

## Constitution The Orchard Church

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the body in a decent and orderly manner. This Constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

It is the hope and prayer of the members of The Orchard Church that all decisions made regarding the church are derived from the Holy Spirit and are in line with Jesus being the Head of this church. All mankind has fallen short of the glory of God and as members of mankind we are prone to continue to fall short. With those two statements in consideration; The Orchard Church presents the following Constitution and Bylaws not in an attempt to hinder Jesus in running His church but rather to hinder mankind from getting in the way of His work.

### **Article I** **Church Name**

This body shall be known as The Orchard Church. The church is located in Traverse City, Michigan. The primary offices will be located at 4288 US 31 South, Traverse City, MI 49685.

### **Article II** **Mission Statement**

*Growing Healthy Believers*

The Great Commission commands us to “make disciples”. Here at The Orchard Church our mission and purpose is to do just that, “make disciples” or “grow healthy believers.”

A healthy believer, or a disciple is someone who is always growing. At The Orchard Church we see disciples as people who are growing in:

**God** - Coming to faith in Jesus Christ; Committed to Jesus Christ; Going to Church; Reading the Bible regularly; Praying to God regularly

**Relationships** - Interceding for others in prayer; Close relationships with others; Sharing in the lives of others; Sharing the gospel of Jesus with others; Seeking out reconciliation; Forgiving others, and seeking out forgiveness

**Service** - Sharing Faith; Serving Others; Helping Others; Serving in the Community; Serving in the Church

### **Article III** **Our Strategy**

*Growing in God*  
*Growing in Relationship*  
*Growing in Service*

Our strategy at The Orchard Church is the same as our definition for a healthy believer. Our ministries are aligned with each other to help the church family grow together. However, our strategy has both a corporate and a personal aspect to it, because we need to grow together *and* grow as individuals.

Some examples are:

**Growing in God**

Corporate: Weekend Worship Services  
Personal: Devotional Time

**Growing in Relationships**

Corporate: Small Groups  
Personal: Family, Co-Workers, Friends, Neighbors

**Growing in Service**

Corporate: Missions Team  
- In Church  
- In Community  
Personal: In Community



**Article IV**  
**Our Statement of Faith**

These are the core beliefs of the membership of The Orchard Church.

**About God,**

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal, co-eternal and are one God. (Genesis 1:1,26, 27; Psalm 90:2; Matthew 28:19; I Peter 1:2)

**About Jesus Christ,**

Jesus is the Son of God. He is fully God and fully man. He lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory, and is coming again soon as King of Kings and Lord of Lords to redeem His bride, the church. (Matthew 1:22,23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2:13)

**About the Holy Spirit,**

The Holy Spirit is co-equal with the Father and the Son. He is present in the world to make man aware of their need for Jesus Christ. He lives in every Christian from the moment of salvation. He provides the Christian with the power for living, enables understanding of Biblical truth, and guides them in righteous living. He provides every Christian with spiritual gifts for service at the moment of salvation. We seek to live under His control

daily. (2 Corinthians 3:17, John 16:7-13, 14:16-17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18)

### **About the Bible,**

The Bible is God's Word to us. It was written by human authors who were under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. The 66 canonical books, as they were originally written, are inspired by God; and are the truth without any mixture of error. (2 Timothy 3:16; 2 Peter 1: 20-21, 2 Timothy 1:13; Psalm 119:150, 160, 12:6; Proverbs 30:5)

### **About Human Beings,**

People are the supreme object of God's creation, created in the image of God. Although every person has potential for good, all of us are marred by our own attitude and acts of disobedience against God, called "sin". By one man (Adam), sin entered into the world, and death passed upon all men, for that all have sinned. This separates people from God and causes spiritual death along with many other problems in life. (Genesis 1:27, Psalm 8:3-6, 51: 1-8, Romans 3:23, Romans 5:12, Isaiah 59:1-2)

### **About Salvation,**

Salvation is by grace through faith; and is God's free gift to us, but we must accept it. We can never make up for our sin by self-improvement; or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Believe in the Lord Jesus Christ and you will be saved. Eternal life begins the moment one receives Jesus Christ into his life by faith. (Romans 6:23; Ephesians 2:8-9, John 14:6; Titus 3:5; Galatians 3:26, Romans 5:1)

### **About Eternal Security,**

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. Salvation is sustained by the grace and power of God, not by the self-effort of the Christian. (John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10,14; 1 Peter 1:3-5)

### **About Eternity,**

Heaven is a literal place where God will wipe away every tear and there will be no more death, mourning, crying, or pain. Believers will live forever in God's presence. We also, believe in a literal hell, which is a place of physical and spiritual torment, experienced as a result of eternal separation from God. There will be weeping and gnashing of teeth. (John 3:16; John 14:7; Romans 6:23; Romans 8:17-18; Revelation 20:15, 1Thessalonians 4:16-17)

### **About the Church,**

We believe that the true church is composed of all who have been saved through faith in Jesus Christ. We also believe members of the true Church, which is the bride of Christ, are eligible for membership in the local church. God primarily ministers on earth through the local church. Christ is the head of the church, not any person, group, or religious organization. While recognizing the value of associating and cooperating with other groups of Christians, we believe that the local church should be independent, self-governing, and free from any denominational control. (Matthew 16:18; I Corinthians 12:12-14; Hebrews 10:25; Colossians 1:18)

### **About the Christian Home,**

We believe that God has given parents the responsibility to bring their children up in the nurture and discipline of the Lord. We believe that it is the parents responsibility to educate and disciple their children in the truth of God. We believe that the church must work to compliment the parent's efforts and facilitate Godly living within the home. (Ephesians 6:4, Proverbs 22:6, Deuteronomy 6:6-9, Joshua 24:15)

### **About Baptism and the Lord's Supper,**

Jesus instructed His disciple to remember His death and resurrection. He gave the Church two visible symbols (called "ordinances") as reminders. These two ordinances are baptism and the Lord's Supper. While we respect all acts of spiritual obedience the Bible teaches that baptism is to be done by immersion, following salvation, as a one-time act of obedience and identification with Jesus Christ as Lord. The Lord's Supper is an ongoing symbol remembering our Lord's death, burial, resurrection and promised return. Each individual must decide their own participation in these ordinances. Regardless, we do not regard anyone's participation in these practices as a means of salvation. (Matthew 28:18-20, 26:26-29; I Corinthians 11:23-32, Colossians 2:12)

### **About the Christian Life,**

We believe that God calls us – with a holy calling -- to walk not after the flesh, but after the Spirit. God wants us to live in the power of His indwelling Holy Spirit, so we will not fulfill the lusts of our physical bodies. We believe that the fallen, Adamic nature of the flesh cannot be eradicated in this life. Therefore, keeping ourselves constantly in subjection to Christ, we must allow God's Holy Spirit to live through us in a daily "walk" of faith. Otherwise, the flesh will certainly demonstrate its presence in our lives, to the Lord's dishonor. It is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek and to make growing disciples. (Leviticus 26:30, Philippians 2:13, Ephesians 5:18, 1 Peter 3:15, Galatians 5:16)

## **Article V Church Covenant Summarized**

As a member of The Orchard Church, having made profession of faith in the Lord Jesus Christ, having been scripturally baptized, and having attended the membership class, I do covenant before God as I am enabled by His Holy Spirit to:

- Live my life under the Lordship of Jesus Christ in every area.
- Accept the Word of God as my authority for faith and everyday living.
- Follow and be equipped for service by the church leadership as they are led by the Holy Spirit and the teachings of the Word of God.
- Maintain the unity of the Body by acting in love toward other members and finding my place of service within this part of the Body of Christ.

## **Article VI**

## **Polity and Relationships**

The government of this church is vested in the body of believers who compose it. All internal groups created by and empowered by the church shall report to and be held accountable to the church membership unless specific action is taken by church membership as outlined in the bylaws.

### **Article VII Affiliation**

The Orchard Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. However, the Bible teaches that local churches should seek voluntary fellowship with other doctrinally sound churches. This association is to provide help and encouragement while working together as the Lord directs. This is a voluntary association that in no way involves the surrender of the individual church's freedom or dependence on God.

The Orchard Church has chosen to affiliate itself with the Southern Baptist Convention through the Northwest Baptist Association and the Baptist State Convention of Michigan. We continue this relationship, believing that it is God's will to do so. Fundamental to this affiliation is the understanding that the Southern Baptist Convention is a fellowship of autonomous, biblically sound churches that choose to work together to further God's Kingdom. Voluntary contributions to local, state, national, and international mission's projects maintain this affiliation. Support may also be provided by sending messengers to the associational, state, and annual convention for voting on doctrinal, ethical, and procedural positions. (Acts 15:2; 21:17-18; III John 10; Philippians 4:15, 18; I John 1:3; Ephesians 4:3-6)

### **Article VI Conducting Church Affairs**

The conduct of the affairs of The Orchard Church not addressed in the Articles of Incorporation or this Constitution will be outlined in the bylaws of The Orchard Church. These bylaws define the church's organizational structure, the rights of members in the structure, and the procedures by which these rights may be exercised.

### **Article VII Amendments to the Constitution**

This Constitution or any of its provisions may be altered, amended, or repealed, and a new constitution may be adopted at any time with an affirmation of change, as reflected by a two-thirds (2/3) vote at any special or regular business meeting at which a quorum is present, all as further defined in the bylaws of The Orchard Church.

## Bylaws

### **Article I. Church Membership**

#### **Section 1. General**

This is a sovereign church under the Lordship of Jesus Christ. The membership retains unto it the right of exclusive self-government in all phases of the spiritual and temporal life of this church.

#### Definitions:

- The church is:
  - a regular assembly of people who profess and give evidence that they have been saved by God's grace alone, for His glory alone, through faith alone, in Christ alone.
  - a local, living, and loving collection of people who are committed to Christ and committed to each other.
  - a display of God's wisdom and glory (Eph 3:10).
  - a display of counter-cultural, Christ-like love (John 13:35).
  
- A church member is:
  - a person who receives Jesus Christ as Lord and Savior by personal faith who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, and who has been baptized in obedience to the command of Christ (Matthew 28:19-20)...
    - and who desires to be associated with The Orchard Church recognizing it as a local body of believers in Christ.
  
- Church membership signifies:
  - The Orchard Church's corporate endorsement of a person's salvation witnessing to the fact that the new member increasingly displays the fruits and characteristics of a genuine Christian.
  - an individual commitment to grasp hold of one another in mutual love and discipleship.
  - a regular responsibility that involves people in each other's lives for the purposes of the gospel.
  - an inward love for God and His people.
  
- General responsibilities of active church members include:
  - attending regularly.
  - giving regularly.
  - praying regularly.
  - attending business meetings.
  - committed to be Growing in God, Growing in Relationships, and Growing in Service

#### **Section 2. Reception**

Individuals will be accepted into The Orchard Church membership after they have completed a New Member Class, and agreed to the church membership covenant.

### **Section 3. Voting Responsibilities of Members**

Only active members of the church, 13 years of age or over, are entitled to vote on questions submitted to the church business meeting. An active member is defined as a member whose predominant attendance is at The Orchard Church with exceptions to those members who are homebound due to medical reasons or age. Members must be present to vote. Any questions of eligibility will be referred to the church clerk.

### **Section 4. Termination of Membership**

Membership shall be terminated in the following ways:

- (1) By death.
- (2) By disciplinary action of this church as provided in Article I, Section 5.
- (3) By personal request for name to be removed from church membership.
- (4) By being absent in attendance for a year (Subject to exceptions by review of elders).
- (5) By joining membership in another congregation.
- (6) By transferring membership to another Southern Baptist Congregation.

Note: Letters of dismissal shall be granted only to other churches of like faith and order and not to individual members requesting termination of membership.

### **Section 5. Discipline**

It shall be the basic purpose of The Orchard Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. Reconciliation rather than punishment should be the guideline that governs the attitude of one member toward another.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by senior pastor and by the elders to resolve the problem in accordance with Matthew 18:15-35, I Corinthians 5:1-13, II Corinthians 2:1-11.

All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If it is determined by the pastor and elders that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose; and the affirmative vote will declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him or her may upon his or her request be restored to membership by recommendation of the pastor and scriptural elders and an affirmation vote of the church upon evidence of his or her repentance and reformation.

## **Article II. Church Officers and Ministry Teams**

Pastoral staff, non-compensated pastoral staff, compensated employees, and other ministry leaders who are not compensated are further broken down. There is a distinction between compensated and non-compensated.

### **Section 1. Senior Pastor**

The senior pastor, is responsible for leading the church to function as a New Testament church. The senior pastor is the under-shepherd of the church in worship, evangelism, discipleship, and ministry. As such, he will lead the congregation, the organizations, and the pastoral staff to perform their tasks. The pastor will counsel with the elders, deacons and church ministry teams and be responsible to the church.

The pastor has the sole authority to determine what he preaches, how he preaches and the pastoral counseling philosophy he adopts. He can also sit in on any deacon, trustee or ministry meeting as either an observer or a voting participant. The Senior Pastor is accountable to the elders and deacons for spiritual direction. He is accountable to the trustees for matters concerning church finances. He is accountable to the congregation for the overall welfare of the church. The senior pastor is ultimately accountable to the Lord Jesus Christ in all things.

The senior pastor shall give at least one month's notice at the time of resignation before terminating his responsibilities as pastor.

### **Section 1.a Senior Pastor Search**

In the pursuit of a new senior pastor the Elders, Deacons and Trustees, shall select a Pastor Search Team to seek out a pastor, and its recommendation will constitute a nomination. The Affirmation of the senior pastor shall be at a duly called meeting in accordance with Article III, Sections 1. Upon the recommendation of the Pastor Search Team, the church membership shall have an affirmation vote at a duly called meeting in accordance with Article III, Sections 1. The Pastor Search Team shall bring to the consideration of the church only one name at a time.

Election shall be by secret ballot with an affirmative vote of eighty-five percent (85%) of those members present being necessary for a call. After consideration of this vote the Pastor Search Team shall proceed with the call of the senior pastor. The senior pastor, thus elected shall serve until the relationship is terminated by his request or the church's dismissal action as provided herein.

Upon the resignation of the senior pastor, a new senior pastor shall be called according to the process as outlined above.

### **Section 1.b Senior Pastor Dismissal**

The church may declare the office of senior pastor vacant. Such action shall take place at a meeting called for that purpose, of which the membership has been given two weeks written notice. The meeting may be called upon recommendation by a simple majority of the elders, deacons and trustees, or by written petition of no less than one-fourth of the church members. The vice-president of the corporation shall preside at the meeting. The vote to declare the office vacant shall be by secret ballot. A quorum of the church membership eligible to vote as provided in Article I, Section 3, must be present in order to declare the office of the senior pastor vacant. An affirmative vote of two-thirds (2/3) of the members present shall be necessary to declare the office vacant. If the membership votes the office vacant, the termination of pastoral duties shall be effective immediately upon publication of the results of the vote. The Board of Trustees will determine a fair separation package; in rare



cases will less than 30 days salary be honored. If the affirmative does not prevail, the same question cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.

Any written agreements entered into between the church and pastor shall be honored by the church regardless of the nature of the termination of the relationship.

## **Section 2. Other Compensated Employees**

The church staff shall include both pastoral staff and non-pastoral staff members.

All compensated employees will be hired within the budget as prepared by the Board of Trustees and approved by the congregation.

### **Section 2.a. Pastoral Staff**

All pastoral staff members shall be recommended to the church by the elders, and employed by a vote of the membership. All pastoral staff members will be directly responsible to the senior pastor. All pastoral staff members are considered members of the elders.

At the time of resignation by a pastoral staff member, at least two (2) week's notice shall be given to the church.

The church may terminate a pastoral staff member by majority congregational vote upon the recommendation of the elders. The termination of the duties shall be effective immediately upon publication of the outcome of the vote. Compensation shall continue for thirty (30) days after written notice is given to the pastoral staff member at which time termination shall be complete.

### **Section 2.b. Non-Pastoral Staff**

The senior pastor and the Board of Trustees shall have the authority to employ and terminate approved and budgeted non-pastoral staff members. Such employment and termination of services shall be with the recommendation of the immediate supervising staff member and, as appropriate, with consultation of related teams of the church.

## **Section 3. Elders**

In accordance with the meaning of the work and the practice of the New Testament, elders are spiritual leaders in the church. Taken as a whole, the qualifications describe one who is a mature Christian male of good repute, with gifts for teaching, shepherding, and pastoral ministry. Elders are recognized by the congregation to meet the qualifications of elders as outlined in scripture and are entrusted to pastoral ministries such as scriptural based guidance, counseling, discipleship and church discipline.

Elders will be nominated only by the senior pastor and elders, who will then be presented to the congregation for an affirmation vote.

The elders will collectively function as the senior pastor if the office of senior pastor is vacant. They can appoint and assign pastor duties within their members, within the congregation, or to an interim/transitional pastor as they determine.

An elder may be dismissed from his post by a 2/3 majority vote by the elders, deacons, and trustees.

## **Elder Qualifications (1 Timothy 3:1-7; Titus 1:5-9)**

An elder must:

- Be born again of the Spirit of God and willing to give and live his Christian testimony before the church membership and the world.
- Believe that the Bible is the infallible, inerrant Word of God, and subscribe to the Baptist Faith and Message 2000.
- Believe that it is every Christian's responsibility to be a personal soul winner and to lead the church in outreach.
- Believe that it is the obligation of every Christian to obey the Great Commission as found in Matthew 28:19-20.
- Believe in and practice sacrificial and joyful financial giving as an expression of our love for God through the church.
- Not have any serious domestic troubles. He must know how to rule his own home well before becoming a leader in his church.
- Be faithful to his wife and love her as Christ loves the church.
- Know, along with his wife, how to hold their tongues against spreading gossip or talking critically about others.
- Handle his own business affairs in a way that is above reproach, possessing a good name among the people of his community.
- Have a teachable spirit to learn and apply the scriptures to his life.
- Try to put down bickering and complaining, facing them honestly, dealing with them fairly and stand loyally with the scriptures.
- Be willing to serve when service is needed, to the best of his ability. He should be willing to work at an assigned task conscientiously, and if he is unable to carry out the assignment, will so indicate and resign the responsibility.
- Attend the services of The Orchard Church, supporting them with his good will, presence, prayers and contributions.
- Be an active member of The Orchard Church for at least one year, and recognized as a mature follower of Christ (not a recent convert) by the senior pastor and the church congregation.
- Be able to teach God's Word, including but not limited to, preaching the weekly sermon.

## **Section 4. Diaconal Ministry**

The diaconal ministry is to care for the church - the facilities, and to care for the church - the people.

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve the church in performing ministry tasks; seeing the church property is maintained; care for the physical needs of church members and other persons in the community; and help the church to achieve its mission.

The trustees, elders and congregation will nominate those who meet the qualifications of the diaconal ministry. Those nominees willing to serve in deacon ministry will then be presented to the church and affirmed by congregation vote.

Both men and women can serve as deacons in the diaconal office as indicated in 1 Timothy 3:11 & 12.

A deacon may be dismissed from his or her post by a 2/3 majority vote by the elders, deacons, and trustees.

### **Deacon Qualifications (1 Timothy 3:8-13)**

- Be born again of the Spirit of God and willing to give and live his or her Christian testimony before the church membership and the world.
- Believe that the Bible is the infallible, inerrant Word of God, and subscribe to the Baptist Faith and Message 2000.
- Believe that it is every Christian's responsibility to be a personal soul winner and to lead the church in outreach.
- Believe that it is the obligation of every Christian to obey the Great Commission as found in Matthew 28:19-20.
- Believe in and practice sacrificial and joyful financial giving as an expression of our love for God through the church.
- Not have any serious domestic troubles.
- Be a faithful spouse.
- Know how to hold their tongues against spreading gossip or talking critically about others.
- Have a teachable spirit to learn and apply the scriptures to his or her life.
- Attend the services of The Orchard Church, supporting them with good will, presence, prayers and contributions.
- Be an active member of The Orchard Church for at least one year, and recognized as a mature follower of Christ (not a recent convert) by the senior pastor and the church congregation.

## **Section 5. Moderator**

The moderator shall be the senior pastor. In the absence of the senior pastor, any elder, deacon or trustee chosen by the senior pastor shall serve. If there is a vacancy in the position of senior pastor, then an elder shall serve as the moderator or appoint an appropriate one.

## **Section 6. Clerk**

The church shall elect a clerk by ballot every three years.

It shall be the duty of the clerk to record the minutes of each called business meeting as outlined in Article III, Section 1 of the bylaws.

The clerk shall serve as the church's clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk shall be responsible for keeping a register of names of members, with dates of membership actions, together with a record of baptisms. All church records are church property and shall be kept in the church office when an office is maintained.

The clerk, or his/her designated assistant(s), shall be responsible for overseeing the voting, counting, and validation of ballots for any and all business meetings of the church.

The elders and the deacons will provide qualified names for church consideration at the annual meeting. Nominees must be active members in good standing for at least the preceding twelve months.

## **Section 7. Treasurer**

The church shall elect a church treasurer by ballot every three years. It shall be the duty of the treasurer to have the oversight responsibilities to receive, preserve, and pay out, upon receipt of vouchers, approved and signed by authorized personnel, monies, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements.

The treasurer shall make available necessary records, to provide for an annual independent audit.

The elders and the deacons will provide qualified names for church consideration at the annual meeting. Nominees must be active members in good standing for at least the preceding twelve months. The congregation will submit names to be considered for nomination no less than one month in advanced to the church office.

## **Section 8. Trustees**

At least three trustees, no more than six, one-third (1/3) of whom shall be elected by ballot by the church annually to serve for three years, and, until their successors shall be appointed. The elders and the deacons will provide qualified names for church consideration at the annual meeting. Nominees must be active members in good standing for at least the preceding twelve months. The congregation will submit names to be considered for nomination no less than one month in advanced to the church office.

The Board of Trustees will consist of the senior pastor, one elder, the treasurer and the elected trustees.

The Board of Trustees will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any real property without a specific vote of the church congregation authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale,

mortgaging, purchase or rental of property or other legal documents where the signatures of trustees are required, propose a budget to the congregation no less than annually, and make budgeting decisions. The trustees will also schedule business meetings no less than annually, and communicate all meetings to the congregation no less than two weeks in advance. The agenda, including any voting information, will be provided to the congregation no less than two weeks in advance.

Should a trustee be unable to complete the term of office, a successor will be appointed to serve the remainder of the term. The senior pastor in cooperation with the elders and deacons will appoint a replacement in the case of an unexpected vacancy.

## **Section 9. Church Ministry Teams**

Ministry teams shall be created at the discretion of the Board of Trustees. Proposals may be presented to the Board of Trustees for new ministry teams by members of the congregation, deacons, elders or the Senior Pastor.

Once established, teams are responsible for electing their officers and establishing operating guidelines. All teams shall be responsible to the church; however all recommendations to the church shall be evaluated by the deacons (or in the absence of deacons the Board of Trustees) in terms of church goals and objectives.

All Church Ministry Teams will be required to maintain operating guidelines.

At the time of creation the Board of Trustees will designate a reporting party for each team. Some teams may report to deacons, others to elders, and some to Board of Trustees. Each team shall make regular reports to the reporting party as requested. The Senior Pastor, or his designee, at his discretion may attend any team meeting as a voting member.

## **Section 10. Officers of the Corporation**

Because The Orchard Church is formed as a corporation in the state of Michigan, officers of the corporation are required. The office positions will be filled in the following ways. The President is the senior pastor; The Vice-President is an appointed member of the board of trustees; the Secretary is the clerk; the Treasurer is the treasurer; and the directors are the elected trustees.

## **Articles III. Church Meetings**

### **Section 1. Worship Services and Meetings**

The church shall schedule worship services regularly at least each Sunday morning, for preaching, instruction, evangelism, and for the worship of Almighty God. Any other church meetings, which will be essential in the promotion of the objectives of the church, shall be placed on the church calendar. These meetings will be open for the entire membership of the church and for all people. Any additionally scheduled meetings will be announced at least one week in advance.

Meetings for the purpose of discussing business will be announced no less than two weeks in advance and will be designated an "official business meeting." The clerk will be present to record minutes. The Board of Trustees will present matters needing a decision to the congregation.

A printed notice in the weekly bulletin shall constitute a written notice to the membership.

## **Section 2. Quorum**

The quorum consists of church members who attend the church meeting, provided it is a stated meeting or one that has been properly called. The only exceptions would be in the event:

- 1) Action was being proposed to declare the office of senior pastor vacant as provided in Article II, Section 1.b of the bylaws, or
- 2) Action was being proposed to fill the office of senior pastor as provided in Article II, Section 1.a of the bylaws.

In exceptions (1) and (2), a quorum shall be not less than fifty percent (50%) of the total active membership eligible for voting as provided in Article II, Section 3 of the bylaws.

## **Section 3. Parliamentary Rules**

Roberts' Rules of Order, Revised, will serve as a guideline for church business meetings.

## **Section 4. Fiscal Year**

The fiscal year of the church shall begin on January 1 and end December 31.

## **Article IV. Ordinances**

### **Section 1. Baptism**

A person who receives Jesus Christ as Lord and Savior by personal faith who professes Him publicly at any worship service and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- Baptism shall be by full immersion in water.
- Baptism shall be administered in the Name of the Father, the Son, and the Holy Spirit.
- Baptism shall be administered by the pastor, an elder or whomever the church shall authorize.
- Baptism shall be administered as an act of worship during any service called for that purpose.

### **Section 2. The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death and resurrection of Jesus Christ and anticipate His second coming.

The Lord's Supper shall be observed at least monthly, preferably on the weekend of the first Sunday of the month, or as otherwise scheduled. The Lord's Supper shall be observed in the Sunday morning or any other service deemed appropriate.

## **Article V. Designated Funds**

All donations accepted by the church will be allocated to the general fund unless it is designated to an established designated fund. Procedures for establishing designated funds will be published by the board of trustees.

## **Article VI. Background Checks for Children's Ministry Workers**

It is the responsibility of The Orchard Church to protect the children to which we minister, as well as, the worker's who care for and minister to these children. It will be required of any person who will be working with children ages birth through 17 years of age to undergo a background check by the local police department. All expenses for such a background check will be paid for by The Orchard Church.

## **Article VII. Amendments**

It is the responsibility of the senior pastor, elders, staff and deacons to review the constitution and bylaws, proposing any revisions or adjustments necessary to maintain their effectiveness, and to bring these changes to the church in church business meeting.

New bylaws may be adopted or these bylaws may be amended or repealed by the affirmative vote of a two-thirds (2/3) majority of votes cast at a meeting called for such purpose.

The church membership shall be given two weeks advance notice of the time of such meeting. Further, a copy of the proposed changes shall be made available to members at two consecutive weeks of worship services in advance of the meeting.

**Article VIII. Visual Church Organizational Chart**

