

## **LIVING FAITH FELLOWSHIP BYLAWS**

Elder Board Approved: **August 13, 2026**

Membership Adopted: **August 30, 2026**

### **PREAMBLE**

Living Faith Fellowship maintains a Statement of Faith, Church Covenant, and Bylaws. Together, these documents assist in biblically organizing and conducting the ministries entrusted to the church by the Lord Jesus Christ. While these documents provide structure and guidance, they are effective only through the leadership, guidance, and power of the Holy Spirit.

Therefore, acknowledging our complete dependence upon God, we establish these Bylaws for the governance and ministry of Living Faith Fellowship.

### **DEFINITIONS**

For purposes of these Bylaws, the following terms shall have the meanings set forth below:

#### **Member**

A **Member** is an individual who has satisfied the qualifications for Membership set forth in these Bylaws, has been approved by the Elder Board, and has been received into the Membership of Living Faith Fellowship through affirmation by the Membership.

#### **Membership**

The **Membership** is the collective body of all active Members of Living Faith Fellowship. The Membership exercises those responsibilities specifically assigned to it by these Bylaws, including the calling of Pastors, the election of Elders and Deacons, approval of the annual budget, amendments to these Bylaws, and other matters requiring Membership action.

#### **Members Meeting**

A **Members Meeting** is a duly called meeting of the Membership convened for the purpose of conducting church business requiring Membership action in accordance with these Bylaws. A **Special Members Meeting** is a meeting called for the consideration of one or more specific matters identified in the meeting notice.

### **Affirmation**

**Affirmation** is the formal recognition and welcoming of an individual into the Membership of Living Faith Fellowship by the Membership at a duly called Members Meeting.

Affirmation acknowledges that the Elder Board has examined and approved the individual's profession of faith, testimony, qualifications for Membership, and agreement with the Statement of Faith and Church Covenant.

### **Called**

**Called** refers to the action by which the Membership, upon the unanimous recommendation of the Elder Board, extends an indefinite call to an individual to serve as Senior Pastor or Staff Pastor. A pastoral call reflects both the spiritual nature of pastoral ministry and the confidence of the Membership in the individual's qualifications and gifting.

### **Elected**

**Elected** refers to the action by which the Membership, upon the recommendation of the Elder Board, selects qualified individuals to serve in the offices of Elder or Deacon. Election follows the nomination, examination, and Membership review processes established by these Bylaws.

### **Appointed**

**Appointed** refers to the action by which the Elder Board designates individuals to serve in positions or assignments that do not require election or a Membership call, including Ministry Staff positions, committees, ministry teams, officers of the Elder Board, and other responsibilities authorized by these Bylaws or the Policies and Procedures of Living Faith Fellowship.

### **Active Member**

**Active Member** refers to a Member who remains in good standing, has not been designated inactive by the Elder Board, and retains all rights and privileges of Membership, including voting privileges.

## **ARTICLE I**

### **PURPOSE AND MINISTRY**

#### **Section 1.1 - Purpose**

Living Faith Fellowship exists by the grace of God and for the glory of God. The ultimate purpose of the church in all its ministries and activities is to glorify God individually and collectively in obedience to His Word (1 Corinthians 10:31).

Living Faith Fellowship is a body of professing Christians united through faith in Jesus Christ and committed to worshipping God, proclaiming the Gospel, making disciples, equipping the saints for the work of ministry, and advancing the Kingdom of Christ among all peoples. As a gathering and training ground for believers, the church seeks to cultivate spiritual maturity, faithful service, and Christ-centered community in fulfillment of the Great Commission and the Great Commandment.

Living Faith Fellowship shall operate exclusively for charitable, religious, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and the applicable laws of the State of Oregon. Living Faith Fellowship may, at the direction of the Elders, apply for and receive 501(c)(3) designation from the Internal Revenue Service.

#### **Section 1.2 - Ministry Goals**

The ministry of Living Faith Fellowship shall pursue three primary objectives:

##### ***A. Evangelism***

To proclaim the Gospel and introduce people to the grace of God through faith in Jesus Christ.

##### ***B. Discipleship***

To build believers toward spiritual maturity through biblical teaching, fellowship, worship, and service.

##### ***C. Leadership Development***

To identify, equip, and develop leaders who will serve Christ within this church and throughout the world.

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 2.1 - Membership Qualifications**

Membership shall be available to individuals who:

1. Have professed faith in Jesus Christ as Savior and Lord.
2. Have been baptized by immersion.
3. Desire to fellowship with Living Faith Fellowship.
4. Complete the Membership Application.
5. Affirm the Church Statement of Faith and Church Covenant.
6. Complete the New Members Class.
7. Participate in an interview with a member or members of the Elder Board.
8. Be recommended for Membership upon approval of the Elder Board.

Applicants approved by the Elder Board shall be presented to the Membership at a duly called Members Meeting. Unless a biblical concern regarding the applicant's qualifications is brought to the Elder Board before or during the Members Meeting, the applicant shall be received into the Membership of Living Faith Fellowship by affirmation of the Membership.

#### **Section 2.2 - Voting Privileges**

Voting privileges shall be extended to active Members who are eighteen (18) years of age or older.

All matters requiring Membership approval must first be approved by the Elder Board.

Unless otherwise specified in these Bylaws, all matters shall be approved by a simple majority of votes cast.

Notice of any Membership vote shall be provided at least two (2) weeks prior to the scheduled meeting. Mail service, email, church website, and church text messaging services may be used to announce the date and subject of the Members Meeting.

Voting in a Members Meeting may be conducted by secret ballot and votes shall be tallied by the Elders or their designee. Results of the vote shall be announced during the Members Meeting.

#### **Section 2.3 - Matters Requiring Membership Approval**

The Membership shall vote on:

1. Calling a Pastor.

2. Election of Elders.
3. Election of Deacons.
4. Annual Budget approval.
5. Amendments to these Bylaws.
6. Acquisition, sale, lease, or encumbrance of real property.
7. Church indebtedness.
8. Dissolution of the church.
9. Other matters presented by the Elder Board.

#### **Section 2.4 - Inactive Membership**

Members who become unable to participate regularly due to mental or physical health circumstances may be designated as inactive by the Elder Board.

Inactive Members shall not retain voting privileges.

#### **Section 2.5 - Termination of Membership**

Membership shall terminate upon:

1. Death.
2. Request by a Member in good standing.
3. Removal through church discipline.

#### **Section 2.6 - Church Discipline**

The purpose of church discipline shall always be repentance, restoration, and reconciliation in accordance with Matthew 18:15-18.

When it is necessary to bring a Member under church discipline, the Elder Board shall initiate the church discipline process and follow the guidance of Scripture (Matthew 18:15-18 and 1 Corinthians 5) and the Holy Spirit. This process is initiated on a case-by-case basis as the Elder Board becomes aware of a matter and in accordance with the church's Policies and Procedures.

If a Member remains unrepentant, the Elder Board may recommend termination of the individual's Membership. Upon the recommendation of the Elder Board, the Members may terminate Membership by affirmative vote at a duly called Members Meeting.

## **ARTICLE III**

The biblical offices in the Church shall be Elders and Deacons, but final earthly authority is vested in the assembled Membership.

### **ELDERS**

#### **Section 3.1 - Purpose**

The Elder Board is entrusted by God with the spiritual oversight, governance, and shepherding of Living Faith Fellowship. As undershepherds of Jesus Christ, the Elders are called to lead the church through prayer, the faithful teaching and defense of God's Word, the exercise of biblical wisdom, and the care of the Membership. Their leadership shall be characterized by humility, servant leadership, spiritual maturity, and faithfulness to Scripture.

The Elder Board shall provide vision, direction, accountability, and oversight for the ministries and resources of Living Faith Fellowship, ensuring that the church remains faithful to its mission, Statement of Faith, Church Covenant, and governing documents. In all matters, the Elder Board shall seek the unity of the Membership, the advancement of Christ's Kingdom, and the glory of God.

#### **Section 3.2 - Composition**

The Elder Board shall consist of no fewer than five (5) men who satisfy the biblical qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9.

The Senior Pastor and Staff Pastors shall serve as voting members of the Elder Board.

A majority of the Elder Board shall consist of non-staff Elders.

No Elder may simultaneously serve as a Deacon.

All Elders must be Members of Living Faith Fellowship.

#### **Section 3.3 - Responsibilities**

The Elder Board shall:

1. Provide spiritual oversight of the church.
2. Shepherd and care for the Congregation.
3. In keeping with the principles set forth in Acts 6:1-6 and 1 Peter 5:1-4, devote themselves to prayer and the ministry of the Word.
4. Guard doctrine and promote sound teaching.
5. Oversee ministry strategy and church resources.
6. Supervise and evaluate pastoral staff.

7. Adopt and amend the church's Policies and Procedures.

### **Section 3.4 - Officers**

The Elder Board shall elect a Chair and Vice Chair from among its members.

#### ***Chair***

The Chair shall:

1. Preside over Elder meetings.
2. Preside over Members Meetings.
3. Serve as liaison to Pastors and Deacons.
4. Perform duties assigned by the Elder Board.

#### ***Vice Chair***

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

### **Section 3.5 - Nomination and Election**

Members may recommend qualified individuals to the Elder Board for consideration as Elder candidates. In addition, any Member who believes he meets the biblical qualifications for the office of Elder as set forth in 1 Timothy 3:1-7 and Titus 1:6-9 may nominate himself for consideration by the Elder Board.

The Elder Board shall prayerfully evaluate each candidate's biblical qualifications, character, spiritual maturity, willingness to serve, and suitability for the ministry needs of the church.

A candidate must receive unanimous approval from the Elder Board before being presented to the Membership for consideration.

The Elder Board shall provide the Membership not less than thirty (30) days to become acquainted with the candidate and provide prayerful input regarding the candidate's qualifications. Members are encouraged to speak personally with the candidate and to communicate any concerns privately to the Elder Board. The Elder Board shall carefully consider all input received before proceeding with the election process.

A candidate shall be elected as an Elder upon receiving not less than seventy-five percent (75%) approval of the Members present and voting by secret ballot at a duly called Members Meeting or Special Members Meeting.

Following election, the Elder shall be publicly recognized, prayed over, and commissioned during a corporate worship service.

### **Section 3.6 - Terms**

Non-staff Elders shall serve a term of three (3) years.

At the conclusion of a first term, an Elder may be nominated by the Elder Board for one additional consecutive three-year term. The nomination shall be presented to the Membership and shall require approval by at least seventy-five percent (75%) of the Members present and voting at a duly called Members Meeting.

After serving two consecutive terms, an Elder shall step down from the Elder Board for a period of at least twelve (12) months before being eligible for nomination to serve again.

The Senior Pastor and Staff Pastors shall serve as Elders and shall not be subject to term limits.

### **Section 3.7 - Quorum**

A majority of currently serving Elders shall constitute a quorum.

Unless otherwise specified in these Bylaws, actions of the Elder Board shall require approval by a majority vote of those present.

### **Section 3.8 - Resignation, Temporary Removal, and Permanent Removal**

An Elder may resign at any time by submitting written notice to the Elder Board.

Members may communicate concerns regarding an Elder to the Elder Board. Whenever questions arise regarding the continued service of an Elder, the Elder Board shall prayerfully consider the matter and, within sixty (60) days, determine an appropriate course of action consistent with Scripture, these Bylaws, and the Policies and Procedures of Living Faith Fellowship.

#### **Temporary Removal**

The Elder Board may temporarily remove an Elder from active service when it determines that immediate action is necessary to protect the spiritual health, unity, safety, or ministry of the church, or while concerns regarding the Elder's qualifications or conduct are being evaluated.

Temporary removal shall require unanimous approval of all Elders eligible to vote on the matter. The Elder whose temporary removal is under consideration shall not participate in the deliberation or vote and shall be excused from the meeting during such deliberation and vote. For purposes of this Section, unanimous approval means the affirmative vote of all remaining Elders eligible to vote. Temporary removal shall remain in effect until the



matter is resolved or presented to the Membership for consideration of permanent removal.

Temporary removal by the Elder Board does not constitute permanent removal from the office of Elder.

### **Permanent Removal**

If, following appropriate review, the Elder Board determines that permanent removal is warranted, the Elder Board may unanimously recommend removal of the Elder to the Membership.

Permanent removal from the office of Elder shall require an affirmative vote of seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting or Special Members Meeting.

Upon approval by the Membership, the Elder shall be permanently removed from office for the remainder of the current term.

All actions involving temporary or permanent removal shall be undertaken prayerfully, graciously, and in accordance with biblical principles. The Elder Board shall communicate with the Membership in a manner that provides appropriate accountability while respecting legitimate confidentiality and promoting the unity and spiritual health of the church.

## **ARTICLE IV**

### **PASTORS**

#### **Section 4.1 - Purpose**

The Pastors of Living Faith Fellowship are called by God to shepherd the Congregation through the faithful preaching and teaching of God's Word, prayer, discipleship, pastoral care, leadership, and the equipping of the saints for the work of ministry. Pastors shall serve under the spiritual oversight of the Elder Board and in accordance with Scripture, these Bylaws, and the Policies and Procedures of Living Faith Fellowship.

#### **Section 4.2 - Senior Pastor**

The Senior Pastor shall serve as the primary preaching and teaching pastor and shall provide overall spiritual leadership and vision for the ministry of Living Faith Fellowship in partnership with the Elder Board.

The Senior Pastor shall become a Member of Living Faith Fellowship upon accepting the call to serve as Senior Pastor and shall maintain Membership in good standing throughout his term of service. Membership prior to being called as Senior Pastor shall not be required.

The Senior Pastor shall serve as a voting member of the Elder Board and shall possess all the rights, responsibilities, and accountability of an Elder.

The Senior Pastor shall participate fully in the deliberations and decisions of the Elder Board, except in matters involving his own compensation, employment status, performance evaluation, discipline, or other conflicts of interest.

The Senior Pastor shall remain accountable to the Elder Board and shall faithfully carry out his ministry in accordance with Scripture, these Bylaws, the Policies and Procedures of Living Faith Fellowship, and his approved ministry responsibilities.

The calling of a Senior Pastor shall require:

1. A unanimous recommendation from the Elder Board.
2. Confirmation that the candidate satisfies the biblical qualifications for an Elder as set forth in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-3.
3. Confirmation that the candidate satisfies all Membership requirements of Living Faith Fellowship.
4. Presentation of the candidate to the Membership for a period of not less than thirty (30) days to allow Members opportunity to become acquainted with the candidate and provide input to the Elder Board.
5. Approval by not less than seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting or Special Members Meeting.

#### **Section 4.3 - Staff Pastors**

The Elder Board may recommend the calling of additional Staff Pastors as necessary to effectively carry out the ministries of Living Faith Fellowship and as provided for within the approved annual budget.

A Staff Pastor shall become a Member of Living Faith Fellowship upon accepting the call to serve as Staff Pastor and shall maintain Membership in good standing throughout his term of service. Membership prior to being called as Staff Pastor shall not be required.

A Staff Pastor shall serve as a voting member of the Elder Board and shall possess all the rights, responsibilities, and accountability of an Elder.

A Staff Pastor shall participate fully in the deliberations and decisions of the Elder Board, except in matters involving his own compensation, employment status, performance evaluation, discipline, or other conflicts of interest.

A Staff Pastor shall remain accountable to the Elder Board and shall faithfully carry out his ministry in accordance with Scripture, these Bylaws, the Policies and Procedures of Living Faith Fellowship, and his approved ministry responsibilities.

The calling of a Staff Pastor shall require:

1. A unanimous recommendation from the Elder Board.
2. Confirmation that the candidate satisfies the biblical qualifications for an Elder as set forth in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-3.
3. Confirmation that the candidate satisfies all Membership requirements of Living Faith Fellowship.
4. Presentation of the candidate to the Membership for a period of not less than thirty (30) days to allow Members opportunity to become acquainted with the candidate and provide input to the Elder Board.
5. Approval by not less than seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting.

The number, ministry assignments, and responsibilities of Staff Pastors shall be determined by the Elder Board based upon the spiritual needs of the church and the financial resources approved in the annual budget.

#### **Section 4.4 - Ministry Staff**

The Elder Board may appoint Ministry Staff positions as necessary to effectively carry out the ministries of Living Faith Fellowship and as provided for within the approved annual budget.

The number, responsibilities, and ministry assignments of Ministry Staff shall be determined by the Elder Board based upon the spiritual and operational needs of the church.

#### **Section 4.5 - Terms of Service**

The Senior Pastor and all Staff Pastors shall be called by the Membership for an indefinite term of service.

Pastors shall continue in their office unless they resign, retire, become unable to fulfill the responsibilities of their office, are removed in accordance with these Bylaws, or are otherwise released from their call by action of the Membership.

The Elder Board shall regularly provide spiritual support, encouragement, accountability, and performance evaluation for the Senior Pastor. Such evaluations shall be conducted in accordance with the Policies and Procedures of Living Faith Fellowship and shall be intended to promote faithful ministry, personal growth, and effective leadership.

The indefinite term of service for a Pastor shall not diminish the accountability of the Pastor to the Elder Board or the authority of the Membership to remove a Pastor in accordance with these Bylaws.

#### **Section 4.6 - Responsibilities of Pastors**

Collectively, the Pastors shall:

1. Faithfully preach and teach the Word of God.
2. Shepherd and care for the spiritual well-being of the Congregation.
3. Equip believers for the work of ministry.
4. Develop leaders and make disciples.
5. Protect the doctrinal integrity of the church.
6. Provide leadership for worship, prayer, evangelism, missions, and pastoral care.
7. Support and implement the ministry direction established by the Elder Board.

#### **Section 4.7 - Removal of a Pastor**

A Pastor may resign by submitting written notice to the Elder Board.

Whenever the ministry or continued service of a Pastor is formally questioned, the Elder Board shall prayerfully consider the matter and, within sixty (60) days, determine an appropriate course of action consistent with Scripture, these Bylaws, and the Policies and Procedures of Living Faith Fellowship.

The Elder Board may recommend the termination of a Pastor to the Membership whenever it determines such action is in the best spiritual interest of the church.

The termination of a Senior Pastor or Staff Pastor shall require approval by seventy-five percent (75%) of the Members present and voting at a duly called Members Meeting or Special Member Meeting. Such action shall be undertaken prayerfully, graciously, and in accordance with biblical principles.

Severance, transition, and offboarding procedures shall be administered in accordance with the Policies and Procedures established by the Elder Board.

## **ARTICLE V**

### **DEACONS**

#### **Section 5.1 - Purpose**

The office of Deacon is established to assist the Elder Board by providing servant leadership in the practical ministries of Living Faith Fellowship. Following the example established in Acts 6:1–7, Deacons support task-specific ministries of the church by caring for practical needs, strengthening ministry operations, and promoting the unity and health of the congregation, thereby enabling the Elders to devote themselves to prayer, the ministry of the Word, and the spiritual oversight of the church.

Deacons are servants of the church who minister under the spiritual leadership and direction of the Elder Board and do not constitute a separate governing body.

#### **Section 5.2 - Qualifications**

A Deacon shall:

1. Be a Member in good standing of Living Faith Fellowship.
2. Meet the biblical qualifications for the office of Deacon as set forth in 1 Timothy 3:8-13.
3. Demonstrate spiritual maturity, integrity, humility, wisdom, and a servant's heart.
4. Affirm and support the Statement of Faith, Church Covenant, Bylaws, and Policies and Procedures of Living Faith Fellowship.
5. Demonstrate a consistent commitment to the mission, vision, and ministry of the church.

#### **Section 5.3 - Responsibilities**

Under the direction of the Elder Board, Deacons shall:

1. Care for the practical needs of the church and its ministries.
2. Assist in caring for Members and families during times of need.
3. Support worship services, church ordinances, and special ministry events.
4. Assist with the stewardship, maintenance, and preparation of church facilities and ministry resources.
5. Lead or assist ministry teams and volunteer ministries as assigned.
6. Encourage unity, cooperation, and servant leadership throughout the congregation.
7. Assist the Elder Board and pastoral staff in carrying out the mission of the church.
8. Perform additional ministry responsibilities assigned by the Elder Board.

Deacons shall faithfully serve in accordance with the Bylaws and the Policies and Procedures of Living Faith Fellowship.

#### **Section 5.4 - Nomination and Election**

The Elder Board shall consider the need for Deacons not less than once each calendar year and may solicit nominations from the Membership.

Any active Member of Living Faith Fellowship may privately nominate a qualified Member for consideration as a Deacon. Elders, as Members of the church, may likewise nominate candidates.

The Elder Board shall prayerfully evaluate each candidate's biblical qualifications, character, spiritual maturity, willingness to serve, and suitability for the ministry needs of the church.

A candidate must receive unanimous approval from the Elder Board before being presented to the Membership for consideration.

The Elder Board shall provide the Membership not less than thirty (30) days to become acquainted with the candidate and provide prayerful input regarding the candidate's qualifications. Members are encouraged to speak personally with the candidate and to communicate any concerns privately to the Elder Board. The Elder Board shall carefully consider all input received before proceeding with the election process.

Upon the unanimous recommendation of the Elder Board, a candidate shall be elected a Deacon upon receiving an affirmative vote of not less than seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting or Special Members Meeting.

Following election, the Deacon shall be publicly recognized, prayed over, and commissioned during a corporate worship service.

#### **Section 5.5 - Term of Service**

Deacons shall serve a term of three (3) years.

At the conclusion of a first term, a Deacon may be recommended by the Elder Board for one additional consecutive three-year term. A second consecutive term shall require an affirmative vote of not less than seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting or Special Members Meeting.

After serving two consecutive terms, a Deacon shall step down from active service as a Deacon for a period of at least twelve (12) months before being eligible for nomination and appointment to another term.

Nothing in this section shall prevent a former Deacon from continuing to serve the church in other ministry or volunteer capacities during the twelve-month period.

### **Section 5.6 - Resignation, Temporary Removal, and Permanent Removal**

A Deacon may resign at any time by submitting written notice to the Elder Board.

Members may communicate concerns regarding a Deacon to the Elder Board. Any such concern shall be reviewed prayerfully and in accordance with Scripture, these Bylaws, and the Policies and Procedures of Living Faith Fellowship.

Whenever questions arise regarding the continued service of a Deacon, the Elder Board shall prayerfully consider the matter and, within sixty (60) days, determine an appropriate course of action consistent with Scripture, these Bylaws, and the Policies and Procedures of Living Faith Fellowship.

#### **Temporary Removal**

The Elder Board may temporarily remove a Deacon from active service when it determines that immediate action is necessary to protect the spiritual health, unity, safety, or ministry of the church, or while concerns regarding the Deacon's qualifications or conduct are being evaluated.

Temporary removal shall require unanimous approval of the Elder Board and shall remain in effect until the matter is resolved or presented to the Membership for consideration of permanent removal.

Temporary removal by the Elder Board does not constitute permanent removal from the office of Deacon.

#### **Permanent Removal**

If, following appropriate review, the Elder Board determines that permanent removal is warranted, the Elder Board may unanimously recommend removal of the Deacon to the Membership.

Permanent removal from the office of Deacon shall require an affirmative vote of seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting or Special Members Meeting.

Upon approval by the Membership, the Deacon shall be permanently removed from office for the remainder of the current term.

All actions involving temporary or permanent removal shall be undertaken prayerfully, graciously, and in accordance with biblical principles. The Elder Board shall communicate with the Membership in a manner that provides appropriate accountability while respecting legitimate confidentiality and promoting the unity and spiritual health of the church.

## **ARTICLE VI**

### **FINANCES AND STEWARDSHIP**

#### **Section 6.1 - Biblical Stewardship**

Living Faith Fellowship recognizes that all resources entrusted to the church belong ultimately to God. The Elder Board shall exercise faithful stewardship over the financial resources of the church, ensuring that all funds and assets are managed with integrity, accountability, transparency, and in furtherance of the church's mission and ministry.

#### **Section 6.2 - Annual Budget**

The Elder Board shall prepare, or appoint a committee to prepare, an annual operating budget with input from the Senior Pastor, Ministry Staff, and ministry leaders.

The proposed budget shall reflect the ministry priorities and anticipated financial resources of the church for the upcoming fiscal year.

The Elder Board shall review and approve the proposed budget before presenting it to the Membership.

The annual budget shall become effective upon receiving the affirmative vote of a simple majority of the Members present and voting at a duly called Members Meeting.

#### **Section 6.3 - Financial Oversight**

The Elder Board shall have overall responsibility for the financial affairs of Living Faith Fellowship, including:

1. Establishing financial policies and procedures.
2. Exercising oversight of church income, expenditures, reserves, and investments.
3. Authorizing expenditures not otherwise approved in the annual budget.
4. Ensuring the church maintains sound accounting practices and appropriate internal financial controls.



5. Providing regular financial reports to the Membership.

The Elder Board may delegate administrative financial responsibilities but shall retain ultimate fiduciary responsibility for the financial stewardship of the church.

**Section 6.4 - Staff Compensation**

The Elder Board shall annually review the compensation and benefits of all church employees.

Compensation shall be established in consideration of biblical stewardship, the financial resources of the church, the responsibilities of each position, education, experience, performance, and comparable compensation for similar ministries.

Any Elder whose compensation is under consideration shall abstain from all discussion and voting regarding his own compensation.

**Section 6.5 - Banking and Financial Accounts**

All funds received by Living Faith Fellowship shall be deposited in financial institutions approved by the Elder Board and held in the name of Living Faith Fellowship.

The Elder Board may establish, consolidate, or close bank accounts and investment accounts as necessary for the prudent management of church finances.

Appropriate internal controls shall be maintained for the receipt, deposit, disbursement, and accounting of all church funds.

**Section 6.6 - Financial Review Committee**

The Elder Board shall appoint a Financial Review Committee consisting of Members possessing appropriate financial, accounting, or business experience.

The Financial Review Committee shall be independent of the individuals responsible for the day-to-day accounting functions of the church whenever reasonably possible.

The responsibilities of the Committee shall include:

1. Conducting an annual review of the church's financial records.
2. Verifying that financial transactions have been properly recorded.
3. Reviewing compliance with the approved annual budget.
4. Evaluating compliance with the church's Financial Policies and Procedures.
5. Reviewing the adequacy of internal financial controls.
6. Reporting its findings and recommendations to the Elder Board.

The Committee shall serve in an advisory capacity and shall not possess governing authority over the financial affairs of the church.

#### **Section 6.7 - Contracts and Financial Obligations**

The Elder Board may authorize designated officers, employees, or agents of Living Faith Fellowship to execute contracts and other legal instruments on behalf of the church.

No contract or financial obligation shall be entered into unless it is consistent with the approved budget or specifically authorized by the Elder Board.

Any action that would create indebtedness for Living Faith Fellowship, including loans, mortgages, or other secured financial obligations, shall require:

1. Approval by the Elder Board
2. Approval by not less than seventy-five percent (75%) of the Members present and voting by secret ballot at a duly called Members Meeting.

#### **Section 6.8 - Designated Gifts**

The Elder Board shall establish policies governing the acceptance and administration of designated gifts.

All designated gifts shall be administered in a manner consistent with donor intent, biblical stewardship, applicable law, and the mission of Living Faith Fellowship.

The Elder Board reserves the right to decline any gift that would create obligations inconsistent with the mission, doctrine, or governing documents of the church.

#### **Section 6.9 - Fiscal Year**

The fiscal year of Living Faith Fellowship shall be established by the Elder Board and may be changed as necessary to best serve the administrative and financial needs of the church.

### **ARTICLE VII**

#### **PROPERTY**

##### **Section 7.1 - Ownership**

All church property shall be held in the name of Living Faith Fellowship.

##### **Section 7.2 - Purchase and Sale**

Real property may not be purchased, sold, leased, or encumbered without approval by at least seventy-five percent (75%) of Members present and voting.

Notice shall be provided at least two weeks before the vote.

### **Section 7.3 - Church Division**

In the event of church division, church property shall remain with the Membership adhering to these Bylaws.

### **Section 7.4 - Dissolution**

The church may be dissolved upon approval by seventy-five percent (75%) of Members present and voting by secret written ballot at a duly called Members Meeting or Special Members Meeting.

Upon dissolution:

1. All liabilities shall be satisfied.
2. Remaining assets shall be distributed, as determined by the Elder Board, to one or more Christian ministries or organizations that qualify as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE VIII**

### **AMENDMENTS**

The church shall maintain a current copy of the Living Faith Fellowship Bylaws on the church website. These Bylaws may be amended only upon recommendation of the Elder Board and approval of at least seventy-five percent (75%) of Members present and voting at a duly called Members Meeting or Special Members Meeting.

Proposed amendments shall be distributed in writing and announced for at least two consecutive weeks prior to the vote.

Voting shall be conducted by secret ballot.

### **Absentee Voting**

Absentee voting shall be permitted only with prior approval of the Elder Board and only for reasons of health or required travel.

Absentee ballots must be received before the beginning of the Membership Meeting in order to be counted.

## **ARTICLE IX**

### **GOVERNING DOCUMENTS AND ORDER OF AUTHORITY**

The governing documents of Living Faith Fellowship shall consist of:

1. Scripture
2. Statement of Faith
3. Church Covenant
4. Bylaws
5. Policies and Procedures Manual

The Statement of Faith and Church Covenant may be amended only upon recommendation of the Elder Board and approval of at least seventy-five percent (75%) of Members present and voting at a duly called Members Meeting or Special Members Meeting.

The Policies and Procedures Manual may be adopted and amended by the Elder Board as necessary for the administration of church ministries.