



CONSTITUTION AND BYLAWS

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Presented & Approved on September 14, 2009

PREAMBLE

All things work together for the good of them who love God and are called according to His purpose. (Rom 8:28)

But let everything be done in a fitting and orderly way. (I Corinthians 14:40)

Do everything in love. (I Corinthians 16:14)

All of these must be done for the strengthening of the church. (I Corinthians 14:26)

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. (Colossians 3:17)

Now to Him who is able to do immeasurably more than all we ask or imagine according to His power that is at work within us, to Him be glory in the church and in Church Jesus throughout all generations, for ever and ever! Ephesians 3:20-21

**We, the members of Koinonia Church, do ordain and establish the following
ARTICLES which form our CONSTITUTION and BYLAWS
Habakkuk 2:2**

CONSTITUTION
ARTICLE I
NAME AND INCORPORATION

The name of this church shall be Koinonia Church, presently located at 1151 Mansfield Webb Road, Arlington, TX 76002, hereinafter referred to as the Church. Koinonia Church is incorporated as a nonprofit corporation according and in keeping with the Non-Profit Corporation Act of The State of Texas and under appropriate provisions of the Internal Revenue Code of the United States of America. This corporation may be dissolved under the terms and provisions of the Non-Profit Corporation act of the State of Texas, under the charter of the corporation and under the appropriate provisions and the Internal Revenue Code of the Federal Government.

ARTICLE II
PURPOSE AND GOALS OF THE CHURCH

A. Purpose

The purpose for which this Church is formed is to corporately and publicly worship, praise, glorify, and give thanks to God the Father, God the Son, and God the Holy Spirit, also known as the Trinity; to minister the Word of God to believers; to promote fellowship among the body of Christ; and to promote evangelism at home and abroad. In short, our purpose through the Holy Spirit is to save the lost and edify the saints and elevate society.

Since we believe that the Bible is God's holy and inspired word, it is our responsibility from the Scriptures, to establish the principles that determine our beliefs and practices. As the name implies, it is the Word of God rather than the word of men that ultimately directs our church. It is our purpose to meet frequently for worship, instruction, fellowship, and outreach in accordance with Acts 2:42. The message we declare to young and old alike is based upon a literal, grammatical, historical (and/or figuratively as appropriate), interpretation of the entire Bible. We proclaim the truths of the Bible, being confident that God is glorified and man's needs are met when God's truths are presented and obeyed.

We further believe that because Koinonia Church is a body of believers, it is the mission of this Church to make disciples (in keeping with Acts 2:42 and Matthew 28:19-20). This Church has five major areas (Worship, Congregational Care, Administration, Christian Education, and Evangelism) through which it fulfills its mission in the world, and these areas are defined below:

a. WORSHIP

Worship has as its primary goal to provide for meaningful and biblical praise, worship and prayer, and to administer the ordinances of baptism and communion.

b. CONGREGATIONAL CARE

Fellowship is designed to promote interpersonal caring and sharing between God's

- people, as an outgrowth of our fellowship with God. (Acts 2:42).
- c. ADMINISTRATION
Designed to promote the effective execution of all ministries and the orderly operation of the church (I Corinthians 12:14, 14:40; Ephesians 4:12)
 - d. CHRISTIAN EDUCATION
Christian Education promotes learning and spiritual growth from the inerrant Word of God among God's people and a response of personal obedience to the Scripture. (II Tim 3:16-17, Colossians 1:28).
 - e. EVANGELISM
Evangelism is to present the Gospel of the Lord Jesus Christ at home, in the community and abroad to those whom have not accepted Him as their personal Savior. (Matthew 28:19-20; James 5:20; Acts 1:8)

Each of these five ministries is designed to provide a distinct, biblical concept (as found in Acts 2:42 and Matthew 28:19-20) starting within the Church and extending to the home and to the society at large.

Koinonia Church is an autonomous church body, and voluntarily associates and cooperates with local, state, national and international church or parachurch ministries for evangelism, missions and Christian education as determined by the Elder body.

B. Goal

Koinonia Church believes that the Holy Spirit gives one or more spiritual gifts to each believer, which he or she is to discover and develop. It is our goal to see that these spiritual gifts are exercised in a manner that contributes to the life of the body, and to do all things in the name of and for the glory and honor of our Savior, the King of kings and Lord of lords, Jesus Christ.

ARTICLE III Doctrine of the Church

Through years of study, training, teaching and experience, our founding Pastor came under conviction regarding certain major theological truths of the Bible. Listed below are the major truths in simple and concise form. These are the primary doctrine of the Christian faith, and reflect the heart of the teaching and preaching ministry of the local church. The central ministry of the local church is the continuous imparting of the Scripture to the people of God so that they may know God and serve Him in worship and in ministry.

SECTION 1 THE HOLY SCRIPTURES

We believe that the Bible is the written and inspired Word of God, authoritative and without error in the original manuscripts. We further believe that the Scriptures of both the Old and New Testaments are designed for our practical instruction in faith and conduct. (II Timothy 3:16-17; II Peter 1:21)

SECTION 2 THE GODHEAD

We believe that the Godhead, eternally exists in three persons--the Father, the Son, and the Holy Spirit-- and that these three are one God. (Genesis 1:26; Deuteronomy 6:4; Matthew 28:19; John 1:1-3,14:9-12,26)

SECTION 3 MAN

We believe that man was created in the image of God, but because of man's sin and disobedience, mankind was alienated from God. We further believe that the entire human race now shares in man's lost and depraved nature, and that only through faith in Jesus Christ as Savior and Lord can this alienation be removed. (Psalm 51:5; Romans 3:23-24, 5:18-19; Ephesians 2:3-5)

SECTION 4 THE PERSON AND WORK OF THE LORD JESUS CHRIST

We believe in the deity of Jesus Christ, the eternal Son of God, who came into the world that He might manifest God to men, fulfill prophecy, and become the Redeemer of a lost world. To this end, He was born of the Virgin Mary, received a human body and a sinless human nature without ceasing to be God. (Luke 1:30-35; John 1:1, 14, 18; Philippians 2:5-11; Hebrews 4:15)

We believe that, in infinite love for the lost, He voluntarily accepted His Father's will and became the divinely provided sacrificial Lamb and took away the sins of the world. (Romans 3:23-31; I Corinthians 15:1-3; II Corinthians 5:14-19; Hebrews 10:5-18)

We believe that He arose from the dead in the same body, though glorified, in which He had lived and died, and that His resurrected body is the pattern of the body which ultimately will be given to all believers. (John 20:19-20; Philippians 3:20-21)

We believe that He ascended into Heaven and was accepted by His Father, and that the Father's acceptance is a final assurance to us that Christ's redeeming work was perfectly accomplished. (Mark 16:19; Ephesians 1:20-21; Hebrews 1:3-4)

We believe that He became Head over all things to the Church, which is His body, and in this ministry He does not cease to intercede and to be an advocate for the saved. (Ephesians 1:22-23; Philippians 2:6-11; I Timothy 2:3-6; I John 2:1-2)

SECTION 5 THE HOLY SPIRIT

We believe in the personality and deity of the Holy Spirit, the third person of the Trinity, who is eternal and coequal with the Father and the Son.

We believe that Jesus Christ brings people into relationship with Himself and His body, the Church, through the baptism of the Holy Spirit, and that all believers have been baptized with the Holy Spirit. We further believe that the Holy Spirit indwells all believers immediately after they place their trust in Jesus Christ as Savior and Lord. (Matt. 3:11; John 1:33; I Corinthians 12:13; Rom. 8:14-27)

We believe that it is the will and command of God that every believer be filled with the Holy Spirit, and that the spirit-filled life is desirable, valuable, and an issue of obedience for all believers. We further believe that all believers are to walk, be led by, and live in the power of the Holy Spirit. We believe being filled with the Holy Spirit is the result of continuing submission to His divine power and control. (Acts 1:8; Ephesians 5:18; Galatians 5:16-25)

We believe the baptism of the Holy Spirit and the filling of the Holy Spirit are separate, distinct, valid, and valuable ministries of the Holy Spirit. Baptism of the Holy Spirit occurs once and for all at salvation. Being filled with the Holy Spirit may occur simultaneous with salvation, but there should also be subsequent fillings as part of the ongoing ministry of the Holy Spirit in the life of a believer. (Acts 1:8, 2:4, 4:8,31)

We believe the proclamation of the Gospel includes both the eternal power of Calvary and the potential power of Pentecost; the baptizing power of Jesus Christ for salvation because of Calvary, and the filling of the Holy Spirit for service and holy victorious living because of Pentecost. We believe that being filled with the Holy Spirit equips believers for service in the kingdom of God and empowers believers to live a victorious Christian life that glorifies God. We further believe that the evidence of being filled with the Holy Spirit will be the fruit of the Spirit. (Matthew 28:19; Acts 1:8, 2:4, 3:10, 4:8, 4:31, 5:3-4, 20:27; I Corinthians 12:2-6; Romans 5:5 and 8:9-11; Galatians 5:16-25; Ephesians 5:18)

We believe that the Holy Spirit: convicts of sin (John 16: 8-11); glorifies Jesus Christ (John 15:26); regenerates the unsaved (John 3:5-8); indwells the believer (John 14:16-18; 1 Corinthians 6:19-20); comforts the afflicted (John 14: 16; 26); equips the saints with gifts (Romans 12, Ephesians 4 and 1 Corinthians 12); sanctifies (Romans 15:16); unifies the body (Ephesians 4:3); assures us of our salvation (1 John 3:24); and teaches us the Word of God (John 14:17,26).

SECTION 6 SPIRITUAL GIFTS

We believe that Jesus Christ is the sovereign giver of spiritual gifts, which He distributes to all believers through the Holy Spirit in order to help them to function as a member of the church, which is the body of Christ. We further believe that these gifts are given for the perfecting of the saints in the work of the ministry and for the edifying of the body of Christ. (Ephesians 4:7-12; Galatians 3:26-28)

We believe in the perpetuity and continuing ecclesiastical value of all spiritual gifts until the end of this church age, which is consummated by the glorious return of our Lord Jesus Christ. We believe that the exercise or use of any spiritual gift must be

done in accordance with Scriptural principles and under the oversight of the local church. (Romans 12:3-8; I Corinthians 12-14; Ephesians 4:11-12)

SECTION 7 THE PERSONALITY OF SATAN

We believe that Satan, the devil, is the prince of demons and is the declared adversary of God and man. However, when the Lord Jesus Christ died on the cross, He limited the power of the devil and guaranteed the ultimate triumph of God. (Ephesians 2:2; Colossians 2:13-15; 1 Peter 5:8; Revelation 20:10)

We believe in the authority of the believer, through our Lord Jesus Christ, over the enemy, Satan, and the victory to be gained by the exercise of that authority where Satan and sin seeks to oppress believers. (Acts 10:38; Ephesians 1:18-21; 6:10-18; 1 John 2:16).

SECTION 8 SALVATION

We believe that no one can enter the kingdom of God unless born again spiritually, and that the new birth of the believer comes only through confession and repentance of sin and profession of faith in the Lord Jesus Christ, the Son of God. We believe, also, that our redemption has been accomplished by the blood of our Lord Jesus Christ and that this redemption is by the grace of God, an unmerited gift, given in love by God and not the result of any human works. (John 3:7, 18; II Corinthians 5:21; Galatians 3:13-14; Ephesians 2:4-9; Romans 4:4-5, 6:23, 10:9-10, 13).

We believe that upon receiving the Lord Jesus Christ by faith, the believer passes immediately out of spiritual death into spiritual life and into fellowship with God. (John 1:12, 5:24; I Corinthians 1:9).

SECTION 9 ETERNAL SECURITY

We believe that once salvation is accomplished, we and all true believers everywhere shall be kept saved forever. True believers are sealed with the Holy Spirit and are secure in Christ. This security is not found in a place called Heaven, for a third of the angels fell from Heaven. Instead, this security comes only through true faith in the person of Jesus Christ, who declared "No one can snatch them out of my hand." (John 10:28-29; Romans 3:21-24, 8:35-39; Galatians 2:15-16; Ephesians 1:13-14, 2:4-5, 8-9; II Timothy 2:11-13)

We further believe that the Bible does not teach unconditional security. The condition to our security is that we must truly be saved. Someone who claims to be saved, yet lives a life of continual, habitual sin is like the person Paul warned Jude about in Jude 1:4 "They are godless men, who change the grace of God into a license for immorality and deny Jesus Christ our only Sovereign and Lord." The person who lives like that is not saved and is living with a sense of false security. (Romans 6:1-2; Hebrews 6:4-8; 1 John 3:6).

SECTION 10 THE CHURCH

We believe that all who place their faith in Jesus Christ as Savior and Lord are immediately baptized by the Holy Spirit into one, united spiritual body, which is the Church, and that the head of this body is the risen Jesus Christ. We further believe that the task of this body of believers (the Church) is to make disciples in all the world by winning the lost to Christ and equipping them for ministry. We believe that the local church, such as Koinonia Church, gathers together for praise and worship of God, for practical instruction in the Scriptures, for fellowship with other believers, for corporate witness to the unsaved world, and for ministry to one another and to the unsaved. The common spiritual goal of all believers is to grow toward the likeness of Christ. (Matthew 28:18-20; Luke 4:16; Acts 1:8, 2:42-47; Romans 12:4-5; 1 Corinthians 12:12-27; II Corinthians 5:11-21; Ephesians 4:13-16; Hebrews 10:25)

We believe in the autonomy of the local church as an independent entity with regard to matters of government, polity, operation, and discipline. We further believe that the local church is to be governed by a plurality of godly leaders called Core Leaders, and that the qualifications for them are found in I Timothy 3:1-7 and Titus 1:6-9. We also believe that it is the responsibility of every believer to obey the Core Leaders, submitting to them in love, and that some Core Leaders will have the responsibility of preaching and teaching in the local church.

SECTION 11 PRAISE AND WORSHIP

We believe in the formal and intentional praise and worship of Almighty God as a proper spirit-led corporate and individual acknowledgement and response to His person and work. We further believe that God inhabits the praise of His people and that we are commanded to praise the Lord and worship Him. We also believe that worship is the pouring out of all that we are, in adoration to Him for all that He is. (Psalm 22:3; Psalm 46-50; Psalm 150; John 4:23-24)

We believe that our praise and worship of God may express itself in many forms: clapping and shouting (Psalm 47:1); singing (Psalm 95:1-2); bowing and kneeling (Psalm 95:6); lifting hands (Psalm 63:4); dancing (Psalm 149:3); and playing musical instruments (Psalm 150:3-5). We further believe that a true worship experience involves direct communion and fellowship with God, and that every individual should feel free to engage in any and all of these forms of worship, without being disruptive to other believers.

SECTION 12 THE RAPTURE AND THE SECOND COMING OF CHRIST

We believe that Jesus Christ will return to earth, just as He promised, to gather His church, which will include all those who have died in Christ along with all those who are in Christ and alive at the time of his return. We further believe that this Second Coming will occur at a time when no one expects it, and that Jesus will appear in the clouds with great power and glory, just as when He ascended unto the Father. We also

believe that the Rapture and Second Coming of Christ will be followed by a period of great tribulation for those who are not in Christ, which will culminate in the establishment of a heavenly kingdom here on earth, with Jesus as Lord and Ruler over all. (Zechariah 14:4-11; John 14:1-3; I Thessalonians 4:13-18; Titus 2:11-13; II Peter 3:10; Revelation 3:10)

SECTION 13 ETERNAL STATE

We believe that at death the spirits and souls of those who have trusted in the Lord Jesus Christ for salvation pass immediately into His presence and there remain in conscious bliss until the resurrection of the glorified body when Christ comes for his own, whereupon the soul and glorified body shall be reunited and associated with Him forever in glory. All those who rejected Jesus Christ will be eternally separated from God to endure His wrath forever. (II Corinthians 5:6-8; Revelation 20:11-15, 21: 1-27)

SECTION 14 THE RESPONSIBILITY OF BELIEVERS

We believe that all believers should seek to walk by the Spirit, separating themselves from worldly practices and witnessing in their lifestyle through words and deeds to the truths of the Holy Scriptures. We further believe that all believers will stand before the judgment seat of Christ and be rewarded based on their faithful obedience to Him in this life. (Romans 12; 1 Corinthians 3:10-17; II Corinthians 5:9-10; Galatians 5:16-25)

We believe that all believers are instructed in Scripture to hold each other accountable, and that sin and immorality are to be dealt with lovingly and precisely. We further believe that believers are to follow the steps Jesus gave in Matthew 18:15-17 whenever a fellow believer is guilty of sin. We also believe that all church discipline should be redemptive and restorative in nature, and that those guilty of sin should be obedient and submissive to the spiritual leaders God has placed in the church. (1 Corinthians 5:1-5, 12; Galatians 6:1-2; Hebrews 13:17)

SECTION 15 CHURCH ORDINANCES

We believe that the Bible teaches that Jesus established two ordinances, the Lord's Supper and Baptism, and that both of these ordinances are to be observed regularly within the church as a public declaration of salvation through Jesus and in commemoration of His death, burial, and resurrection in victory over Satan, Hell, death and the grave. (Matthew 28:19; Luke 22:14-20; Acts 10:47-48)

We believe that the Lord's Supper is a privilege afforded to all believers in commemoration of our Lord's atoning death on the cross until He returns. Only contrite, repentant believers who have carefully examined themselves should partake of the Lord's Supper. Although the Bible does not set a prescribed time for observing this supper, the church makes the Lord's Supper available on the first Sunday of each month. Jesus simply said, "Do this in remembrance of me." (Luke 22:14-20; Acts 20:7; I Corinthians 11:17-33)

We believe that baptism is not an option for the true believer, but that every believer is commanded in the New Testament to be baptized. We further believe and

that baptism is accomplished by the complete immersion in water of a penitent believer. (Matthew 28:18-20; John 14:15; Acts 2:38)

We believe that baptism by immersion is the only physical act that symbolizes so beautifully and accurately: the death, burial, and resurrection of Jesus Christ (Romans 6:3-5); the cleansing and forgiveness of sins (Acts 2:38); the new birth of the believer (John 3:5); the circumcision of the heart (Colossians 2:11-12); and the evidence of our salvation and identification with other believers (1 Peter 3:21).

BY-LAWS
ARTICLE 1
GOVERNMENT
CHURCH GOVERNMENT

A. Authority and Responsibility

The ultimate authority for the operation of this Church resides in the head of the Church, the Lord Jesus Christ (Ephesians 1:22). For the purpose of carrying out our Lord's will in the life of this Church, the Church as a body (the Congregation) shall have the responsibility to recommend all qualified men in the Church as Lay Leaders (Acts 6:1-4). The Pastor shall recommend all qualified men and women as Leaders and these Leaders may be referred to as "Core Leaders" (Acts 15:22; Titus 3:13; Roman 16:1-2, 12; I Corinthians 16:19). The operating procedures for the Church, Pastor, Core Leaders and Deacons are contained in these By-laws. The Pastor, Core Leaders and Deacons may be referenced to collectively as the Leadership Body.

Whereas governing of the Koinonia Church is vested in the Pastor and Leadership Body, they will seek input when making major decisions in order to receive the opinion and recommendation of the members. Those items requiring a vote by the congregation (Article II. A, 3), shall be acted on by majority vote. No member may vote by proxy. A quorum consists of those present. The Pastor, Core Leaders, Deacons and Congregation will be provided a notice prior to the meeting.

ARTICLE 2
CONGREGATION

A. Responsibility

The Congregation (active voting membership), when meeting as a body in a properly called Church Conference in accordance with the procedures in this Constitution shall have the responsibility to prayerfully find the mind of Christ with regard to:

1. The nomination and election of Core Leaders and Deacons. The selection of the Leaders (Core Leaders) shall be solely at the Senior Pastor's discretion. However, the selection of the Deacons shall be at the Senior Pastor and Leadership Body's discretion.
2. The election or dismissal of the Senior Pastor (only by signed ballot).
3. The recommendation of the Leadership Body relating to major decisions such as the purchase and disposal of real estate, new building programs, and the annual budget before they become effective. All other business shall fall under the direction of the Leadership Body as described in Article II.

4. The adoption of and any changes to the church Constitution and Bylaws.

ARTICLE III QUALIFICATION FOR MEMBERSHIP

A. Permanent Membership

Membership in the Church shall be acquired upon affirmation of personal faith in Jesus Christ as Lord and Savior, believer's baptism, by successful completion of the membership class and by signed agreement on the Membership Profile, which contains purposes, goals, and doctrinal statement of the Church. Membership is contingent upon signing this agreement. This candidate shall be interviewed by the Pastor, Core Leaders, Deacons, and/or by specified representatives as to personal salvation. No church letter of transfer shall be accepted in lieu of the above requirements.

B. Associated Watchcare Members

Anyone who desires to retain their membership in another church outside the city or state, but who is residing temporarily in the area for educational, vocational, military or other purposes as recognized by the Church, may be admitted into the membership of this church in the same manner as prescribed for the permanent membership. Associate watchcare members shall possess the same rights and privileges as the regular members while attending Koinonia Church.

C. Youth and Children Membership

Youth and children may be received as non-voting members of the Church. Once a youth or child becomes 18 years of age, if he or she has confessed faith in the Lord Jesus Christ, must complete the pre-members class in order to become a voting member of the Church.

D. General Attendance

All persons of any faith are welcome to attend the services of the Church, and to enjoy fellowship with the congregation and with each other, as long as they are respectful and not disruptive of the church services. Koinonia reserves the right to remove any person for any reason, as deemed necessary by the Church Leadership Team.

E. Meetings of the Members:

1. ANNUAL MEETINGS:

There shall be at least one annual meeting (Annual Church Conference) of the members of the church, which shall be recorded by the Media Ministry. In this annual meeting, the membership shall receive:

- a. An annual report of the significant actions of the Leadership Body.
- b. Annual reports of the ministerial staff.
- c. The review of the last year's church budget performance.
- d. A copy and review of the next year's proposed budget.
- e. The proposed annual church calendar.

2. SEMI-ANNUAL MEETINGS:
In an effort to maintain a completely informed congregation, the Senior Pastor or his designated appointee may convene a second meeting sometime during the year for a mid-year update to the members. This semi-annual meeting should have a similar agenda to the annual meeting affording the opportunity for membership questions and leadership answers.
3. REGULAR MEETINGS:
Weekly worship and mid-week Bible study along with other regular meetings of the entire congregation may be set and established by the Leadership Body. Notice of all regular meetings shall not be required.
4. SPECIAL MEETINGS:
Other special meetings of the membership may be called by the Senior Pastor either upon his own initiative or in consultation with members of the Leadership Body. The Senior Pastor or Leadership Body shall attempt to give the membership as much notice as possible.

F. Withdrawal and dismissal of members

1. Withdrawal:

- a. Members may withdraw from the Church roll at their own request, or by giving notice that they have joined another church. Such withdrawal requests and any notices or change of church membership shall be recorded by either the administrative staff or membership department and if possible, an acknowledgement letter sent to the withdrawing member.
- b. The Church may also change the status of a church member from active to inactive on the church membership roll if attempts to contact the member in person, by telephone, and by mail have all failed and there is no other record of attendance and giving for a period of at least twelve (12) months. No person designated as "inactive" on the church membership roll shall be allowed to vote on any issue concerning the Church.

2. Discipline and dismissal:

In harmony with the scriptural teaching of the Christian faith, discipline must be a functional part of the Church (Matthew 18:15-18; Galatians 1:1-9; II Thessalonians 3:11-14; I Corinthians 5). Any member who knowingly holds false or heretical doctrine or who knowingly lives inconsistently with Christian biblical profession, or who knowingly would disturb the unity and peace of the Church shall be reported to the Senior Pastor and Core Leaders. Either the Senior Pastor and/or the Core Leaders may investigate and oversee any disciplinary action in accordance with Matthew 18:15-17. After prayerful consideration, and due process as interpreted by the Senior Pastor and Core Leaders, any person may be dismissed from the Church roll and membership by majority vote of the Leadership Body.

3. Restoration of dismissed members:
The Leadership Body also has a right to restore dismissed members who give satisfactory evidence of repentance (II Corinthians 2:6-8). Such membership restoration occurs only by majority vote of the Leadership Body, which shall advise the penitent member of restoration.
4. When disagreements arise between members, the Church shall have the right to convene with a church arbitrator court in order to settle the dispute (I Corinthians 6). Members shall be expected to abide by the decision of such Church court in order to remain in good standing with the Church.

ARTICLE IV CORE LEADERS

The Core Leadership shall have the responsibility for, and the direction of, all of the ministries of the Church including the pulpit ministry, the finances and the facilities of the Church. (I Thessalonians 5: 12-13; Hebrews 13: 17)

A. Qualifications of the Core Leadership

Qualifications of the Core Leadership shall be in accordance with the Biblical teaching established in the New Testament, that is, a Core Leader must have a reputation which is above reproach, be temperate, prudent, respectable, hospitable, and able to teach, not be addicted to strong drink, not self-willed, not be quick tempered, and not be quarrelsome or combative. The Core Leaders must be free from the love of money, a lover of what is good, a just and devout follower of the teaching, doctrine and principles of Jesus Christ, and must not be a new convert to the faith. Core Leaders must be active in attendance, giving and service for a minimum of two (2) years.

B. Purpose, Powers and Authority

1. Government:

The business activities and affairs of the Church shall be governed by the Core Leadership or qualified appointees, who shall be ultimately responsible to the Senior Pastor and Core Leaders. The Core Leadership shall oversee the congregation and the direction of all of the ministries of the church, including the pulpit ministry, the finances, and the facilities of the Church (Hebrews 13:19). These decisions must reflect a clear biblical perspective in the best interest of the Church and must be voted upon by the Core Leadership or Leadership Body. The Core Leaders, or other individual authorized by the Core Leaders, along with the Church Administrator and the Secretary of the corporation, shall have the authority to execute documents, deeds, contracts, and any other legal papers necessary to transact the business of the Church, when authorized by the Core Leaders to do so. The original or duplicate copy of the signed and dated Core Leaders meeting minutes shall be the official record of all action by the Core Leaders, and shall serve as proof of authorization by the Core Leadership.

2. Pulpit Ministry:

The Core Leaders shall make provisions for the ministry of the pulpit if the Senior Pastor fails to do so, or in his absence.

3. Funds of the Church:

The Core Leaders shall be responsible for ensuring that the funds of the Church are received and distributed in accordance with the purpose and goal of the Church, as stated in Article II of the constitution. The Finance Ministry shall be accountable to the Core Leader for the execution of this responsibility.

4. Salaries, Remuneration, and Expenses:

The Core Leaders, or their designated representatives, shall set and structure rules and guidelines to determine the salaries and reimbursements for all pastors, staff, and financial recipients of the Church. The budget will be presented to the Church Congregation for approval before becoming effective.

5. Conservation of Church Property:

The Core Leaders shall make provisions for the conservation and maintenance of the property, both real and tangible, of the Church.

C. Composition of Core Leaders and term of Core Leaders:

1. Number of Core Leadership Body:

The active Core Leadership body shall be composed of no less than three (3) and no more than seven (7) men and women. The number of active Core Leaders required for service shall be determined by the Senior Pastor and the Core Leaders. The number of Core Leaders may be decreased or increased by amendment of these By-Laws, but the number can never be less than three (3).

2. Term of Office of Core Leaders:

The term of office of each Core Leader shall be for two (2) years. A Core Leader may succeed himself in office for up to two, two year terms, at which time the Core Leader shall rotate off for at least one year before becoming eligible again for service as a Core Leader.

D. Nomination Appointment:

1. Nomination of Core Leaders:

Beginning the first Sunday in April of each year, Core Leadership nomination forms will be made available to all Core Leaders, with instructions that these forms are to be returned to the church office no later than the fourth Sunday in April.

2. Assessment:

The Core Leadership, in consultation with the Pastor, shall prayerfully consider all names submitted for election as Core Leaders in light of the scriptural qualifications, along with the general leadership requirements of

Koinonia Church. This initial assessment shall be concluded at the May Core Leadership meeting. Following the May Core Leadership meeting, each nominated person who appears eligible to serve as a Core Leader, shall be interviewed personally by the Senior Pastor and/or an Associate Pastor, along with the Core Leadership body, to determine whether the individual meets all of the qualifications to serve as a Core Leader and whether the individual is willing to serve as a Core Leader. This interview process shall be concluded on or before June 30 of each year.

3. Election:

At the July Core Leadership's meeting, the Core Leadership Team shall elect the required number of individuals eligible to serve as Core Leaders. Election as an Core Leaders shall be by the vote of two thirds of the active Core Leaders present at the July Core Leadership meeting.

4. Core Leaders Retreat:

All newly elected Core Leadership shall be required to attend the annual Core Leadership retreat and complete any other training that is offered in order to serve as a Core Leader for the next two year.

5. Presentation to the Body:

Each year, the Pastor shall present the new Core Leadership Team to the congregation at the Annual Church Conference.

E. Quorum of the Core Leadership Body

The quorum necessary to conduct the business of the Core Leadership must be a majority of the active members of the Core Leadership, at least two-thirds (2/3). There can be no quorum if less than two (2) Core Leaders are present in attendance at a meeting. The proxy of a Core Leader shall not constitute attendance for the purpose of a quorum. The Core Leader chairing the Core Leadership meeting shall be responsible for determining whether a quorum is present at every Core Leadership meeting before conducting any business.

F. Voting by the Core Leadership Team

1. Voting:

Any action by the Core Leadership to conduct any business of the Church shall require a two-thirds vote of the active Core Leaders at a regular or specially-called Core Leadership meeting, a quorum being present. However, it is to be noted that unanimity should be sought on every issue decided by the Core Leadership.

2. Proxy:

A Core Leader may vote by proxy, executed in writing, including the date, and filed with the Core Leadership before the meeting is called to order. However, such proxy shall not be counted toward the majority attendance required for a quorum. The written proxy must include the reason for the Core Leader's absence. Such absence must be accepted by the Core Leadership, by a two-thirds vote before the proxy is accepted. No proxy shall be valid after three months from the date of its execution. A proxy is

valid only for a specific issue and only for the specific meeting for which it was executed.

G. Officers of the Body

1. Chairman of the Core Leadership:

a. Appointment of the Chairman:

The Senior Pastor shall serve as Chairman of the Core Leadership.

b. Duties of the Chairman:

The Chairman shall preside over all meetings of the Church and/or Core Leadership Meetings and over all Congregational Business Meetings and shall set the agenda for all Core Leadership meetings. The Chairman of the Core Leadership cannot serve simultaneously as Secretary & Treasurer.

2. Vice-Chairman of the Core Leadership Team:

a. Appointment of the Vice-Chairman:

The Pastor/Chairman shall recommend a Core Leader to function as Vice-Chairman for approval by the Core Leadership.

b. Duties of the Vice-Chairman:

The Vice-Chairman shall preside over the meetings in the absence of the Chairman, or when designated by the Chairman to preside over the meetings. He may be authorized by the Chairman to act in the Chairman's place and behalf as an ex-officio member of any committee designated by the Chairman.

He shall insure that all business brought before the Core Leadership will be handled in compliance with the Constitution and By-Laws of the Church.

3. Secretary of the Core Leadership Team;

a. Appointment of the Secretary:

The secretary shall be appointed by the Core Leadership and may be a Core Leadership member or an appointee.

b. Duties of the Secretary:

The Secretary shall prepare, preserve, keep and maintain the written records, resolutions, and minutes of all Core Leadership meetings and other proceedings of the Core Leadership. The Secretary shall also prepare, preserve, keep and maintain the records of the Annual Church Conference and other properly called business meetings. All such records shall be kept and maintained at the Church offices. The Core Leadership body may delegate each of these functions to employees or other agents of the Church.

4. Treasurer of the Core Leadership:

a. Appointment of the Treasurer:

The Treasurer shall be the chairperson of the Finance Ministry.

b. Duties of the Treasurer:

The Treasurer shall be responsible to the Core Leadership for interfacing with the Church personnel for the receipt and distribution of Church funds. The Treasurer, with the aid and assistance of the Minister of Finance and Chairman of the Finance Committee, shall make financial reports to the Core Leadership team and to the Church when requested to do so by the Core Leadership.

5. Senior Pastor:

a. Nomination of the Senior Pastor:

1. The Core Leadership shall appoint a pastor search committee, composed of representative members of the congregation and chaired by a Core Leader, to seek candidates for the position of Senior Pastor. This pastor search committee shall recommend candidates for the office of Senior Pastor to the Core Leadership.
2. The candidates for Senior Pastor shall be nominated by a two-thirds vote of the Core Leadership, a quorum being present. He shall there after be recommended for election to the members of the Church at a meeting for that purpose.

Any Candidate for Senior Pastor must meet the qualifications, stated in these bylaws under Election and Calling of the Senior Pastor.

b. Qualifications:

The qualifications for the Senior Pastor shall be as follows:

- Of the male gender
- Education level of Masters degree in field of theology or higher
- Seven (7) years or more of ministerial experience
- Reference letters supporting experience
- Must meet the criteria of Timothy 1:3

c. Election and Calling of the Senior Pastor:

After the nomination and recommendation of the Senior Pastor by the Core Leadership, he shall be elected by a majority vote of those members present at a congregational meeting called for the purpose of electing the Senior Pastor. This meeting shall have been announced by a written notice found in the church bulletin and posted on the premises, not less than fourteen (14) days prior to said meeting. Should the candidate receive less than a majority vote of the members present, the matter of nomination and election shall be returned to the Nomination Council for further consideration and then back to the Core Leadership team.

After the recommendation by the pastor search committee and the nomination by the Core Leadership, a candidate for Senior Pastor shall be elected by more than three-fourths (3/4) of those members present at a congregational meeting called for the

purpose of electing the Senior Pastor. This meeting shall have been announced by a written notice found in the church bulletin and posted on the premises, not less than fourteen (14) days prior to said meeting, along with verbal announcements during all Sunday morning services within that same period. Should the candidate receive less than the required vote of the members present, the matter shall be returned to the pastor search committee for further consideration of other candidates.

d. Responsibilities of the Senior Pastor:

- 1) The Senior Pastor shall be the recognized leader, chief administrator of the Church. He shall be responsible for providing general guidance to the Church and overseeing the implementation of its policies. He is a member of the Core Leadership and he can hold any office in the Core Leadership except the office of Treasurer and Secretary.
- 2) As the chief administrator of the Church, the Senior Pastor shall have responsibility for the general oversight, coordination, administration, and operation of all programs and personnel of the Church.
- 3) It shall be the duty and obligation of the Senior Pastor to be the primary teacher of the Word of God as contained in the Old and New Testaments and to oversee the spiritual ministry of the Church, which shall include but not be limited to the administration of the ordinances and direction of worship service.
- 4) The Senior Pastor shall be an ex-officio member of each and every body, ministry, council and committee of the Church.

e. Dismissal of the Senior Pastor:

- 1) The Core Leadership may act to terminate the services of the Senior Pastor for reasons which include but not limited to unscriptural teaching or unmoral and/or illegal conduct in the Church. A council made up of at least two Core Leadership members and optional inclusion of not more than three congregational members shall be appointed by the Core Leadership to investigate and validate the allegations and report their findings to the Core Leaders.
- 2) The Senior Pastor may not be prohibited from attending the meeting of the Core Leaders, called to consider the termination of the Senior Pastor but he shall have no right to vote at each meeting either in person or by proxy. His

duties at such meetings shall be assumed by the Vice Chairman.

- 3) Before such action of removal is taken, the Core Leaders shall allow the Senior Pastor to speak to the Core Leaders in his own defense.
- 4) Only upon the completion of the investigation and a validation and verification of the allegations will a complete written report then be presented to the Congregation.
- 5) The removal proceeding will be handled by the Core Leadership (I Corinthians; I Timothy 3:17:20)
- 6) Removal of the Senior Pastor shall require the vote of three-fourths (3/4) of the active members of the church voting members.

Upon removal of the Senior Pastor, a complete and written report will be available for review in the church office. The report of the removal proceeding will be prepared by the Core Leadership.

H. Meeting of Core Leaders

1. Regular Meetings:

The Core Leaders shall meet at least four times annually, but may meet more often if necessary to properly oversee and conduct the business of the Church.

2. Special Meetings:

- a. The Chairman of the Core Leaders may call a special meeting of the Body when necessary or expedient. In the absence of the Chairman and with his approval) or in the event of the disability or removal of the Chairman, the vice-Chairman of the Core Leaders may call a special meeting of the Core Leaders when necessary or expedient.
- b. Three (3) or more Core Leaders may by a joint act call a special meeting of the Core Leaders to consider business which they deem necessary to be considered by the Core Leaders. Such joint action shall state in writing the purpose of the meeting and shall be signed by all three Core Leaders.

3. Congregational Participation in Meetings:

One or more members of the congregation may request to address the Core Leaders in person on a specific issue. All requests for permission to address the Core Leaders must be made at least 14 days prior to the meeting at which the issue of interest is to be discussed and must be granted by the Core Leaders if the issue is to be heard. Notice will then be given to the person(s) making the request as to if and when they may address the Core Leadership team.

4. Actions of the Core Leaders:

- a. Requirements for action with meeting:

Any action of the Core Leaders may be taken without a meeting if unanimous consent shall be reached among all the members of the Core Leadership entitled to vote. Action taken in this manner shall be recorded in the official minutes of the next meeting of the Core Leaders.

b. Limits of action without meeting:

The terms of the preceding paragraph shall not apply to any items listed in Article II, A.

I. Records of the Meetings

1. Written records, resolutions, and minutes of the proceedings of the Core Leaders shall be maintained at all times and shall be kept at the office of the Church.
2. It shall be the duty of the Secretary of the Core Leadership to prepare and maintain the written record, resolutions, and minutes of all Core Leadership meetings.
3. The Vice-Chairman and the Secretary shall sign each page of the official minutes of the Core Leadership meetings. The date the minutes were approved shall also be included on each page of the minutes.
4. All written records concerning the business of the Church shall be open for inspection by church members upon request. The Secretary of the Core Leadership will then make the records available.

J. Reports of the Core Leaders to the Church

1. Annual Report of the Core Leaders:
Each year at the Annual Church Conference, the Vice-Chairman of the Core Leaders shall report to the Church all significant actions of the Core Leaders.
2. Other Reports of the Core Leaders:
The Vice-Chairman of the Core Leaders will make other reports of the actions, business and status of the Church at any other meeting as required by the Constitution and By-Laws of the Church.

K. Resignation and Dismissal of Core Leaders

1. Resignation of a Core Leader:
The resignation of a Core Leader from office shall be in writing, subscribed by the individual and submitted to the Core Leaders. If personal illness, infirmity, or other inability to serve prohibits a Core Leader from tendering his own resignation, another Core Leader may act on the individual's behalf in submitting the resignation from office.
2. Dismissal of a Core Leader from Office:
 - a. Removal of a Core Leader other than the Senior Pastor:

If for any reason, whether for unfaithfulness, immorality, illegal conduct or other cause, the Core Leadership body shall deem it necessary or

desirable to remove a Core Leader from office, the Core Leaders shall select and appoint a council of at least two (2) Core Leaders and optional inclusion of no more than three (3) congregational members, to inquire into, investigate and examine the validity of the reason or cause for removal. The Core Leader made the subject of such inquiry shall not have the power to vote and shall not cast a vote at any meeting relating to such inquiry or removal from office.

After such inquiry the council shall make a written report of its recommended action to the Core Leadership body. If the council recommends removal of the investigated Core Leader from office, a vote of three-fourths (3/4) of the active Core Leaders at a regular or specially-called Core Leadership meeting is required to remove such Core Leader from office. Before such vote is taken, the Core Leaders shall allow the Core Leader to appear and speak to the Core Leadership body in his own defense.

L. Vacancies of the Core Leaders

1. When a vacancy (other than Chairman/Senior Pastor) occurs in the Core Leadership body, such vacancy shall be filled according to the procedures for nomination and election of Core Leaders outlined in these By-Laws.

ARTICLE V DEACONS AND DEACONESSES

A. Qualifications of Deacons and Deaconesses

1. The qualifications of Deacons/Deaconesses shall be in accordance with the guidelines established in I Timothy 3:8-13. Deacons/Deaconesses are to be persons worthy of respect, sincere, non abuser of alcoholic drink as a beverage and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested, and then, if there is nothing against them, let them serve as Deacons/Deaconesses. In the same way, their spouses are to be worthy of respect, not malicious talkers but temperate and trustworthy in everything. A Deacon/Deaconesses must have but one spouse must manage his or her children and household well. Those who have served well gain an excellent standing and grant assurance in their faith in Christ Jesus.
2. In addition, anyone who serves as a Deacon or Deaconess must meet the qualifications contained in the Leadership Covenant of the Church, indicating their agreement by signing this Leadership Covenant.

B. Purpose

The purpose of the Deacon or Deaconess is to assist in serving the needs of the members of the Church.

C. Duties and Responsibilities

The duties of the Deacon or Deaconess are to take a leadership role in their specific ministry in meeting the physical, material, and temporal needs of the members, to encourage and develop individual moral and spiritual character, to guard the unity of the Spirit with the Church and to perform other duties and responsibilities delegated and prescribed by the Senior Pastor or the Core Leaders when necessary.

D. Nomination, Appointment and Election of Deacons /Deaconesses

1. Nomination:
Deacons/Deaconesses shall be nominated the congregation.
2. Approval
Final approval of the nominated individual(s) will be provided by the Senior Pastor and Core Leadership team.
3. Upon approval, such Deacons/Deaconesses shall be placed on a trial and training period for an unspecified period of time. The Core Leader assigned to that Ministry shall oversee and administer this program.

F. Resignation and Removal

1. Resignation of Deacons
The resignation of a Deacon/Deaconess shall be in writing, self-subscribed and submitted to the Senior Pastor.
2. Removal of Deacons/Deaconesses
If, for any reason, whether for unfaithfulness, immorality, illegal conduct or other cause, it is deemed necessary to remove a Deacon/Deaconess, the Staff Ministry Head shall discuss the matter with the assigned Core Leader and with the Senior Pastor and obtain their advice and approval before doing so.

**ARTICLE VI
MINISTRIES AND COUNCILS**

MINISTRIES

A. Scope

The Church shall have at least five (5) areas of ministry as listed in the Church Constitution, whose purposes are outlined below:

a. Worship

To provide for meaningful and biblical praise, worship and prayer, and to administer the ordinances of baptism and the Lord's Supper.

b. Congregational Care

To promote the interpersonal caring and sharing of God's people one to another as an outgrowth of our fellowship with God (Acts 2:42)

c. Christian Education

To promote learning from the inerrant word of God among God's people and a response of personal obedience to Scripture (Ephesians 4:11-13; Colossians 1:28).

d. Evangelism

To present the Gospel of the Lord Jesus Christ at home, in the community and abroad to those whom have not accepted Him as their personal Savior (Matthew 28:19-20).

e. Administration

To promote the effective execution of the above ministries and the orderly operation of the Church (I Corinthians 14:40).

The ministerial staff, with the approval of the Senior Pastor, will determine the number, structure, and makeup of those ministries.

B. Ministry Leadership

Each of these five (5) ministry areas shall be supervised by one or more qualified appointees. Whenever possible, the appointee(s) shall be compensated members of the staff.

C. Ministry Operation

The functional operation of each Ministry shall be the responsibility of the Ministry Head.

COUNCILS

A. COUNCILS

1. Purpose

Koinonia Church believes that membership input and involvement is critical to the effective leadership and operation of the ministries and administration of the Church. Therefore, the Core Leaders shall appoint, with input from ministry heads, church members to Councils to advise Core Leaders in the development of church policies and church staff and in the implementation of church policies.

2. Scope

Councils will have an advisory character. The nature of each council is determined by the Core Leaders. The Core Leaders also approves the guidelines governing the operation of each church council.

The ministry heads and Church Administrator shall be a member of the respective council representing their area.

Administratively the council interfaces with the Core Leader assigned to oversee that area of ministry.

B. Qualifications of Council Members

Each member of a church council must have accepted Jesus Christ as their personal Savior and must be a member of this church of, at least, one year, a tither and a regular attendee Bible Study and Sunday School. Members must also understand the vision of Koinonia Church and demonstrate consistent commitment to the Constitution, purposes, goals, and programs of Koinonia Church.

C. Revision of Council Status

The Core Leadership may change a council status including abolishing the council or make any other changes deem necessary.

COUNCIL FUNCTIONS

A. The Functions of the Worship Council

1. The Council shall review all aspects of worship for continuous improvement, including music, facility appearance, promotion of worship service, and seating arrangement.
2. The Council shall give special attention to sound system, speakers, lighting, sermon tapes, audio/video applications, and sanctuary enhancements.

B. The Functions of the Congregational Care Council

1. The Council shall observe ministry issues, activities, menu, events, participation, guest speakers, fellowship sites and provide suggestions for designing, developing and coordinating the overall Fellowship Ministry.
2. The council will assist in designing and sponsoring activities to help members adjust to their new life at Koinonia.
3. The council will make recommendation of activities to help introduce members to the different ministries in the church.
4. The council will provide recommendations regarding the overall operation of the ministry.
5. The council will provide feedback on the best practices of the ministry.

C. The Functions of the Christian Education Council

1. The Council will address the goals, deficiencies, problems and effectiveness of the ministry.
2. The Council will work to promote the efforts of individual ministries within the body and give input in the outreach ministries such as Daycare and Parent's Day Out.
3. The Council shall give special emphasis to facilitating a coordinated approach to youth, children and adult programs of Bible study, Christian applications in all the church educational activities, as well as education of the family unit.
4. The Council will help provide information for the monthly newsletter to strengthen the line of communication to the congregation concerning the educational opportunities available to them.

D. The Functions of the Evangelism Council

1. The Council shall make recommendations as needed in designing, developing and coordinating the overall Fellowship Ministry.
2. The Council shall assist in reviewing policies regarding missions, evangelism and other related programs of home and world outreach.
3. The Council shall assist in designing and sponsoring missions and evangelism activities within the Church family.

E. The Functions of the Administrative Council

1. The Council shall advise and provide support and financial expertise in developing systems to allow prudent practices in the business affairs of the Church.
2. The Council shall advise on safeguards, audits, controls and insuring sound accounting practices by individuals directly involved in collecting and disbursing monies, general funds and special funds of the Church.
3. The Council shall advise and provide expertise in developing the human resource management systems, personnel practices and procedures, wage and salary studies to insure up to-date employment practices for Church employees.
4. The Council shall provide support as needed for facilities and property management.
5. Other councils reporting directly to the Administrator shall be appointed as deemed necessary.

**ARTICLE VII
RECORDS**

A. Maintenance of Records

The Church through action of the Core Leadership or the duly appointed officer, or proper delegation to one or more members of the Church shall keep correct and complete financial, administrative, and other records including minutes of the proceedings of its meetings of the Core Leaders, committees and members having authority of the Core Leaders and shall keep at its principle office a record of the names and addresses of its members entitled to vote.

B. Inspection of Records

Upon request, any member may inspect specific records of the Church (excluding personnel records), provided such inspection is conducted at a reasonable time with a Ministerial staff member present, unless it has been determined by the Core Leaders that the showing of such records might be detrimental to an individual member(s).

C. Revision of Membership Records

Membership records are maintained in an ongoing basis. Visitors and new members are added weekly, and members are classified as "inactive members" as outlined in Article III. F. 1. b.

ARTICLE VIII
ADOPTION AND ADMENDMENTS OF CONSTITUTION AND BYLAWS

A. Adoption

1. The Constitution and Bylaws shall be considered adopted and in immediate effect when three-fourths of the members present at any regular or specially called business meeting approve it.
2. No vote to adopt the Constitution and Bylaws shall be taken less than 14 days after written copies of the Constitution and Bylaws have been published and made available to the church members for review.
3. Notice of such publication and availability, along with the date and time for the vote on the Constitution and Bylaws shall be made by verbal announcement during regularly scheduled services and printed announcements in the church bulletin.

B. Amendment

1. Amendments to the Constitution and Bylaws may be proposed by any church member by submitting their proposal in writing at the church office to the attention of the Core Leaders.
2. All proposed amendments will be reviewed by the Core Leaders, or a committee appointed by the Core Leaders, to deliberate and recommend at the next regularly scheduled business meeting or as soon as practical, whether the proposed amendment should be adopted or not adopted.
3. If the recommendation is to adopt the proposed amendment, the same rules that pertain to adoption of the Constitution and Bylaws shall apply.