular or special meeting and notify those affected as soon as practicable.

### **Section 5: Other Financial Matters**

The Church Finance Team shall maintain an accurate list of financial responsibilities and those who are assigned those tasks.

## **Article Seven Amendments**

Amendments to the bylaws may be proposed by the Elder Team. All amendments must be communicated to the church at least 2 weeks prior to the church meeting at which they will be considered.

## Appendix A

### FFCB Membership Agreement

1. I have repented of my sin and confessed Jesus Christ as my Lord and Savior. I have placed my trust in Him alone for the forgiveness of my sins, which means I am saved because of the finished work of Jesus Christ on the cross. I now have a restored relationship with my Creator through Jesus Christ. (Eph 2:8-9; Rom 10:9-13; 1 Pet 1:3)

2. I am committed to growing as a disciple, which means I am willing to engage in the habits that identify believers, such as baptism, Bible study, prayer, giving, serving, witnessing, and corporate worship. (Matt 28:18-20; Acts 2:42; 2 Cor 9:6-15; Eph 4:12)

3. I am committed to church unity. I am committed to an attitude of humility seeking to maintain harmony within the Body of Christ. I will not gossip about my brothers or sisters in the body, including my spiritual leaders. When I sin against a fellow member I will seek their forgiveness and when I am sinned against, I will freely grant forgiveness. (Matt 18:15-17; Eph 4:1-3; 1 Pet 3:8, 4:8)

4. I am in agreement with the following Core Beliefs.

**-We believe** the Bible is the inspired, infallible Word of God, and the final authority in matters of faith and conduct (2 Timothy 3:16-17; 2 Peter 1:19-21)

**-We believe** in the Genesis account of creation as literal history (Genesis 1-2).

**-We believe** in Jesus Christ, His deity, virgin birth, sinless life, vicarious death, burial and resurrection, His ascension to the right hand of the Father and His personal future return in power and glory (John 1:1; Matthew 1:23; 2 Corinthians 5:21; 1 Corinthians 15:3-4; Acts 1:9, 11).

**-We believe** in the sinfulness of man and the gift of salvation by grace through faith in Jesus Christ who gave His life as our acceptable sacrifice. This makes believers eternally secure and unable to lose their salvation (Romans 3:23-25; 8:38-39).

**-We believe** that the Holy Spirit indwells and enables the Christian to live a godly life (John 14:26-27).

**-We believe** in the resurrection of the dead: the believer to life everlasting and the unbeliever to the resurrection of judgment (John 5:28-29).

**-We believe** in the church as the body of Christ, which is composed of all believers who have accepted Christ as Savior (1 Corinthians 12:12-13).

5. I am willing to submit to the authority of the elders of First Family Church Bondurant and

follow their leadership in spiritual matters as they are the spiritual leaders of this local church. (Heb 13:17; Acts 20:28; 1 Thess 5:12-13)

## **Appendix B.**

### **Statement on Marriage and Sexuality**

We believe that term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, transgenderism, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

## **Appendix C.**

### **Conflict of Interest Policy**

All trustees, officers, agents, and employees of First Family Church Bondurant shall disclose all real or perceived conflicts of interest that they discover or that have been brought to their attention in connection with this organization's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the ministry at the same time he or she is involved in a competing personal interest (financial, business, personal, or relational).

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to trustees, officers, and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required at any time conflicts of interest may occur.

The written notices of disclosures shall be filed with the Elders or such other person designated by the Elders to receive such notifications. At the meeting of the Elders, all disclosures of real or perceived conflicts of interest shall be noted for the record in the minutes.

An individual trustee, officer, agent, or employee who believes that he or she or an immediate member of his or her immediate family might have a real or perceived conflict of interest, in addition to filing a notice of disclosure, must abstain from

- 1) participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
- 2) using his or her personal influence to affect deliberations,
- 3) making motions,
- 4) voting,
- 5) executing agreements, or
- 6) taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the Elder Team, a person with a real or perceived conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the Elder Team, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The Elders shall ensure that all trustees, officers, agents, employees, and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.

Updated: 12/29/2017

**Elders:**

- Carlos Jerez
- Jamie Olcott
- Mark Spencer