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CONSTITUTION and BY-LAWS  
of  
FLAGSTAFF CHRISTIAN FELLOWSHIP  
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## **ARTICLE I. NAME, DEFINITION AND PURPOSES**

### **Section A - Name**

This church shall be known as Flagstaff Christian Fellowship.

### **Section B - Definition of "Church"**

1. Jesus Christ established the church (Matt. 16:18), of which He is the Head (Eph. 5:23; Col. 1:18). It is composed of all who have been regenerated by the Holy Spirit and have placed saving faith in the Lord Jesus Christ (Eph. 2:8-10; Titus 3:5-7).

2. The local Church is a fellowship of believers established by God to glorify, enjoy, and obey Jesus Christ. It is a part of the body of Christ, members of one another (Eph. 4:25), and knit together in love (Rom. 12; 1 Cor. 12; Col. 2:2).

### **Section C - The Purposes of the Church**

1. Praise & Worship: We purpose to worship and praise God corporately and individually. (John 4:23-24; Phil. 3:3; Hebrews 13:15)

2. Preach the Gospel: We purpose to preach, teach, and live the glorious gospel (1 Tim. 1:11) of the Lord Jesus Christ. We purpose to work for the spread of the gospel at home and abroad through personal witnessing, preaching, and cooperative missionary endeavor. (Matthew 28:18-20; 1 Cor. 9:19-23; 15:1-4; 1 Thess. 1:5; 2 Tim. 4:1-2)

3. Teaching: We purpose to teach and instruct the believers from God's Word of Truth (2 Tim. 3:16-17), and to encourage and equip the saints for discipleship and spiritual growth. (Matthew 28:19-20; Eph. 4:11-12; Col. 1:28)

4. Fellowship: As a body of believers, we purpose to encourage and further fellowship with God and each other (Lev. 26:12; 1 Cor. 1:9) through systematic Bible study, prayer, praise, worship, personal devotional practices, involvement in small accountability groups, and through the joyful mutual ministry of the spiritual gifts as bestowed by the Holy Spirit. (1 Cor. 14; Heb. 10:24-25; 1 Peter 4:10-11)

5. Holy Spirit and Prayer: We purpose to do all of the above through the power and leadership of the Holy Spirit and through dependence upon God through prayer. (Gal. 3:2-5; Eph. 5:18; Jude 20)

## **ARTICLE II. DOCTRINAL STATEMENT**

### **Introduction**

This church recognizes that it cannot bind the consciences of individual members in areas where the Scripture does not speak directly or where it can legitimately be understood in more than one way, but that each believer is to be led by the Lord to whom they alone are ultimately responsible. For the preservation of the peace and unity of the church, officers and teachers shall be in agreement with this Doctrinal Statement. All members should refrain from imposing doctrines that are not included in this Doctrinal Statement in such a way as to encourage doctrinal disputes which could destroy the peace and unity of the church.

By accepting and subscribing to these articles of faith, we by no means set aside or under value any of the Scriptures of the Old and New Testaments.

### **Section A - The Word of God, The Bible**

WE BELIEVE the Bible, which includes the thirty-nine books of the Old Testament and the twenty-seven books of the New Testament, to be the divinely inspired, infallible, inerrant, supreme and final authoritative Word of God for faith and life. (Ps. 19:7-11; Luke 24:27; John 17:17; Acts 17:2-3; 2 Tim. 3:16; 2 Pet. 1:20-21; 3:15-16)

### **Section B - The Trinity of the Godhead**

WE BELIEVE that the one God eternally exists in three Persons: God the Father, God the Son, and God the Holy Spirit; and that these three are one God, having precisely the same nature, attributes and perfection, and are worthy of the same homage, confidence, obedience, praise and worship. (Is. 48:16; Matt. 28:19; Mark 12:29; John 1:1,14; Acts 5:3-4; 2 Cor. 13:14)

### **Section C - The Total Sinfulness of Man**

WE BELIEVE that human beings were originally created in the image of God; that we sinned through disobedience and thereby incurred not only physical but also spiritual death, which is separation from God; that all human beings are born with a sinful nature; that all have fallen short of the glory of God; that we express our sinful natures through thoughts, words and deeds; and that in and of ourselves, we cannot please God. (Gen. 1:26; 2:17; 3:1-19; Ps. 51:5; Jer. 17:9; John 6:44,65; Rom. 3:23; 5:12; 8:7-8; Eph. 2:1-3)

### **Section D - The Person and Work of Jesus Christ**

WE BELIEVE in the virgin birth of the Lord Jesus Christ, His absolute deity, His sinless humanity and perfect life, the eternal all-sufficiency of His atoning death, His bodily resurrection, and His ascension to the Father's right hand, where as the only mediator between God and man He makes intercession for us until He comes again. (Isa. 7:14; Isa. 9:6-7; Luke 1:30-35, 2:40; John 1:1-2,18; Romans 8:34; 1 Cor. 15:4; Phil. 2:5-11; Col. 1:13-15; 1 Tim. 2:5; Heb. 1:3; 2:14-18; 1 John 3:5)

### **Section E - The Blood Atonement of Jesus Christ**

WE BELIEVE that Jesus Christ died for our sins, according to the Scriptures as a substitutionary sacrifice. His shed blood is the redemptive price for sinners, the only means of atonement for sin, and is appropriated by faith alone. (Lev. 17:11; Rom. 3:21-26; 5:6-8; 1 Cor. 15:3; 2 Cor. 5:21; Gal. 3:13; Eph. 1:7, 2:8-9; Titus 3:5; Heb. 9:22; 1 Pet. 1:18-19,23; 3:18)

### **Section F - Justification**

WE BELIEVE that justification is a judicial act of God whereby He pardons the believer's sin and declares the sinner righteous solely on the merits of Christ's sacrificial death and shed blood. This is an act solely of God and is appropriated by faith in Jesus Christ alone. (John 1:12; 3:7-8; Rom. 3:24,28; 4:4-5; 2 Cor. 5:21; Eph. 2:8-10; Col. 1:13-15; Titus 3:5-6; 1 John 1:9)

### **Section G - The New Birth (Regeneration)**

WE BELIEVE that the new birth, or regeneration, is the act of God which gives eternal life. When we were dead in our sins, He raised us up and made us alive together with Christ by grace alone. He imparts to us a new nature and puts his laws in our hearts and writes them on our minds. (John 1:12; 3:3-7; Rom 3:10,23; 2 Cor. 5:17; Eph. 2:1-5; 2 Tim. 1:9; Titus 3:5; Heb. 10:16; 1 Peter 1:23)

### **Section H - The Assurance of Salvation**

WE BELIEVE that God's Word teaches the assurance of salvation and the keeping power of God for daily living to every born again person and that this new life is eternal for the believer. (John 5:24; 10:28-29; Rom. 8:1, 28-39; 2 Cor. 5:1, 6-8; Phil. 1:6; 1 Peter 1:3-5; 1 John 5:13)

## **Section I - The Person and Work of the Holy Spirit**

WE BELIEVE that the Holy Spirit is the third person of the Godhead; that He convicts the world of sin, righteousness, and judgment; and that He regenerates, indwells, seals, enlightens, guides and empowers the believer. (John 3:6, 14:16-17, 16:7-15; Acts 1:8; Rom. 8:9; 1 Cor. 12:13; Eph. 1:13-14, 4:30, 5:18)

## **Section J - The Gifts of the Holy Spirit**

WE BELIEVE that the Holy Spirit sovereignly gives each believer at least one spiritual gift; that no believer is destitute of such a gift; that He gives these gifts to believers so that they might serve the body; and that the Church has been given specific gifted believers whose purpose it is to equip the saints for service and building up the body of Christ. (Rom. 12:6-8; 1 Cor. 12:4-11; Eph. 4:7-12; 1 Peter 4:10)

## **Section K - The Christian Walk**

WE BELIEVE that all who are born again by the Holy Spirit are made partakers of the divine nature, and are called with a holy calling to walk, not after the flesh, but after the Spirit; and that they can be victorious over the flesh through the power of the Holy Spirit and thus not manifest the works of the flesh, which would dishonor Christ's name, but manifest the fruit of the Spirit, which glorifies God. (Romans 6-8; Gal. 5:16-23; Eph. 1:3-14; 4:1-6:4; 1 Peter 1:15-16; 2 Peter 1:3-4)

## **Section L - Marriage and Human Sexuality:**

WE BELIEVE that God has established marriage as the exclusive, lifelong covenantal union of one man and one woman (Genesis 2:24; Matt. 19:3-9). Hence, sexual activities outside of marriage including, but not limited to, adultery, premarital sex, homosexuality, and pedophilia are forbidden (Rom 1:26-27, 1 Cor 6:9; 1 Thess. 4:3-8). Further, lewd conduct, transgender behavior, bestiality, and the creation and/or distribution and/or viewing of pornography, are incompatible with Christian conduct (Matt. 5:27-28, Eph. 5:3-5).

## **Section M - Missions**

WE BELIEVE that we should obey Christ's command to go into the whole world to make disciples, proclaiming the gospel by word and deed. (Matt. 28:18-19; John 20:21; Acts 1:8; 2 Cor. 5:18-20; Col. 4:5-6)

## **Section N - Ordinances**

WE BELIEVE that there are two church ordinances, communion and baptism, which are the outward signs of inward spiritual reality and which our Lord Jesus Christ instituted and commanded for the Church.

**1. Communion:** The Church celebrates Communion with the use of bread and the cup (fruit of the vine), symbolizing the body and blood of Christ, in accordance with the accounts given in the Scriptures (Matt. 26:20-30; Mark 14:17-27; Luke 22:14-20; 1 Cor. 11:1-34). We believe that the Lord's Supper should be an important part of the Church life and a priority for every believer. Thus we observe communion frequently and regularly.

**2. Baptism:** Baptism in the name of the Father, Son and Holy Spirit is administered by immersion to born again believers (Matt. 28:18-19). Baptism is an act of obedience to Jesus Christ, a symbol of identification with Christ (Romans 6:4), and a public testimony of faith in Jesus Christ and the Holy Spirit's inward work of regeneration (Matt. 10:32-33). Baptism does not impart salvation, but follows salvation. (Acts 8:12; Ephesians 2:8-9) *(Believer's baptism by immersion is the official teaching position and practice in this church. We will consider accepting into membership those who hold a different view of baptism, providing they agree not to teach this view in our church or make it a point of contention or division. Members accepted under this exception to doctrine shall be allowed to vote in all church matters except for amendments to this section of the constitution. They shall not be eligible to hold the position of Elder unless they come into full agreement with the view of baptism stated above. Elder board approval shall be required prior to their acceptance into membership.)*

### **Section O - Second Coming of Christ**

WE BELIEVE in the personal, imminent, and bodily return of our Lord Jesus Christ to this earth in power and glory, which is the blessed hope for which we constantly should be looking (John 14:1-3; 1 Cor. 15:51-52; 1 Thess. 4:13-18; Titus 2:11-14). We recognize that godly, Bible-believing scholars have different views on the end times. While these views are worth studying and debating in a brotherly manner (because the Scriptures speak much about these matters), we should not make our views on prophecy a matter of faction or division in the church. Rather, biblical prophecy is given to motivate us to godly living and increased zeal for Christ's kingdom (2 Pet. 3:3-14; 1 John 3:2-3).

### **Section P - Heaven, Hell, and the Resurrection of the Saints**

WE BELIEVE in the resurrection of the saints to eternal blessedness in heaven and the lost to be raised to judgment, condemnation and eternal punishment in hell. (Dan. 12:2; Matt. 25:46; Luke 16:22-23; John 5:24,28-29; 14:1-3; 1 Cor. 15:16-23; 2 Cor. 5:6-8; Phil. 1:23; 1 Thess. 4:13-17; 2 Thess. 1:7-10; 1 John 5:11-13; Rev. 20)

### **Section Q - The Personality and Work of Satan**

WE BELIEVE that Satan is a real and personal spiritual being and that, as the "prince of the power of the air," he is now working in the children of disobedience. He uses demons and humans as agents in the execution of his ungodly purposes, and his final defeat is assured. (Isa. 14:12-27; Matt. 4:1-3; 2 Cor. 4:4; 11:3-4,13-15; Eph. 2:2; 2 Peter 2:4; Rev. 12:9; 20:10)

## **ARTICLE III. GOVERNMENT AND POWERS**

The government of this church is vested in its Elders by the voting members under the headship of the Lord Jesus Christ. Any authority not granted to the Board of Elders by this Constitution or its Bylaws is vested in this Church's voting membership. This Church is subject to no other ecclesiastical body, but willingly cooperates as God gives opportunity with all those of like faith and purpose. (Col. 1:18; 1 Timothy 2:1-10)

## **ARTICLE IV. MEMBERSHIP**

**Section A** - To become a member of this Church a person must have trusted Jesus Christ as Savior and Lord. Membership involves a personal relationship with Jesus Christ and draws us into a personal relationship and commitment to fellow believers. To become a member of this Church, one must also meet the qualifications as set forth in the BY-LAWS of this constitution.

**Section B** - Membership is a privilege of commitment to the other members of Flagstaff Christian Fellowship. A person's commitment to membership includes his (or her) desire to support the church with his (or her) time, energy, spiritual and material gifts, and prayers.

**Section C** - Membership includes a commitment to give and receive ministry, admonition, and church discipline.

## **ARTICLE V. OFFICERS**

The Officers, their qualifications and terms of office are specified in the BY-LAWS.

## **ARTICLE VI. MEETINGS**

The requirements for meetings are specified in the BY-LAWS.

## **ARTICLE VII. PROCEDURES FOR AMENDMENT**

**Section A** - This Constitution may be amended by a two-thirds vote of voting members present at any properly called regular or special business meeting of the Congregation, but not less than twenty-four voting members.

**Section B** - The Bylaws may be amended by a majority vote of voting members present at any properly called regular or special business meeting of the Congregation, but not less than twenty-four voting members.

**Section C** - No amendment to the Constitution or Bylaws may be adopted unless it has been announced to the Congregation at each regular church service for two Sunday mornings preceding the regular or specially called business meeting, and a copy of the proposed amendment prominently posted in the Church for the two Sunday mornings preceding the meeting. A copy of the proposed amendment will be made available when requested.

## **ARTICLE VIII. SUPERIORITY OF CONSTITUTION**

Upon adoption by the voting membership, this Constitution and its Bylaws shall replace and supersede all prior Constitutions and Bylaws. In any apparent conflict between the Constitution and the Bylaws, the Constitution shall prevail.

## **BY-LAWS**

**ARTICLE I.** (Reserved: No By-Laws pertain to Article I of the Constitution)

**ARTICLE II.** (: No By-Laws pertain to Article II of the Constitution)

## **ARTICLE III. GOVERNMENT & POWERS**

**Section A** - Congregation (see the Constitution)

**Section B** - Elders (see the Constitution)

## **ARTICLE IV. MEMBERSHIP**

### **Section A - Reasons for Church Membership**

Although the early church did not, as far as we know, require a person to "join" the church (apart from personal faith in Christ, which joins a person to His body, the church), we practice church membership for the following reasons:

1. In New Testament times, there was only one church per city. All Christians in that location were a part of that church. In our day, this is not so. We believe it necessary and helpful for a person to commit to a particular local church.

2. Church membership affirms this commitment on the part of each member to this particular local assembly of believers.

3. Church membership enables the elders to know those for whom they must give an account to the Lord (Hebrews 13:17).

4. Church membership signifies a voluntary submission on the part of the member to the shepherding of the elders of this Church (Hebrews 13:17).

5. Church membership demonstrates the willingness on the part of the member to be more accountable, not only to the elders, but also to each other.

### **Section B - Covenant and Duties**

While we recognize that no one will achieve spiritual perfection in this life (Phil. 3:12-14), all members are expected to live by the power of the Holy Spirit as they seek to follow the following biblical guidelines:

“Having been enabled by the Holy Spirit to trust in Jesus Christ as Savior and to confess Him as Lord, and having submitted to the ordinance of baptism in obedience to Him in the name of the Father, the Son, and the Holy Spirit, I most solemnly and joyfully covenant with this local church body to lead a life worthy of the Lord, fully pleasing to Him, with Jesus Christ as my model. I covenant by the aid of the Holy Spirit to forsake the ways of sin, avoid every form of evil, and to walk in Christian love and in the paths of righteousness. With this in view, I will strive for both the peace and purity of this church; to sustain its worship and to steadfastly cherish and hold its ordinances, discipline and doctrines; to contribute, as a faithful steward, such time, spiritual gifts, and money, as God prospers me, that the work of the local church and ministry of spreading the gospel to the world be faithfully and effectively discharged. I commit to give and to receive ministry, counsel, and instruction and to submit to the discipline and authority of godly leadership and teaching.”

“I will strive to demonstrate a commitment to Jesus Christ as Lord by the continued study of and obedience to Scripture in all areas of my life, and through regular worship and praise of God; to surrender daily to the Holy Spirit; to be slow to take offense, maintaining an ongoing attitude of forgiveness, and always to be ready for reconciliation; to demonstrate honesty, personal integrity, justice, service to others, and above all, Christian love; and to glorify God in all thought and action.”

“I will strive to maintain private and family devotions, prayer, and worship; to teach the Scriptures to my children; to manage my household well; to keep my children under control with all dignity; and to pray for and seek the salvation of my kindred and acquaintances.”

“I will strive to avoid unkind words, anger that is not righteous, gossip, sexual immorality, homosexuality, every form of evil, illicit drugs and other addictions, and anything else which might cause my brother to stumble, or which might bring harm or disrespect to my Savior and to my body, the temple of the Holy Spirit (1 Cor. 6:19).”

“I will strive to give and receive admonition with humility and affection; to remember one another in prayer; to aid one another in sickness and distress; to exercise compassion; to guard my tongue; to combine zeal, spiritual wisdom, and knowledge in my efforts to advance the cause of our Savior; and to encourage one another in the blessed hope of our Lord's return.”

“I will strive to commit myself to at least one small group within the Church to which I can be held accountable, be challenged, be ministered to, confess sin to, and receive support and encouragement.”

“I will strive to honor and esteem others; to be hospitable, temperate, prudent, respectful, gentle, not contentious, generous, free from the love of money; and to assist others in knowing and carrying out God's will for our Church. I shall endeavor to preserve the unity of the Church. If I should find myself opposed to the doctrines and policies of this Church, I will seek not to disrupt its fellowship, but I will quietly seek to know and learn God's truths in regards to our differences. I will regularly attend meetings and worship services of the Church, work for its upbuilding, and guard its good name in the community.”

“I will seek the Church’s counsel and help to resolve any grievances between myself and another Christian or the Church (1 Cor. 6:1-8). I will make every effort to avoid bringing legal action against the Church or any other Christian (1 Cor. 6:7).”

### **Section C - Membership Qualifications & Procedures**

1. Members will have made a personal commitment to Jesus Christ as Savior and Lord.
2. Members will have been baptized or be willing to be baptized at the earliest opportunity.
3. Members will strive to live according to the will of God.
4. Members will have been interviewed by an elder or an elder-appointed representative and will have given personal testimony to their faith.
5. Members will have completed the membership application.
6. Members will have completed the New Members Class or an elder-supervised personal study, which will include a survey of the Church Constitution, By-laws, and Doctrinal Statement, and be in agreement with them.

### **Section D - To Have the Privilege of Voting, Teaching, Leading, or Holding Office**

1. A member will meet all the "Membership Qualifications."
2. A member will have attended one regular weekly worship service seventy-five percent of the time during the previous six months. Members will be personally responsible for affirming their attendance. The intent is that church business will be run by currently active members.
3. A member will be at least eighteen years of age.
4. Employees or volunteers at an officially sanctioned ministry of the church need not be members but shall affirm their agreement with the Doctrinal Statement and conduct themselves in a manner that is consistent therewith.

### **Section E - Exceptions to Membership Requirements for Voting, Teaching and Leadership**

Exceptions to membership qualifications for teaching and leadership may be made at the discretion of the Board of Elders. (Examples: missionaries, visiting pastors, visiting speakers, visiting music groups, visiting teachers, teacher helpers, children’s workers, temporary teachers, a person in the process of applying for membership, new pastors or staff, and past members)

### **Section F - Discipline of Members**

1. Members who persist in open unrepentant sin, or those who deny the authority of Scripture, are subject to discipline. The purpose of discipline is to correct, to restore broken fellowship, to preserve the purity of the church and its testimony, and to provide an example to all. (Matt.18:15-17; 1 Cor. 5; Gal. 6:1; 1 Tim. 5:19-20, 22; Titus 3:10-11)

2. It shall be the duty of any member of this Church who has knowledge of a sinning member's misconduct to go privately to that member in an effort to restore him or her to the Lord (Matt. 18:15-17; Gal. 6:1). If the sinning member does not heed this attempt at restoration, then the member shall again go to the sinning member accompanied by one or two witnesses to attempt to restore him or her. If the sinning member still refuses to repent, those who have sought to restore him/her shall bring it to the Elders. The Elders shall then seek to bring the sinning member to repentance. If, after further exhortation, the sinning member still refuses to repent, the Elders shall inform the church body (Matt. 18:17) so that the sin will not spread and so the church may pray for and exhort the sinning member to repent. After this step has been given due time, the sinning member shall be removed from membership at the discretion of the elders.

3. The Elders shall have the authority to reject a request for membership withdrawal and present it to the congregation, as appropriate to the steps of Matthew 18, if the request for withdrawal occurs while the member is in the process of church discipline, or for any other biblical reason (c.f. Acts 20:28-32; 1 Tim 1:3-7, 18-20; 4:11; 6:2-5; 2 Tim 3:5; 3 John 9-11). The purpose for such a rejection for withdrawal would be, in obedience to Christ and for the sake of the purity and protection of His Body, to ensure that the Church has



done all it can to fulfill the Biblical goal of church discipline, which is to seek the repentance, restitution, reconciliation, and restoration of the wayward member (c.f. Matt 5:23-26; 2 Cor 7:8-13; 2 Thess 3:13-15), or to expose them as a possible false convert or wolf (c.f. Matt 7:15-23; Acts 20:29; 1 John 2:18-27; 2 Peter 2:1-22; Jude 3-23). A member who would seek to remove himself or herself from the body to avoid an ongoing or forthcoming disciplinary process may thereby miss the God-given mercy and opportunity to be served by a gracious and biblical approach to church discipline, which is intended for his or her own soul's good, for the preservation of the Church, and our gospel witness in the world (c.f. Matt 18:10-35; Rom 12:18, 21; 1 Cor 5:1-3; 1 Tim 5:19-21).

#### **Section G - Removal from Roll**

1. Members who absent themselves from the worship services and other meetings of this church for a period of one year without plausible reason shall be removed as a member at the discretion of the Board of Elders. Before removal, reasonable efforts will be made by the membership and/or elders to restore him or her to fellowship.
2. A member may withdraw from membership in this Church by a letter of resignation, a verbal request to one of our elders, or a request for transfer of membership.
3. A letter of Christian character may be granted at the discretion of the Board of Elders on behalf of any member. Such a letter should be addressed to a specific church and sent by one of our pastors or elders to a pastor or elder of the church requesting the letter.

### **ARTICLE V. OFFICERS**

#### **Section A - Pastors**

1. Candidates for pastor shall be screened and presented individually to the congregation by a Call Committee appointed by the Elders and Deacons. A call shall be extended by a two-thirds vote of those voting members present at a properly called Business Meeting.
2. A Pastoral Call to this Church may end by resignation of a Pastor, or a Call may be revoked by two-thirds of those voting members present at a properly called Business Meeting.
3. The Pastors shall be financially supported by the Church. (1 Tim. 5:17-18)
4. Pastors shall be in agreement with the Doctrinal Statement and meet the qualifications for membership set forth in the Constitution.
5. The Senior Pastor shall be an elder and meet the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:6-9.
6. Other pastors shall meet the qualifications as set forth in 1 Timothy 3:1-7 and Titus 1:6-9 and may be elected to the board of elders.
7. Any women in ministry, whether on staff or in a volunteer capacity, may not serve as elders or take any role in which they would teach men or exercise authority over them (1 Tim. 2:11-15; 3:1-7). Examples of service that women may perform may include (but are not limited to) praying, reading Scripture, singing, and/or giving missionary reports in worship services (1 Cor. 11:1-16).

#### **Section B - Elders**

1. The Board of Elders shall consist of men only (1 Tim. 3:1-7). There must be a minimum of three unsalaried elders in addition to the elders who are salaried staff pastors.
2. The Board of Elders shall constitute the Governing Board of this Congregation.
3. The unsalaried members of the Board of Elders shall constitute the Board of Directors for the Corporation.
4. Each Elder shall have been an active, voting member of this Congregation for at least two years prior to taking office, and possess the qualifications described in 1 Timothy 3:1-7 and Titus 1:6-9. At the discretion of the elders, a new pastor may be exempted from the two year voting membership requirement where the pastor has demonstrated, through prior ministry, the qualifications of an elder. This also applies to a former elder who moved away but has returned to the community and church.
5. The Elders are responsible for spiritual and business oversight of the Congregation and such other specific duties as set forth in the Bylaws. In case of a dispute that is not specifically covered by the doctrinal

statement or another part of this Constitution and By-laws, the elders shall be the final authority in interpreting the Scriptures to determine the beliefs of Flagstaff Christian Fellowship.

6. The Board of Elders shall annually elect a chairman, vice-chairman, and secretary.

### **Section C - Deacons**

1. There shall be a minimum of five deacons.
2. Each deacon shall have been an active voting member of this Congregation for at least six months prior to taking office and exhibit the qualities described in 1 Timothy 3:8-12.
3. Under the authority and direction of the Elders, the deacons shall assist in the ministries of the Church and its properties.

### **Section D - Other Officers**

1. **Moderator:** The Chairman of the Board of Elders, or a designated Elder, shall be Moderator and shall preside at all regularly called business meetings of the Congregation.
2. **Treasurer:** The Treasurer shall be a qualified voting member of the Congregation and shall be responsible for maintaining the financial records of the Congregation, shall make monthly reports to the Governing Board, and report annually to the Congregation. The Treasurer shall be appointed by the Board of Elders and may be paid at the discretion of the Board of Elders.

The elders shall seek to have an audit or formal internal review of the church books at least every three years performed by a qualified person other than the Treasurer or Financial Secretary.

3. **Financial Secretary:** The Financial Secretary shall be a qualified voting member of the Congregation and shall be responsible for counting and depositing all moneys received by the Church and paying bills. The Financial Secretary shall be appointed by the Board of Elders, and may be paid at the discretion of the Board of Elders.

### **Section E - Terms of Office**

1. All terms of office shall be one year. All officers may be re-elected.

### **Section F - Nomination & Election**

1. The Nominating Committee shall consist of the Elders and Deacons.
2. Qualified candidates for office may be nominated at any time by the Nominating Committee and must consent to the nomination.
3. Candidates for office may also be nominated by written petition of five or more voting members of the congregation prior to the election meeting. Candidates must consent to the nomination.
4. The Nominating Committee shall insure that all candidates meet biblical and constitutional requirements for the office to which they have been nominated. Candidates, whether nominated by committee or petition, shall submit to the screening process prescribed by the Nominating Committee. The screening process shall be established and announced prior to the nomination of candidates. No nomination for elder or deacon shall be put before the congregation without approval of the existing elders and pastors and assurance that the nominees are in full agreement with the Doctrinal Statement and the Covenant and Duties.
5. The nominating committee shall publish the list of nominees four or more weeks prior to the election.
6. Candidates shall be elected upon the receipt of a two-thirds vote of those voting members present at a properly called Business Meeting, and assume office at end of that business meeting.

### **Section G - Expiration of Office**

1. Expiration of term: Terms of office expire at the end of the business meeting at which elections take place. Officers completing their terms shall serve until new candidates are elected and assume office.
2. Resignations: Resignations shall occur only upon receipt of a written notice of resignation signed by the resigning officer or upon a verbal communication of the resignation to any elder.
3. Involuntary Removal: Officers may be removed from office involuntarily if they commit a willful act of misconduct, commit repeated acts of misconduct inappropriate to their office, or no longer meet the con-

stitutional or biblical qualifications for their office. The removal process may be initiated by two or more members in good standing, who meet with the Board of Elders and report why the officer should be removed (1 Tim. 5:19).

The Board of Elders shall set a course of action appropriate to the circumstances. The course of action developed by the Elders shall be in accordance with the guidelines prescribed in the Bylaws, Article IV, Section F. If the Board of Elders fails to act on the dismissal of an officer, the officer may alternatively be dismissed by a two-thirds majority vote at a properly called business meeting.

## **ARTICLE VI. MEETINGS**

### **Section A - Worship, Instruction and Fellowship**

The Church shall meet for public worship, instruction and fellowship every Sunday morning and at any other times designated by the Board of Elders.

### **Section B - Annual Business Meeting**

The annual business meeting shall be held in April or May. The church fiscal year shall run from June 1<sup>st</sup> to May 31<sup>st</sup>. At the annual business meeting officers shall be elected, the budget adopted, and other business conducted as it appears on the agenda. The exact date, time, place, names of candidates for office, and other agenda items as determined by the Board of Elders shall be published in the Church bulletin and the meeting announced from the pulpit on the two Sunday mornings immediately preceding the business meeting.

### **Section C - Other Business Meetings**

Other business meetings may be called by the Board of Elders or by a written petition containing the stated purpose of the meeting submitted to the elders and signed by at least one-fourth of all the active voting Church members. The exact date, time, place and purpose of the meeting shall be published in the church bulletin and the meeting announced from the pulpit on the two Sunday mornings preceding the meeting.

### **Section D - Quorum**

A minimum of 15% of the voting members shall constitute a quorum at any properly called business meeting.

### **Section E - Rules**

All business meetings shall be conducted by the moderator in a spiritually mature, orderly and peaceable manner. In any dispute over procedures, *Robert's Rules of Order* shall take precedence.

**ARTICLE VII:** (Reserved: No By-Laws pertain to Article VII of the Constitution)

**ARTICLE VIII:** (Reserved: No By-Laws pertain to Article VIII of the Constitution)