



Philosophy and Perspective

Constitution and Bylaws

October 6, 2008

The purpose of having a Constitution and Bylaws is to provide the church with a basis for common understanding regarding the nature, purpose and function of Fellowship of the Hills. Inherent in the document is the desire to set forth how the church body will structure itself to fulfill its ministry responsibilities and how the organizations in the structure relate to each other as well as to the entire church body. Therefore, specific responsibilities are assigned to the officers, directors, leaders and committees to service the interest and purposes of the entire church.

It is the basic philosophy of this document to place ultimate decision making authority in the hands of the congregation, except where the church approves and invests a specific authority in a leader, or ministry team, to act in behalf of the church. Further, the leadership of the Senior Pastor and the Biblical ministry of the elders and deacons are recognized as key elements in leading the church into and through matters that require in-depth analysis prior to presentation to the church.

The perspective inherent in this document is the Biblical truth that the church is the divine creation of Jesus Christ our Lord; that the consuming purpose of the church is to witness to His saving grace and authority in every aspect of life; that the church has a holy purpose and mission in this world that our Lord has entrusted to those who love Him in His church; and that those who are partakers of His grace are called and charged with the responsibility of honoring Him through whatever organizational structure is used.

It is to be remembered that this Constitution and Bylaws are somewhat living documents in that it is expected that changes to both should occur from time to time as the circumstances and needs of the church change.

Included within this document are copies of the original *FOTH Vision, Our Purpose, Our Core Values, and the Biblical Essentials We Believe* by which FOTH was founded by Senior Pastor Marty Duncan.

It is our hope that God may bless and use this instrument to guide, bless and direct His church.

Respectfully submitted,
Constitution and Bylaws Ministry Team
Senior Pastor Marty Duncan-Chairperson
Deacon Joel Peney
Deacon Ron Shank
Ms. Debbie Basile
Ms. Susan Duncan
Ms. June Sharkey (Bylaws Secretary)

CONSTITUTION AND BYLAWS FELLOWSHIP OF THE HILLS

CONSTITUTION

PREAMBLE

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed and in an orderly manner, and for the purpose of preserving the liberties inherent in each individual member of Fellowship of the Hills, a non-denominational church – Blairsville, Georgia and the freedom of action of this body with respect to its relation to other churches of like faith and order, we do declare and establish these Bylaws and Constitution.

ARTICLE I

Name and Location

This body of believers, incorporated under the laws of the State of Georgia utilizing the facilities leased or owned and such other assets as shall be added thereto from time to time shall be called Fellowship of the Hills, Incorporated.

ARTICLE II

Declaration

This church, believing in the Holy Bible as the inspired and inbreathed word of God and as the sole authority for faith and practice and acknowledging its adherence to all the teachings of Jesus Christ, declares its purpose:

- We will maintain regular services, both devotional and for public worship.
- We will proclaim earnestly the Gospel message and to urge its personal acceptance.
- We will promote systematic Bible study and training for Christian service and encourage enlistment in the activities of this church.
- We will endeavor to secure the practiced life in Christ and Christian stewardship as revealed and taught in the Scriptures.
- We will cooperate by prayer, gift, and service to missionary and benevolent undertakings to establish and promote the Kingdom of God through Jesus Christ throughout the world.
- We will receive the Holy Bible as the inerrant, inspired Word of God without any mixture of error. The Bible and Church Covenant will serve as our guide in carrying out the mission of this Church.

ARTICLE III

Church Covenant

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and on the profession of faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We agree, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances and discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, and the relief of the poor, and the spreading of the Gospel of Jesus Christ through all nations.

We also agree to maintain family and personal devotions, to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealing, faithful in our engagements, and exemplary in our behavior and appropriate dress; to avoid all gossip and excessive anger; to abstain from the sale of and abuse of drugs (legal or illicit) and pornography; to abstain from the abuse of intoxicating beverages, and to be zealous in our efforts to advance the kingdom of our Lord and Savior Jesus Christ.

We further agree to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover agree that when we leave from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

ARTICLE IV

Church Protocol, Character and Relationships

Government

The government of this church is vested in the resident members of the Church. The church is not subject to the control of any other ecclesiastical body or denomination.

CHURCH BYLAWS

ARTICLE I

Membership

Anyone desiring to become a member of Fellowship of the Hills may do so through professing their faith in the Lord Jesus Christ as their personal Savior and following in water baptism as per scripture (Matthew 3:16, Acts 8:38-39, Matthew 28:19, Mark 1:9, Acts 2:41) as is the practice followed in the New Testament. Those seeking membership must regularly attend and participate in the ministry of Fellowship of the Hills.

Rights and Responsibilities of Members

1. All persons uniting with the church shall be given a copy of the Church Covenant, Constitution, and By-Laws.
2. Every member, over the age of 18, is entitled to vote at all elections and on all matters submitted to the church in any church business meeting. The member must be present to vote. An absent ballot may be authorized by the FOTH Ministry Team Leaders, Elders, Deacons, and the Senior Pastor.
3. Every member, 18 and older, is eligible for consideration for the elective offices of the church unless otherwise stated in these By-laws.
4. It is the responsibility of the members of this church to sincerely serve and sacrificially commit their lives to Jesus Christ; to faithfully attend, tithe, participate in the various Bible study and worship services of the church; and to support and pray for each other as members, reach out to persons who are not saved; and to exemplify a Christ-like spirit in public and private life, and to treat each other with the spirit of God's love and unity.

Discipline

1. The church's position on the matter of church discipline is one of concern, reconciliation, and restoration rather than punishment. Every reasonable measure will be taken to assist any troubled or disgruntled member. The pastor, elders, deacons and church staff are available for counseling, prayer and guidance.
2. Should a serious condition exist wherein a member becomes a disgrace to the name of Christ and this church, the pastor and the elders will prayerfully seek to take every reasonable measure to minister to the person using Biblical principles such as those in Matthew 18:15-17 to encourage and restore the member in their Christian walk.

ARTICLE II

Ministry Team

Fellowship of the Hills will be overseen by a three-part Ministry team. The Senior Pastor, Elders, and Deacons. This team will work together, direct, and oversee all phases of the church.

Senior Pastor

Fellowship of the Hills was established and founded by Pastor Marty Duncan and his wife Susan. Pastor Duncan shall hold the office of Senior Pastor until such time Pastor Duncan chooses to resign or retire from such office.

Once the church is fiscally capable, the church shall recommend and approve an appropriate salary package for its Pastor and succeeding pastors. The approved salary package will become a budgeted item and may be adjusted annually by church confirmation vote to ensure compensation commensurate with the duties and responsibilities of a Senior Pastor. Upon the resignation or retirement of the founding Pastor, Pastor Duncan, he will assume the status of Pastor Emeritus.

Responsibilities

The Senior Pastor is responsible for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community and providing administrative leadership for the church.

1. He is the spiritual leader and overseer of the congregation.
2. Proclaim the Gospel and lead the church in proclaiming the Gospel to the church and community.
3. Lead or delegate the leadership of the congregational services: plan, coordinate and evaluate congregational services.
4. Preach at all worship services which include preaching or arranging for someone else to perform this function.
5. Provide administrative leadership for the total church program.
6. Serve as chair or delegate and share the leadership of the FOTH Ministry Team.
7. Lead the staff and the church in a caring ministry for persons in the church and the community.
8. Serve as moderator of the church.
9. Recommend, advise and in some cases hire staff members and determine their duties.
10. Give supervision to other members of the church staff according to the staff organization.
11. Conduct funeral services and wedding ceremonies as he is able, sharing and delegating to others on the staff responsibilities in this area.
12. Counsel with and assist in training deacons and FOTH Ministry Team Leaders for their responsibilities.
13. He is an ex-officio member of every Ministry Team, committee, or organization and is expected to be an active participant in all the activities of the church as he is able.

Upon pulpit vacancy, the Elder/Deacon Chairman shall call a special business meeting to form a Pastor Search Committee. The committee will consist of five (5) members and two (2) alternates elected by the church. The Pastor Search Committee shall recommend only one prospective pastor at a time for the church's consideration. Election will be by secret ballot, an affirmative vote of ninety five percent (95%) of those present active and voting members over the age of 18 being necessary for approval. The Senior Pastor is called for an indefinite period of time or until such time as he resigns or is terminated by vote of the church.

It is also understood that a two week notice shall be given by either the pastor or the church in case of desired separation.

In the event there is a significant conflict between the pastor and church leadership to the degree that there is an erosion of confidence and trust in the leadership of the pastor, the church may vote for the pastor's resignation with no severance pay.

If the pastor serves in a full-time paid position, the pastor shall be granted a two (2) weeks paid vacation, to be taken as he desires in cooperation with the church program and policy.

The pastor shall be allowed to be absent from the church field for revivals and other special meetings in accordance with the desires or policy of the church.

Ministerial Staff

The ministerial staff (i.e. Associate Pastor, Minister of Music, Minister of Youth, Minister of Education, Minister of Children, Financial Officer, Pastor's Staff Assistant, etc.) shall be called by the Senior Pastor and the appropriate ministry team and employed as the pastor/church determines the need for such staff. These positions may or may not be salaried positions. A job description shall be written by the appropriate ministry team with the appropriate salary package (if applicable) recommended. Each employed staff member (salaried or not) shall serve until the relationship is terminated at the staff member's request or at the request of the Senior Pastor (with consultation of the respective FOTH Ministry Team or church membership).

Elders (Revised 3/21/2021)

- They must have first served as a FOTH Deacon.
- They will be selected by the Senior Pastor in consultation with the Associate Pastors and by unanimous vote of the current Board of Deacons and then by final affirmation vote of the church body.
- They shall serve continually as an Elder until such time they deem it necessary to retire, resign, or by the request of the Senior Pastor to relinquish their role as Elder at which time a unanimous vote from the current and active Deacon Board will be required for such removal.
- They are to be ready to serve as preaching and teaching leaders within the church. Being an Elder is a position to be sought but not taken lightly as noted in this warning: *“Do not become teachers in large numbers, my brothers, since you know that we who are teachers will incur a stricter judgment.”* (James 3:1).
- One Elder shall serve as the Chairman over the Board of Deacons.
- Elders are to be peacemakers, prayer warriors, teachers, spiritual leaders, and decision makers.

Duties of Elders: (Revised 3/21/2021)

1. **To watch out for the spiritual life of the church.** *“Obey your leaders and submit to them – for they keep watch over your souls as those who will give an account – so that they may do this with joy, not groaning; for this would be unhelpful for you.”* (Hebrews 13:17). They will assist the Senior Pastor and Associate Pastors in accountability to one another as well as the Church Staff and all ministry leaders. They are also to assist in maintaining the accountability of the Truth of the scripture within the church body.
2. **To settle disputes in the church.** *“Some men came down from Judea and began teaching the brothers, “Unless you are circumcised according to the custom of Moses, you cannot be saved.” And after Paul and Barnabas had a heated argument and debate with them, the brothers determined that Paul and Barnabas and some others of them should go up to Jerusalem to the apostles and elders concerning this issue.”* (Acts 15:1-2). The question was raised and forcefully argued, then taken to the apostles and Elders for a decision. This passage teaches that Elders are decision makers. The Elders will assist the Senior Pastor, Associate Pastors, Church Staff, and other ministry leaders in conflict resolution within the church body.
3. **To pray for the sick.** *“Is any sick among you? Let him call for the elders of the church, and let them pray over him, anointing him with oil in the name of the Lord.”* (James 5:14). One of the necessities within the church body is prayer, especially praying for the sick within the church family. The Elders will assist the Senior Pastor in prayer and coordinate prayer with the Deacons as they interact with their assigned FOTH families to meet such needs. Sickness is not limited to physical or emotional; sickness can also be those stressors resulting from relationships, financial issues, or spiritual concern in one's life.
4. **To watch out for the church in humility.** *“Therefore, I urge elders among you, as your fellow elder and a witness of the sufferings of Christ, and one who is also a fellow partaker of*

the glory that is to be revealed: shepherd the flock of God among you, exercising oversight, not under compulsion but voluntarily, according to the will of God; and not with greed but with eagerness; nor yet as domineering over those assigned to your care, but by proving to be examples to the flock. And when the Chief Shepherd appears, you will receive the unfading crown of glory.” (1 Peter 5:1-4). Elders, like the Senior Pastor and Associate Pastors are to serve with all humility; they are to exemplify their leadership without regard to self-interest or from a prideful heart. A humble leader will foster humility within the church body.

5. **To spend their time in prayer and teaching the word.** *“So the twelve summoned the congregation of the disciples and said, “It is not desirable for us to neglect the word of God in order to serve tables. Instead, brothers and sisters, select from among you seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task. But we will devote ourselves to prayer and to the ministry of the word”* (Acts 6:2-4). Elders are spiritual leaders within the church, they will serve in concert with the Senior Pastor and Associate Pastors to shepherd the church body in this vital role. The Elders should be ready to serve the church body through preaching, teaching, and prayer. The Elders should be ready and available in the absence or at the call of the Senior Pastor or Associate Pastor, to joyfully serve in this area.

Deacons

The mission of the Deacon is to assist the Senior Pastor and elders in the furtherance of the ministry of the church and to provide Christ-like care for the church members.

There shall be four (4) active deacons for the first 100 members or fraction of 100 members thereof, whose names appear on the active church roll, and one additional deacon for each additional 25 members or fraction thereof or as deemed needed by the Senior Pastor.

Deacons shall be selected by the Senior Pastor and confirmed by the church. Deacons shall be selected from the twenty-one (21) or older membership of the church. Deacons must have been active members of the church for a minimum of one (1) year prior to the date of selection. They shall be honorable, true servants of God who conform to the meaning of the word and practice of the New Testament as reflected by the principles set forth in 1 Timothy 3:8-13.

Terms of office for deacons shall be one (1) year unless the Senior Pastor and Deacons decide to use a rotation system. Deacons may resign from service at any time and without giving reason(s) by notifying the church body via the Senior Pastor. Should a deacon fail to fulfill their responsibility, support the Senior Pastor or become disqualified through any act that may bring disgrace to the name of Christ or the church, the Senior Pastor with consultation of the Deacon Chairman may request that deacon be removed from the office of deacon.

Life Deacon: It shall be fitting for the church to elect as a Life Deacon any deacon, who by age or infirmities shall, after loyal service, be no longer able to render active service.

This church believes that if the member is scriptural in their qualifications to serve as a deacon; then they will be a member of Life-Group Bible study, attend Sunday Worship Services and actively participate in other related activities of the church.

Duties of Deacons:

1. In accordance with the meaning of the word and practice of the New Testament, the deacons are to be servants of the church.
2. They are zealous to guard the unity of the spirit within the church in the bonds of peace.
3. They shall serve as council of advice and conference with the Senior Pastor in all matters pertaining to the welfare and work of the church. With the Senior Pastor they are to consider and formulate plans for the constant effort and progress of the church; in all things pertaining to the saving of souls; in all things pertaining to the Christian development of all members; and the extension and growth of the Kingdom of God.
4. By proper organization and method at their discretion, to establish and maintain personal fraternal relationships with, and inspiring oversight of, all the membership of the church. Especially they are to seek and to know the physical needs, moral and spiritual struggle of the brethren and sisters; and to serve the whole church in relieving, encouraging and developing all those that are in need.
5. In counsel with the Senior Pastor and by such method as the Holy Spirit may direct in accordance with the New Testament teachings, they are to share the overseeing of the discipline of the church. In administering such discipline, they are to be guided by the principles set forth in Mathew 18:15-17, I Corinthians 5:9-13, I Thessalonians 5:9-14. The deacons shall be free to seek qualified resources to assist with members as needed, while maintaining the privacy of the member.
6. They shall pray for, encourage, love, and Biblically support the Senior Pastor and his family.

ARTICLE III

Officers, Teachers and Leaders

Officers, Teachers and Leaders

Such nominees for these places of responsibility shall be provided and elected as outlined in Article IV, Section. 2. Ministry Teams can be added as needed by the Senior Pastor with the appropriate duties written for each and adopted by vote by the FOTH Ministry Team. Each Ministry Team Leader will make available minutes from scheduled meetings upon request of the Senior Pastor or his/her designee.

Pastor's Staff Administrative Assistant

The Pastor's Staff Administrative Assistant shall keep accurate records of all business meetings, shall keep a correct register of the membership with the date and manner of their admission and dismissal, and shall keep all other pertinent records of the church as deemed necessary appropriate for future review and/or audits. In addition, the Pastor's Staff Administrative Assistant will coordinate with all Ministry Team Leaders to ensure they have the appropriate ministry supplies as needed.

Financial Officer

The Financial Officer shall disburse all funds for local expenses, missions and benevolence. The Financial Officer shall hold all monies belonging to the church in an appropriate church bank account(s) and shall pay in a timely manner out of the church funds available for the purpose, all salaries, fixed charges, regular budget items, water, lights, and fuel. Irregular bills shall be paid only after approval by the Senior Pastor and/or Financial Ministry Team.

1. Financial Officer and/or Financial Ministry Team shall keep a record of all receipts and disbursements with proper vouchers.

2. Financial Officer shall present a summary of the financial condition of the church at each business meeting or as otherwise provided by church policy.
3. All bills shall be paid by check, online, and or credit card. There shall be a cosigner for protection if permitted by the bank. In addition, the Financial Officer will ensure that FOTH has ample supplies of checks and deposit slips.
4. There will be at least two assigned to the Financial Ministry Team including the Financial Officer as selected by the Senior Pastor in consultation with the Financial Officer.
5. Integrity is paramount in the Financial Ministry Team and every effort shall be made to ensure the integrity of the church finances is not violated.
6. Confidentiality of those that donate shall be honored and shall only be disclosed to the respective donator, Financial Officer, approved church auditor, and/or approved CPA to include dissemination of contribution receipts.
7. Financial Officer, in conjunction with the Senior Pastor, is responsible for maintaining the “Financial Policies” of FOTH.

Life Groups Ministry Team Leader

1. The Life Groups Ministry Team Leader (LGMTL) shall be the director of Life-Groups, shall exercise general oversight over all Life Group Studies and shall report to the Senior Pastor.
2. It will be the duty of the LGMTL to assume overall management of the Life Groups and its growth, betterment and spirituality.
3. It is the LGMTL’s responsibility to see that all teachers are consecrated Christians and teaches God’s word faithfully.

Children’s Ministry Team Leader

The Children’s Ministry Team Leader (CMTL) is responsible for the overall leadership, direction, and coordination of the children’s teaching ministries to include but not limited to children’s church, Vacation Bible School, extracurricular church sponsored events, etc. The CMTL will enlist others to assist as teachers and helpers as needed and only after a proper background investigation is completed (*this investigation is required on all children’s and nursery ministry workers*).

Just One More Outreach Ministry Team Leader

The Just One More Ministry Team Leader (JOMOMTL) shall oversee and coordinate evangelistic and outreach ministries as requested by the Senior Pastor for the advancement of the ministry and shall provide a status report at all quarterly business meetings.

Helping Hands Ministry Team Leader

The Helping Hands Ministry Team Leader (HHMTL) shall chair this ministry and shall call meetings as needed. The HHMTL shall keep the Senior Pastor apprised of all community mission and member assistance provided either within the church or outside its walls. This ministry shall maintain confidentiality to respect and protect the names of those assisted.

Facilities Ministry Team Leader

The Facilities Ministry Team Leader (FMTL) shall be responsible for the overall upkeep of the FOTH facilities to include building maintenance (excluding general cleaning), repairs, gas log, and other building facility needs as requested by the Senior Pastor. The Facilities Ministry Team Leader may select other volunteers and call special FOTH member work days to assist in maintaining the facilities to be presentable for all services.

Greeters Ministry Team Leader

The Greeters Ministry Team Leader(s) (GMTL) are responsible for enlisting members to assist in greeting members and guests during all church related services and events. The GMTL will provide bulletins and a hearty FOTH welcome and smile to all those that enter FOTH's doors.

Music Ministry Team Leader

The Music Ministry Team Leader(s) (MRTL) are responsible to select, coordinate, and lead the praise and worship music at all services. The MRTL will enlist others to participate in the music ministry.

Trustee Chairman (Revised 4/25/2021)

The Trustee Chairman is responsible for maintaining the integrity of the work of the Board of Trustees, in conjunction with the Senior Pastor, and is responsible for being fiscally responsible for the spending requirements in regard to the building, facility, and asset needs of the church. The Chairman shall call meetings as needed, and shall provide a status report at all quarterly business meetings.

ARTICLE IV

Ministry Teams

Helping Hands Ministry Team

The Helping Hands Ministry shall be comprised of an odd number of active church members selected by the Senior Pastor in consultation with the Helping Hands Ministry Team Leader (HHMTL) and/or church membership. The ministry will oversee the benevolence and mission administration of the church. The HHMTL shall chair this ministry and shall call meetings as needed. For person(s) being assisted by this ministry, every effort shall be made to ensure the legitimacy of the need and to assist the member without providing payment to the person. (i.e. assist with food, clothing, rent and/or utilities assistance, job assistance, etc.) The ministry shall have the authority to provide assistance within the confines of the monthly Helping Hands Ministry Budget or through special offerings as approved by the Senior Pastor and Deacons.

Financial Ministry Team

1. There shall be a Financial Ministry Team composed of a minimum of three (3) members from the church one of which shall be the Financial Officer. The chairperson shall be the Financial Officer of this ministry team. They shall serve for one (1) year and shall be eligible for re-election each year. The duties of the Financial Ministry Team shall be as follows:
 - a. To see that the members of the church are supplied with offering envelopes and encourage them to make their offerings and tithes through the envelopes.
 - b. To take care of the offerings, count them, and see that they are properly deposited in the bank.
 - c. To keep watch on the expenditures of funds and to guard against the various departments exceeding their budgets in expenditures.
 - d. To work with the Senior Pastor and FOTH Ministry Team Leaders to prepare and present for vote by the FOTH Ministry Team Leaders an annual budget to be presented to the church for affirmation. The budget is to be a guide and control over the expenditures of the church. The Senior Pastor and/or the Financial Ministry Team may, at any regular or called FOTH Financial Team Leaders Meeting, recommend for consideration amendments to the annual budget.
 - e. No husband, wife or family member will serve on this committee at the same time.

Board of Trustees Ministry

1. The Board of Trustees shall consist of the following ex-officio members: the Senior Pastor, Elder/Deacon Chairman, and Financial Chairman.
2. Trustees shall be selected by the Senior Pastor in consultation and affirmation of the current Trustees and will be affirmed by the FOTH membership at a called business meeting. The Trustees shall consist of a minimum of three (3) other members to serve with the ex-officio members.
3. The trustees shall represent the church in all transactions involving legal matters.
4. The trustees shall be responsible for the oversight, use, and upkeep of the buildings and all property of the church.
5. They shall be charged with keeping the building and church property insured.
6. They shall inspect the buildings at least twice each year and shall report their findings to the church in business meetings.
7. The Trustees are authorized to make purchases for building maintenance and other equipment needs such as audio, visual and building/grounds enhancements for safety, appearance and overall operation of the church property and worship center. Purchases must be approved in concert with the Pastor and Finance Ministry team. Trustees are not authorized to purchase land or buildings without church approval.

This is a living document. Other ministry teams shall be created as needed to meet the ministry needs of the church at the recommendation of the Senior Pastor in consultation with the FOTH Ministry Team Leaders, Elders, and Deacons. As ministry teams are added and confirmed by the FOTH Ministry Team Leaders, Elders, and Deacons, the bylaws shall be amended to include the addition of the ministry team(s).

ARTICLE V

Meetings

Worship Services

1. The church shall meet regularly on each Sunday morning for the public worship of God.
2. The Lord's Supper (I Corinthians 11:23-26) and the Lord's Prayer (Matthew 6:9-13) shall be observed once a month or as indicated by the Senior Pastor, Elders, or Deacons.

Regular Business Meetings

1. Regular business meeting shall be held each quarter on Sunday evening. Postponement of this meeting must be announced and printed in the church bulletin at least one Sunday prior to the scheduled date of the meeting.
2. The meeting shall be opened with a devotional period unless a meeting of like manner precedes it.
3. Any new business to be presented at the meeting is be given to the moderator one (1) week prior to the meeting.
4. Minutes of the preceding meeting shall be read and approved. The Financial Officer shall present a financial report for affirmation. Each FOTH Ministry Team Leader shall give a status report and recommendation when necessary to the church. Other church business may be transacted at this meeting except as may be otherwise regulated by this Constitution.
5. In the absence of the Senior Pastor, the Deacon Chairman shall conduct the meeting.

Special Business Meeting

1. With the approval of the Senior Pastor or Deacon Chairman, a special business meeting may be called by stating the purpose and the specific matter to be considered.
2. Notice of the purpose and date of the meeting will be printed in the church bulletin at least one (1) regular worship service prior to the called meeting.

Quorum

The quorum consists of active members who attend the business meeting, provided it is a regular meeting or one that has been properly called.

Robert's Rules of Order is adopted as the authority for all business meetings, regular or special, of the church and for all other meetings that demand voting of the church members, including FOTH Ministry Team Leader Meetings.

FOTH Ministry Team Leaders

The FOTH Ministry Team Leaders shall be comprised of all Ministry Team Leaders from the various ministries within the church and the Deacons. The FOTH Ministry Team Leaders shall meet on the first Sunday evening of each month or as requested by the Senior Pastor to provide a status report on their respective ministry to include ministry activities, goals, and objectives and to share the ministry schedule for the upcoming month. The FOTH Ministry Team Leaders, Elders, and Deacons are the voting representatives of the church body for selection of Ministry Teams, FOTH Ministry Team Leaders, budget, and other such needs of the church excluding the selection and appointment of a Senior Pastor which is outlined in this document.

ARTICLE VI

General

Fiscal Year of the Church

The fiscal year of the church shall begin on the first (1st) day of January and shall end on the thirty-first (31st) day of December in each year, unless otherwise provided by the church. The books of the officers of the church and those of its organizations shall be open at all times to the church, except the records of personal financial contributions and the confidentiality of those assisted by the Helping Hands Ministry Team.

FOTH Facilities

FOTH facilities shall only be used for authorized FOTH Ministries and shall be considered holy grounds. No foul language, use of controlled substances or alcohol shall be permitted on the property. Every effort shall be made by all FOTH members to respect, protect, and assist in maintaining a Christian attitude while on the property. Every FOTH member shall assist in keeping the facility clean and presentable as unto God.

Amendments to the Constitution and Bylaws

1. Changes in the Constitution and Bylaws are to be presented first to the Constitution and Bylaws Committee for study. Proposed changes are to be written out for presentation. The Constitution and Bylaws Committee will confer with the Senior Pastor and Deacons if the suggested change(s) proposes a significant change in the policy or procedure of the church. Minor changes will be recommended by the Committee and approved by the FOTH Ministry Team Leaders and affirmed by the church.
2. Upon church approval of this Constitution and Bylaws, this document becomes effective immediately and supersedes any and all other Constitutions and Bylaws of this church.

ADDENDUM TO BY-LAWS:

- Elder Leadership Additions March 21, 2021
- Trustee Additions April 25, 2021