



# Membership Information

**2021**

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## Statement of Faith

### WE BELIEVE:

- The Scriptures (66 books), without error in the original manuscripts, are God's infallible revelation. They are wholly true and reliable, and are the sole authority for faith and conduct.
- There is one true God, who is a self-existent, personal being, who is the origin of all things, external in His existence, and who transcends the whole creation while being immanent in it. God exists with one divine essence manifested in three distinct persons – Father, Son and Holy Spirit.
- Jesus Christ, fully God and fully man, was conceived by the Holy Spirit, born of a virgin, tempted in all ways as we are, yet without sin. He was the perfect and final substitutionary sacrifice for sin, bodily raised from the dead, ascended into heaven, and sits at the right hand of God the Father, forever interceding for us.
- The Holy Spirit is the divine author of Scripture. In relation to salvation, He convicts of sin, regenerates, seals, baptizes and indwells the believer. In relation to sanctification, the Holy Spirit teaches God's Word, convicts of sin, intercedes, reveals God's will, assures of salvation, fills and empowers, and transforms the believer into the image of Christ.
- Man, created in the image of God, chose to disobey, falling under the penalty of sin – death and condemnation – bringing judgment to the entire human race. As a result, every person is born spiritually dead and is, by nature, a sinner.
- Salvation is by God's grace appropriated through faith, wherein God declares the believing sinner righteous, setting the believer apart for God's purposes and enabling him or her towards moral and spiritual maturity through the presence and power of the indwelling Spirit.
- The universal church, consisting of all believers from Pentecost until the rapture, exists to reflect the glory of Christ, represent the person of Christ, and fellowship with Christ forever. The local church is an assembly of believers who are self-supporting and self-governing, and

who meet regularly for prayer, fellowship, worship, the study of God's Word, and the observance of the ordinances of baptism and the Lord's Supper.

- The Scriptures make certain these prophetic events: the rapture of the church, the judgment seat of Christ, the marriage feast of the Lamb, the tribulation, the bodily return of Christ to judge the nations and reign in a literal millennial kingdom, the final defeat of Satan, the Great White Throne judgment for unbelievers, the establishment of a new heaven and new earth, and the believer's enjoyment of eternal blessings with Christ.

Ratified 5/12/04

## **Doctrinal Statement Expanded**

### **I. THE SCRIPTURES**

The Scriptures are God's accurate and authoritative revelation to man, making known truth which would otherwise be unknown (1 Corinthians 2:10-13). God so directed the human authors of Scripture that without destroying their individuality, personal interests or literary style, His complete thought toward man was recorded without error in the words of the original manuscripts. The Scriptures were inspired by the Holy Spirit pertaining to the very words and extends equally and fully to the whole of the Bible.

The Scriptures are inerrant and infallible in the original manuscripts. Therefore, they are wholly true and reliable, and are the sole authority for faith and conduct (2 Timothy 3:16-17; John 17:17). The Holy Spirit illumines the minds of believers to comprehend and understand God's revealed truth (1 Corinthians 2:10-16).

### **II. GOD**

God is a self-existent, self-conscious, personal Being, who is the origin of all things, eternal in His existence, and who transcends the whole creation while being immanent in it. God is incomprehensible, yet knowable by self-revelation (John 1:18; 17:3; 1 John 5:20).

God is a tri-unity. While there is only one divine nature, there are three persons called the Father, Son and Holy Spirit, who possess the same identical essence.

### **III. JESUS CHRIST**

Jesus Christ is fully God and possesses the attributes of God: eternity (John 8:58); immutability (Hebrews 13:8); omnipresence (Matthew 28:20); omnipotence (Matthew 8:23-27); omniscience (John 2:24-25; 16:30); and holiness (Isaiah 6:1; 1 John 3:5).

Jesus Christ is fully man, conceived by the Holy Spirit, born of a virgin (Matthew 1:16, 25). He is the incarnate Son of God – God in the flesh (John 1:14; 1 John 4:2-3). He was tempted in all ways as we are, yet without sin (Hebrews 4:15).

Jesus Christ is completely God and completely man, united forever in one person without any mingling of the attributes. He is the creator of all things (John 1:3; Colossians 1:16). He upholds and preserves all things (Colossians 1:17). He was the perfect and final propitiation or atoning sacrifice for the sins of the whole world, thereby providing the basis of salvation for all (2 Timothy 2:6; 1 John 2:1-2).

He was literally and bodily raised from the dead by the power of God, which provides us with hope (1 Corinthians 15). He ascended into heaven and sits at the right hand of the Father, forever interceding on our behalf (Romans 8:34; Hebrews 7:25). And He will return again, bodily, to receive the church and to render judgment and establish His kingdom forever (1 Thessalonians 4:13-18; John 5:25-29; Matthew 25; Revelation 21).

### **IV. THE HOLY SPIRIT**

The Holy Spirit is the Spirit of God, eternally proceeding from the Father and the Son (Matthew 12:28; John 15:26) and possessing the attributes of the divine. He has life (Romans 8:2), intelligence (John 15:26), and will (Acts 16:7). He may be grieved (Ephesians 4:30), resisted (Acts 7:51), quenched (1 Thessalonians 5:19), insulted (Hebrews 10:29), lied to (Acts 5:2), and blasphemed and sinned against (Matthew 12:31-32).

In relation to the Scriptures, He is the divine author and interpreter of the Word (2 Peter 1:21; John 16:13-15; 1 Corinthians 2:10-12). He was involved in creation (Genesis 1:2; Job 33:4; Psalm 104:24-30). In relation to Jesus Christ, He conceived Jesus in the virgin Mary (Luke 1:34-35), empowered Christ during His earthly ministry (Matthew 3:16; 12:28), and in His death (Hebrews 9:14).

In relation to salvation, He convicts of sin (John 16:8-11), imparts spiritual life to the believing sinner (John 3; Titus 3:4-7), seals the believer (Ephesians 1:13-14; 4:30), baptizes the believer (1 Corinthians 12:13; Romans 6:3-5), and indwells the believer (1 Corinthians 6:19-20; Romans 8:9; John 14:17).

In relation to sanctification, the Holy Spirit teaches God's Word (John 16:13; 1 Corinthians 2:12), convicts of sin (John 16:8), intercedes (Romans 8:26), reveals God's will (Romans 8:14; Acts 8:29), fills and empowers the believer (Ephesians 5:18; 1 Corinthians 12:11), assures of being God's child (Romans 8:16), gives spiritual gifts (1 Corinthians 12:7,11; 1 Peter 4:10-11; Romans 12:4-8;), enables the believer to worship God (Ephesians 5:18-20; Philippians 3:3), and transforms (Romans 12:1-2; 2 Corinthians 3:18).

## **V. MAN**

Man was created in the image of God with personality likeness (intellect, emotion and will), with moral likeness, and with social likeness (Genesis 1:26-27). He is both material and non-material, and was created without sin, in a state of innocence or untested holiness.

Eve was deceived by the serpent and sinned (Genesis 3:1-7; 1 Timothy 2:14). Adam willfully chose to follow in sin. The penalty of sin – judgment and condemnation – is imputed to the entire human race, with all sharing the consequence of the first transgression (Romans 5:12-19).

As a result of sin entering into the human race, every person is born spiritually dead and is, by nature, a sinner. The sin nature is inherited by all, transmitted by natural generation (Psalm 51:5; Ephesians 2:1-2).

The effect of sin leaves each person totally depraved, unable to please God or come to God in and of oneself (Ephesians 4:17-18; Romans 1:18-32; 3:11). Every person commits personal sin (Romans 3:23) and has the

principle of sin present within (Romans 7:7-24). Sin introduced into the human race physical, spiritual, and eternal death (Genesis 2:17; Romans 6:23).

## **VI. SALVATION**

Man is by nature totally depraved, that is, the principle of sin has pervaded every aspect of his nature and he is totally incapable of achieving his own salvation (Ephesians 2:1-3; 4:17-19). God's holiness demands just satisfaction for sin; the sacrifice of Jesus Christ perfectly satisfies God's justice (1 John 2:1-2). Salvation involves the redemption of the whole man and includes regeneration, justification, sanctification and glorification (Romans 8:30). There is no salvation apart from personal faith in Jesus Christ in response to His gracious work (Acts 4:12; Ephesians 1:3-8; 2:10).

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ (2 Corinthians 5:17). It is a change of heart brought about by the Holy Spirit through the conviction of sin, to which the sinner responds in repentance toward God and faith in Jesus Christ (Acts 20:21).

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

Justification is the legal act of God declaring the believing sinner "not guilty" or "righteous" (Romans 3:24). Justification brings the believer into a relationship of peace and favor with God (Romans 5:1).

Sanctification is the experience by which the believer is set apart for God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him (Romans 12:1-2; 2 Corinthians 3:18; John 17:17).

The believer is positionally and progressively sanctified, and this work will be completed and realized at the appearing of Christ (1 Corinthians 1:2; 1 Thessalonians 5:23; Philippians 3:12-13; Colossians 3:12-17). Glorification is the culmination of salvation and is the final blessed and abiding state of the believer (Romans 8:30; Colossians 3:4).

## **VII. THE CHURCH**

The universal church consists of all regenerate individuals beginning at Pentecost and ending with the rapture of the church (1 Corinthians 12:13; Ephesians 3:1-12). The church is a distinct people in God's plan for the ages (Colossians 1:24-26; Ephesians 1:11).

The purpose of the church is to reflect the glory of Christ (John 17:10, 22-23), to represent Christ (1 Corinthians 12:27-30; John 15:8, 16), and to fellowship with Christ forever (John 17:24).

Christ is the head of the church (Ephesians 5:22-24); the church is the bride of Christ (Ephesians 5:25-27; Revelation 21:2, 9). The local church is a local assembly of believers who are self-supporting, self-governing and self-propagating; who meet together regularly for prayer, fellowship, worship, the study of God's Word, and the observance of the ordinances of baptism and the Lord's Supper.

The local church is to have organization (1 Timothy 3:1-13; Titus 1:5-9). In the local church, members minister to one another and exercise their spiritual gifts for the common good, for the building up of the body (1 Peter 4:10). God has given gifted individuals to the church (Ephesians 4:11-13). The local church is to exercise discipline of its members (Matthew 18:15-20; Titus 3:10-11).

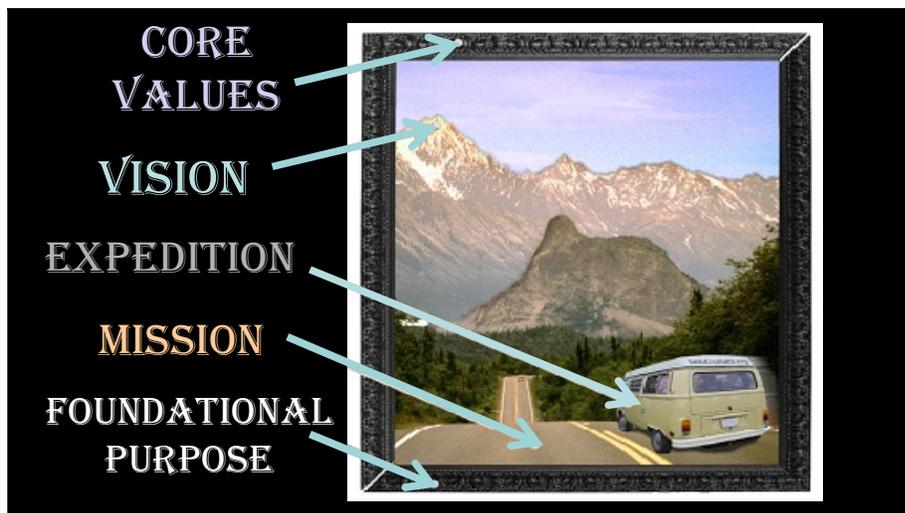
## **VIII. THE END TIMES**

The Scriptures make certain these prophetic events: the rapture of the church (1 Thessalonians 4:13-18), the judgment seat of Christ where rewards are given or withheld (2 Corinthians 5:10; 1 Corinthians 3:10-15); the marriage feast of the lamb (Revelation 19:7-10); the seventieth week of Daniel – the tribulation (Daniel 9:27).

Christ will return to smite the nations (Revelation 19:11-16); He will judge the nations (Matthew 25:31-46). Christ will rule with His saints in a literal millennial kingdom (Revelation 20:6). Satan, who was bound for a thousand years, will be released to war against Jerusalem, is then defeated and cast into the lake of fire (Revelation 20:2, 7-10).

All unbelievers will stand before the Great White Throne for judgment and then be cast into the lake of fire for eternal punishment (Revelation 20:11-15). There will be a new heaven and new earth (Revelation 21:1), and believers will enjoy eternal blessings forever with Christ (John 14:3; Revelation 22:1-5).

**Vision & Mission Statements  
Core Values**



**Our Vision: To see lives changed by Jesus Christ.**

**Our Mission: Helping people grow into disciples of Jesus.**

*What does a growing disciple of Jesus look like? Some of the characteristics of that person's life would be:*

- 1) Intimacy with Jesus
- 2) Joyful obedience to God's Word
- 3) Purposeful community
- 4) Heart for evangelism

These characteristics indicate obedience to the Great Commandment. "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself." (Matthew 22:37-39)

## Core Values

- 1) Passionate about Truth
- 2) Pursuit of Excellence
- 3) Committed to Grace
- 4) Involved in Community
- 5) Engaged in Mission

## Leadership

### 2020 Board of Elders

Clint Conerly

Alan Fischer

Bill Jensen

Chris Mendez

Brian McNamara

David Oakley

Garry Randall

Jim Spencer

Bob Thomas

*Email address for the Board: [elders@knoll.org](mailto:elders@knoll.org)*

### Staff

Chris Mendez *Senior Pastor*

Alan Fischer, *Executive Pastor*

Moises Altamirano, *Associate Pastor*

Katie Conaway, *Community Life Director*

Mary Mendez, *Youth and Children's Director*

Liz Pierce, *Asst. Children's Ministry*

Kathryn Howell, *Bookkeeper*

Laurie Florence, *Weekday Preschool Director*

*To email the staff: add first name of staff member to [@knoll.org](mailto:@knoll.org)*

## Ministry Teams

### Administration

Communications  
Finance Ministry  
Information Technology [IT]  
Properties

- Facility Maintenance
- Grounds
- Parking
- Safety
- Security

Support Staff Personnel  
Tellers  
Ushers/Greeters

### Adult Discipleship Ministries

Community Groups  
Mom's Bible Study  
Starting Point  
Women's Bible Study  
Women's Ministry

### Children's Ministry

Sundays

- Nursery (*9am and 10:30am*) Newborns to 18 months
- Elementary Children's Programs (*10:30am*) 18 months to 6<sup>th</sup>

Summer Programs including VBS

### Connection & Care Ministries

Benevolence  
Hospitality  
Prayer

### Missions Ministry

**Knollwood Preschool (3 to 5 years old)**

## **Service Ministry**

## **Student Ministries**

Junior and Senior High (Sunday 10:30am) 7<sup>th</sup> - 12<sup>th</sup> grades

## **Worship Arts Ministries**

Baptism

Communion

Drama

Praise Band

Tech Team

## **Community Group Opportunities for Spiritual Growth**

### **ABOUT COMMUNITY GROUPS**

We encourage you to find a place to get involved at Knollwood by connecting with one of our Community Groups.

Our goal for community is two-fold:

- 1) help people pursue Christ more fully;
- 2) help people easily develop meaningful friendships that support them during the stages of life.

### **HOW DO GROUPS WORK?**

Groups meet during the week and consist of fellowship, sharing life, prayer and a discussion of that week's Sunday message topic (with the focus of applying Biblical truth and answering questions).

Currently, we have many groups that meet in and around the Burke area. Please check out the list of groups on our web site at <http://knoll.org/community> to determine which one would be the best fit for you. Contact the group leader to sign up for a group in which you are interested.

If you have any questions about getting involved in a Community Group, please contact Katie Conaway, Community Life Director ([katie@knoll.org](mailto:katie@knoll.org))

## Ordinances

### BAPTISM

Baptism is symbolic of being united with Christ in his death, burial and resurrection. Paul wrote to the believers in Rome:

*Do you not know that all of us who have been baptized into Christ Jesus were baptized into his death? We were buried therefore with him by baptism into death, in order that, just as Christ was raised from the dead by the glory of the Father, we too might walk in newness of life.*

(Romans 6:3-4)

The New Testament shows that people who had given a clear, believable profession of faith were baptized. It is our belief that baptism does not cause regeneration or new spiritual life. It is not a means of bestowing grace on people and necessary for salvation.

Rather, there are two main reasons for baptism:

- 1) The blessing of obedience. Baptism is pleasing to God by demonstrating obedience to Christ's command to be baptized.
- 2) The public testimony of a personal reality. Baptism is an outward, public symbol of an inward, personal experience of God's saving grace.

In the New Testament, baptism was carried out, it would seem, in only one way: the person being baptized was immersed or put under the water and brought back up again. The word in the Greek language is *baptizō*, which means literally: "to plunge, dip, immerse."

A secondary meaning is that of identification. Therefore, when one is baptized, he or she is identified with the death, burial and resurrection of Christ. It is a symbol of our Spirit-baptism which occurs at the moment of our salvation (I Corinthians 12:13). In that baptism, we are placed into the

body of Christ, identified with all believers who have been united with Christ.

## **THE LORDS SUPPER (COMMUNION)**

Paul instructed the believers in Corinth that, when the church gathered together, they were to celebrate the Lord's Supper. He wrote:

*For I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, and when he had given thanks, he broke it, and said, "This is my body which is broken for you. Do this in remembrance of me." In the same way also he took the cup, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." For as often as you eat this bread and drink this cup, you proclaim the Lord's death until he comes. (I Corinthians 11:23-26)*

When we observe communion, we are doing two things:

- 1) We are looking back, reflecting on the offering of Christ's body and blood on our behalf.
- 2) We are looking ahead to when He will return, and we will be united with him and will feast in his presence.

It is our belief that the bread and wine (juice) do not change into the body and blood of Christ, nor do they somehow contain the body and blood of Christ. Rather, they symbolize the body and blood, and give a visible sign of the fact that Christ is truly present in a spiritual sense.

The Lord's Supper is observed once a month as part of our morning worship. We practice open communion at Knollwood Community Church. Anyone who has trusted in Jesus Christ alone for their salvation is invited to participate.

## Why Membership Is Important

### REASONS FOR JOINING A LOCAL CHURCH

- 1) It gives you a sense of **belonging**.

You have come to the conclusion that... "I want to be part of this community of believers and I want to be a full participant in the life of this church." Therefore, church membership involves more than just adding your name to the role. It is an expression of your desire to be enfolded into the church family.

*You are members of God's very own family, citizens of God's country, and you belong in God's household with every other Christian.*  
(Ephesians 2:19 – LB)

- 2) It gives you the **support** of other believers.

*Let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some but encouraging one another. . . (Hebrews 10:24-25)*

*And all the believers met together constantly, and shared everything with each other... They worshiped together regularly ...met in small groups in the homes ... and shared their meals together with great joy and thankfulness. (Acts 2:44, 46 – LB)*

- 3) It gives you the opportunity to discover and use your **spiritual gifts**.

*Now there are varieties of gifts, but the same Spirit. And there are varieties of ministries, and the same Lord. There are varieties of effects, but the same God who works all things in all persons. But to each one is given the manifestation of the Spirit for the common good. (1 Corinthians 12:4-7)*

*God gave... pastors and teachers to prepare God's people for works of service, so that the Body of Christ may be built up... and become mature, attaining the full measure of perfection found in Christ. (Ephesians 4:11-13)*

- 4) It gives you **accountability**.

*Obey your spiritual leaders and be willing to do what they say. For their work is to watch over your souls, and God will judge them on how well they do this. (Hebrews 13:17 – LB)*

- 5) It gives you **encouragement**.

*Therefore, encourage one another and build each other up...*

*(1 Thessalonians 5:11)*

*Let us think of ways to motivate one another to acts of love and good works. And let us not neglect our meeting together, as some people do, but encourage one another, especially now that the day of his return is drawing near. (Hebrews 10:24-25)*

## What It Means To Be a Member

### JOINING KNOLLWOOD IS BECOMING...

- 1) **Identified** with a local church as part of the universal Body of Christ.

*All of you together are Christ's body, and each of you is a part of it.*

*(1 Corinthians 12:27)*

- 2) A member of a **family** of believers.

*Therefore, whenever we have the opportunity, we should do good to everyone – especially to those in the family of faith. (Galatians 6:10)*

### FAMILY RESPONSIBILITIES & EXPECTATIONS

- 1) You are expected to **love** the other members.

*Your love for one another will prove to the world that you are my disciples. (John 13:35)*

- 2) You are expected to **accept** the other members.

*Therefore, accept each other just as Christ has accepted you so that God will be given glory. (Romans 15:7)*

- 3) You are expected to **forgive** the other members.

*Make allowance for each other's faults and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others. (Colossians 3:13)*

- 4) You are expected to **serve** the other members.

As members, you participate in shaping the community through the use of your gifts, talents and passions.

*For you have been called to live in freedom, my brothers and sisters. Don't use your freedom to satisfy your sinful nature. Instead, use your freedom to serve one another in love. (Galatians 5:13)*

- 5) You are expected to **encourage** the other members.

*Therefore encourage one another and build each other up. (1 Thessalonians 5:11)*

- 6) You are expected to **financially support** the ministries of Knollwood Community Church by giving regularly out of love for God and obedience to Him in proportion to how He has blessed you. One should support, first and foremost, the local church where you are being fed spiritually.

## Why Give?

### **GOD WANTS YOU TO GIVE BECAUSE:**

- 1) It demonstrates your gratitude for **God's blessings**.

There is joy of generosity in giving to the Lord. Guilt never motivates a true believer to give to the Lord's work.

*Honor the Lord with your wealth and with the best part of everything you produce. (Proverbs 3:9)*

*Each of you should bring a gift in proportion to the way the Lord your God has blessed you. (Deuteronomy 16:17)*

Out of gratitude for God's goodness in our lives, we return a portion back to God, realizing that He is the source of all our wealth. Without His blessing, we would have nothing.

2) It demonstrates your **Biblical stewardship**.

It shows He is true Lord of our lives.

*The earth is the LORD's, and everything in it. The world and all its people belong to him. (Psalm 24:1)*

Giving reminds us that God is the owner of everything and we are simply His managers (stewards). It prevents us from becoming self-centered.

3) It demonstrates your **Christian values**.

It reveals a reflection of our lives surrendered to God.

*Don't store up treasures here on earth, where moths eat them and rust destroys them, and where thieves break in and steal. Store your treasures in heaven, where moths and rust cannot destroy, and thieves do not break in and steal. Wherever your treasure is, there the desires of your heart will also be. (Matthew 6:19-21)*

It imitates Jesus' sacrifice for us!

*Now this I say, the one who sows sparingly shall also reap sparingly; and the one who sows bountifully shall also reap bountifully. (2 Corinthians 9:6)*

Giving is an act of "expectant" faith. It is an investment in the future and a part of our legacy. We reap in proportion to what we sow, but we cannot out give God! God doesn't need our money. He wants what our money represents – our surrendered lives.

It imitates Jesus in His sacrifices for us and reflects a life of a true follower of Christ.

4) It demonstrates your **faith** – a willingness to trust God to meet your needs -- even when you can't see how it will work out. When you put Him first, it is amazing how He provides for us.

## Membership: Next Steps

- 1) Request a Membership Profile application from Pastor Alan. Once completed, please return to him. [alan@knoll.org](mailto:alan@knoll.org)
- 2) Meet with one of the pastors to complete the face to face membership interview.
- 3) Be baptized if you have not been baptized since coming to faith in Christ.
- 4) Be presented to the church at a Sunday morning worship service and be recommended for acceptance into membership.
- 5) Be affirmed by voice vote of members.
- 6) You are now an official member!

**KNOLLWOOD COMMUNITY CHURCH**  
**BYLAWS**  
**Adopted April 28, 2013**

**Section 1**

**GENERAL**

1.1 Name. The name of the Corporation shall be **KNOLLWOOD COMMUNITY CHURCH**, hereinafter referred to as "the Corporation" when referring to the legal entity recognized by the Commonwealth of Virginia, or "the Church" when referring to the ecclesiastical entity established by Jesus Christ as a local church.

1.2 Nonprofit Purposes. The Corporation is a local church organized and shall be operated exclusively as a nonprofit, religious, charitable, and educational organization dedicated to the purposes stated in the Articles of Incorporation.

1.3 Existing Unincorporated Association Being Incorporated. The name of the existing unincorporated association that is being incorporated hereby is **Knollwood Baptist Church**, also known as **Knollwood Community Church**, which was established as an unincorporated church in the Commonwealth of Virginia in A.D. 1976. Those persons who are current members in good standing of the existing unincorporated association **Knollwood Baptist Church**, also known as **Knollwood Community Church**, at the time these Bylaws are adopted shall automatically be members of the incorporated Knollwood Community Church within the meaning of Section 9 of these Bylaws, unless such person promptly expresses in writing to the Senior Pastor or Executive Pastor of the Church his or her request to terminate such membership.

1.4 Statement of Faith. The Corporation/Church shall have a Statement of Faith (copy attached as Appendix A to these Bylaws). The Statement of Faith may be amended by the Church members from time to time by a three-fourths (3/4) majority vote of those members present at a meeting called in accordance with Section 10 below at which a quorum of at least twenty-five (25) percent of the members eligible to vote at such meeting.

1.5 Autonomy. This Church is autonomous and is not affiliated with any denomination. It therefore maintains the right to govern its affairs independent of any denominational control. However, the Church will, on appropriate occasions, work with other like-minded churches in the spread of the Gospel and the building of Christ's kingdom.

1.6 Prior Constitutions. The Articles of Incorporation of Knollwood Community Church and these Bylaws supersede and replace in their entirety all current and prior Constitutions, Charters, Bylaws, and other organizing or governing documents of the existing unincorporated association **Knollwood Baptist Church**, also known as **Knollwood Community Church**.

## **Section 2**

### **OFFICES**

2.1 Registered Office and Agent. The Corporation shall continuously maintain a registered office and registered agent within the Commonwealth of Virginia.

2.2 Principal Office. The principal office of the Corporation shall be located in Fairfax County, Virginia, at 10000 Coffey Woods Road, Burke, Virginia 22015, or such place as shall be determined by the Board of Directors.

2.3 Additional Offices. The Corporation may also have offices at such other places as the Board of Directors may from time to time determine and the business of the Corporation may require.

## **Section 3**

### **SEAL**

The Corporation may have a seal in the form determined by the Board of Directors. Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or otherwise reproduced, or by writing the word "SEAL" beside the signature of an authorized officer of the Corporation.

## **Section 4**

### **BOARD OF DIRECTORS (BOARD OF ELDERS)**

4.1 Number and Term. The Board of Directors (also known as the "Board of Elders") shall consist of not less than three (3) nor more than twelve (12) men, as may be determined from time to time by resolution of the Board of Directors, based upon its consideration of the number of biblically qualified individuals who are willing to serve, the needs of the Church, and other relevant considerations. There must always be a majority of non-pastoral Directors (i.e., Directors other than the Senior Pastor and Executive Pastor who serve *ex officio* as provided in Sections 4.2, 6.3, and 6.4 of these Bylaws) on the Board.

Prospective Directors (also referred to as "Elders") shall be presented by the Board of Directors for affirmation to the Church members for terms as determined by the Board or until their successors are appointed and qualify in their stead. Each Director must be affirmed individually every three years by a majority vote at the annual business meeting as set forth in Section 10.5.

4.2 Qualification and Appointment. The initial Board of Directors shall be as set forth in the Articles of Incorporation. Subsequent selection of Directors of the

Corporation may be made by a majority vote of Church members at a called business meeting as set forth in Section 10.5. Members of the Board shall continue in office until their successors are chosen.

To serve on the Board, an individual must be a member of the Church in good standing, over eighteen (18) years of age, and should possess the Biblical qualities set forth in I Timothy 3:1-7 and Titus 1:5-9. The Senior Pastor and the Executive Pastor shall serve *ex officio* as provided in Section 6.3 and 6.4 of these Bylaws. All other pastors and all spouses shall be excluded from Board service.

The Church members (as defined in Section 9.2 below) shall be responsible to identify and commend qualified individuals to the Board of Directors for possible consideration to serve as Directors/Elders.

4.3 Vacancy. If the office of any Director becomes vacant by resignation, death, removal from office or failure to be affirmed by the congregation, the remaining Directors, though less than a quorum, shall be authorized to present a successor to the Church for affirmation by a majority of voting members at a called meeting as set forth in Section 10.5 below.

4.4 Powers. The government of **KNOLLWOOD COMMUNITY CHURCH** is vested in its Board of Directors, who shall provide oversight in the spiritual and temporal affairs of **KNOLLWOOD COMMUNITY CHURCH**, and shall appoint and confer authority upon a body of Pastors to manage the Church. The Board of Directors may exercise all such powers of the Corporation and do all such lawful acts and things that are not prohibited by statute, the Articles of Incorporation, or by these Bylaws.

The New Testament prescribes these specific functions of Elders (also known as Directors): teaching Biblical truth, modeling Christ-like behavior, maintaining doctrinal purity, disciplining unruly believers, overseeing financial matters, and praying for those who are ill. The Board of Directors/Elders shall also be a resource for providing encouragement, godly counsel, biblical wisdom, and accountability for the Senior Pastor of the Church.

4.5 Committees. The Board of Directors may appoint two or more persons from among its own number to serve as special and standing committees, such as the Board may determine are necessary, which shall have such powers and duties as shall from time-to-time be prescribed by the Board. All members of such committees shall serve at the pleasure of the Board. The delegation of authority to any committee shall not operate to relieve the Board of Directors or any member of the Board from any responsibility imposed by law. Rules governing procedures for meetings of any committee of the Board shall be established by the Board of Directors, or in the absence thereof, by the committee itself. All actions by any Board Committee shall be reported to the Board of Directors at the meeting next succeeding such action.

In addition, other committees, including Ministry Teams, which may be comprised of non-Directors, shall operate as needed and serve under the oversight of the Executive

Pastor. They shall have spending authority as specified under an annual budget. Ultimate authority for these committees/ministry teams rests with the Board of Directors.

4.6 Resignation and Removal. Any Director may at any time deliver a written notice of intent to resign to the Chairman of the Board or the Senior Pastor, which resignation shall be effective upon its acceptance by the Board. Any Director may be removed from the Board with or without cause when, in the sole judgment and discretion of the Board of Directors, it is determined by at least a two-thirds majority of the Board at a meeting duly called for that purpose and at which a quorum is present that such Director should no longer serve on the Board; provided, however, that a notice, including the names of Directors proposed to be removed, and the date, time and place of any meeting called to consider such removal shall be given in writing to each of the Directors at least seven (7) days prior to the date of such meeting.

4.7 Transactions with Interested Parties. A contract or other transaction between the Corporation and one or more of its Directors, officers, or family members thereof (hereinafter "Interested Party"), or between the Corporation and any other entity, of which entity one or more Directors, officers, or trustees are also Interested Parties, or in which entity an Interested Party has a financial interest -- shall be voidable at the sole election of the Corporation unless all of the following provisions are satisfied:

4.7.1 The Corporation entered into the transaction for its own benefit;

4.7.2 The transaction was fair and reasonable as to the Corporation, or was in furtherance of its exempt purposes at the time the Corporation entered into the transaction;

4.7.3 Prior to consummating the transaction, or any part, the Board of Directors authorized or approved the transaction, in good faith, by a vote of a majority of the Directors then in office, without counting the vote of the interested Director or Directors, and with knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction; and

4.7.4 Prior to authorizing or approving the transaction, the Board of Directors, in good faith, determined, after reasonable investigation and consideration, that either the Corporation could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Corporation's tax-exempt purposes.

Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. Notwithstanding the above, no loan shall be made by the Corporation to any of its Directors or officers.

4.8 Conflicts of Interest Policy. The Board of Directors shall adopt a Conflicts of Interest Policy that will provide for full disclosure of material conflicting interests by Board members, officers, senior management, and employees, and permit the Board to determine whether any disclosed conflicting interest is compatible with continued service or whether any disclosed potential conflict in a contemplated transaction may be authorized as just, fair, and reasonable to the Corporation.

4.9 No Compensation of Directors. Directors and members of any committee of the Board of Directors shall not receive compensation for their services as Directors and members of any such committee, but shall be entitled to reimbursement for any reasonable expenses incurred in attending such meetings. Directors may serve the Corporation in any other capacity and receive reasonable compensation for such other services.

## **Section 5**

### **MEETINGS OF THE BOARD**

5.1 Notice. Regular, annual, and special meetings of the Board of Directors may be held within or outside the Commonwealth of Virginia without notice at such time and place as shall from time to time be determined by the Board. Special meetings of the Board may be called at any time by the Chairman, the Senior Pastor, the Executive Pastor (if any), or any two Directors.

All meetings shall be open to members of the Church except for Executive Sessions of the Board. Board agendas are available to members upon request.

5.2 Waiver of Notice. Whenever any notice is required to be given by statute, the Articles of Incorporation, or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to the notice, whether before or after the time stated therein, shall be deemed equivalent thereto. Attendance at a meeting by a person entitled to notice shall constitute a waiver of proper notice of such meeting, except where attendance is for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

5.3 Quorum. A majority of the Directors shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a simple majority of the Board at a meeting duly called for that purpose and at which a quorum is present shall be the act of the Board of Directors, except as may be otherwise specifically provided by statute, the Articles of Incorporation, or these Bylaws.

5.4 Participation by Conference Telephone. Members of the Board of Directors or of any committee designated thereby may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can contemporaneously communicate with one another. Participation by such means shall constitute presence in person at such

meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, the minutes recording any action taken at such meeting, shall also note who participated in person, and who participated by alternative communications.

## **Section 6**

### **OFFICERS**

6.1 Number and Positions. The officers of the Corporation shall be elected by the Board of Directors and shall be the Senior Pastor (who functions as President), the Chairman of the Board, a Secretary, and a Treasurer. The Board may also elect an Executive Pastor (who functions as Vice-President) and one or more assistant Secretaries and assistant Treasurers. Two or more offices may be held by the same person except that the offices of the Senior Pastor and Secretary may not be held by the same person. All officers must be Church members in good standing of this Church (as Church membership is defined in Section 9.2 below). The Board may appoint such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

6.2 Term of Office. Except for the Senior Pastor, who may only be removed as provided in Section 10.9 of these Bylaws, the officers of the Corporation shall serve at the pleasure of the Board of Directors. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of a two-thirds majority of the Board at a meeting duly called for that purpose and at which a quorum is present, whenever, in their judgment, the best interests of the Corporation will be served thereby. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by a majority vote of the Board of Directors. In case of the absence or disability of an officer of the Corporation, or in any other case that the Board of Directors may deem sufficient reason therefore, the Board of Directors, a two-thirds majority of the Board at a meeting duly called for that purpose and at which a quorum is present, may delegate for the time being any or all of the powers or duties of any officer to any other officer, Pastor, Elder, or any other person.

6.3 The Senior Pastor. To be appointed as the Senior Pastor, and to maintain that position, an individual must:

6.3.1 Be approved for pastoral ministry by the Board of Directors;

6.3.2 Unreservedly subscribe to the tenets of faith as set forth in the Holy Bible (Old and New Testaments) and expressed in the Statement of Faith contained in the Appendix to these Bylaws;

6.3.3 Be an active Church member in good standing;

6.3.4 Possess the qualifications of a Pastor as set forth in I Timothy 3:1-7 and other relevant teachings of the New Testament; and

6.3.5 Be affirmed by the Church by a three-fourths majority vote at a called business meeting as set forth in Section 10 below.

The Senior Pastor shall serve as an *ex officio* member of the Board of Directors. As the spiritual leader of the church, the Senior Pastor shall have principal responsibility with the Board of Directors to establish the Church's vision, mission, and priorities. The specific role and responsibilities of the Senior Pastor shall be determined by the Board of Directors. He shall serve as the President and Chief Executive Officer of the Corporation. He shall make reports to the Board of Directors, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

The Senior Pastor may only be removed from office by a congregational meeting called for the exclusive purpose of removing the Senior Pastor or by his voluntary resignation. Removal requires a two-thirds majority vote at a called business meeting as set forth in Section 10 below.

6.4 The Executive Pastor. To be appointed as the Executive Pastor, and to maintain that position, an individual must:

6.4.1 Be approved for pastoral ministry by the Board of Directors;

6.4.2 Unreservedly subscribe to the tenets of faith as set forth in the Holy Bible (Old and New Testaments) and expressed in the Statement of Faith contained in the Appendix to these Bylaws;

6.4.3 Be an active Church member in good standing;

6.4.4 Possess the qualifications of a Pastor as set forth in I Timothy 3:1-8 and other relevant teachings of the New Testament; and

6.4.5 Be affirmed by a two-thirds majority vote at a called business meeting as set forth in Section 10 below.

The Executive Pastor shall also serve as an *ex officio* member of the Board of Directors. In the absence of the Senior Pastor, the Executive Pastor shall perform the duties and exercise the powers of the Senior Pastor, or such of them as may be so delegated, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time. He shall serve as Vice-President of the Corporation.

The specific role and responsibilities of the Executive Pastor shall be determined by the Board of Directors and the Senior Pastor, and stated so in the position description agreed upon at the time of hiring. The Executive Pastor may be removed by the affirmative vote

of a majority of the Board of Directors at a meeting duly called for that purpose and at which a quorum is present.

6.5 The Chairman. The Chair shall preside at meetings of the Board, and shall have such other rights, duties, and powers as are authorized by the Board from time to time.

6.6 The Secretary. The Secretary or an assistant Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, such notice as is required of all meetings of the Board of Directors and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time. The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and when so affixed it shall be attested by the signature of the Secretary, or by the signature of the Treasurer or an assistant Secretary.

6.7 Assistant Secretaries. The assistant Secretaries in the order of their seniority shall, in the absence or disability of the Secretary, perform the duties and exercise the powers of the Secretary, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

6.8 The Treasurer. Except as the Board of Directors may otherwise determine, the Treasurer will work closely with the Executive Pastor to ensure oversight of the financial operations of the Church, including required audits and reviews. He will ensure that proper records are maintained and that quarterly reports are made to the Board. The Treasurer shall also have such other rights, duties and powers as are authorized by the Board of Directors from time to time.

6.9 Assistant Treasurers. The assistant Treasurers in the order of their seniority shall, in the absence or disability of the Treasurer, perform the duties and exercise the powers of the Treasurer, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

## **Section 7**

### **OTHER PASTORS**

The Board of Directors may present to the Church for affirmation other Pastors to assist the Senior Pastor and/or the Executive Pastor in carrying out the ministry of the Church. These Pastors shall be affirmed by a majority vote at a called business meeting as set forth in Section 10 below.

A Pastor must unreservedly subscribe to the tenets of faith as set forth in the Holy Bible (Old and New Testaments) and expressed in the Statement of Faith contained in the Appendix to these Bylaws, be an active Church member in good standing, and possess all

the qualifications of a Pastor as set forth in I Timothy 3:1-7 and other relevant teachings of the New Testament.

A Pastor must be approved for pastoral ministry by the Board of Directors. These Pastors may perform all the duties of a minister of the gospel of Jesus Christ, including teaching, counseling, administering baptism and the Lord's supper, officiating at weddings and funerals, advising the Board on matters of church discipline, disbursing church monies appropriated through the approved budget of the Corporation, and equipping others for ministry. These Pastors may also attend meetings of the Board of Directors to serve as advisers to the Board, though without governing authority in the decisions of the Board. These Pastors may be removed by the affirmative vote of a majority of the Board of Directors at a meeting duly called for that purpose and at which a quorum is present.

## **Section 8**

### **ADVISORY COMMITTEES**

The Board of Directors may create one or more advisory committees, for such terms as deemed fit by the Board of Directors. Such advisory committees shall have no vote or governance role, but shall serve the Board of Directors in the specified advisory capacity.

## **Section 9**

### **CHURCH MEMBERS**

9.1. Membership Universal and Local. As stated in its Articles of Incorporation, the Church does not have any legal "members" as that term is defined in the Virginia Nonstock Corporation Act. However, as a concept distinct from legal corporate membership, the Church follows the New Testament concept of church membership: that each person regenerated by the Holy Spirit and responding in repentance and faith toward Jesus Christ is a unique and indispensable part of the organism which is Christ's body and all such persons are members of the universal body of Christ (1 Corinthians 1:2). Membership in this Body of Christ is the ground for fellowship between Christians. However, the Bible identifies local churches as those Christians in a locality who by the leadership of God and common agreement join together for the purpose of worship, instruction, mission, and fellowship.

9.2 Qualifications for Church Membership. As a local expression of the universal body, the Church will have the following standard for initial and continued Church membership:

9.2.1 Profession of personal faith in Jesus Christ as Lord and Savior;

9.2.2 Baptism after conversion as a testimony of salvation and obedience to God's Word;

9.2.3 Agreement to adhere to the Bylaws, polices, and practices of this Church;

9.2.4 Completion of the Church membership class; and

9.2.5 A commitment to submit to and respect the process of Church discipline, as outlined in Matthew 18, both for themselves and others if behavior inconsistent with the above or other unrepentant sin persists after a process of loving counsel, correction, and admonishment.

9.3. Reception of members. The following is the procedure for the reception of members:

9.3.1 Persons desiring to become members will make such desires known to the Senior Pastor or the Executive Pastor, who will examine the applicant according to the standards for membership.

9.3.2. Upon confirmation by the Senior Pastor or Executive Pastor that the applicant has satisfied the requirements for Church membership set forth in Section 9.2 above, upon a vote of affirmation by a majority of the Church members of the Church at a regular or special business meeting such applicant will be received into Church membership.

9.4. Removal from Roll. Church members may be removed from the Church's membership rolls for the following reasons:

9.4.1. The transfer of the member to another church;

9.4.2. The request of the member to be removed from Church membership;

9.4.3. The death of the member;

9.4.4. If a member is habitually absent from the fellowship of the Church and fails to communicate with the Church for a period of one year and fails to reply to communications, or fails to fulfill the responsibilities of Church membership, he or she may be removed from Church membership at the discretion of the Board of Elders; or

9.4.5. The discipline of the member in accordance with Matthew 18:15-17 for the following reasons:

9.4.5.1. Holding a false and heretical doctrine;

9.4.5.2. Living inconsistently with the Christian profession;

9.4.5.3. Disturbing the unity and peace of this Church.

9.5. Confidentiality. Though every reasonable effort shall be made to protect confidential communications, especially those received in a Pastor counseling context, there will be times when to properly fulfill their spiritual and leadership responsibilities, the Pastors or Elders may as they deem necessary or appropriate share confidential information with one another or Church members they deem may be part of the solution or problem. They may do this for the purpose of counsel or the purpose of protecting others from the effects of a Church member's sin, or to assist one another in providing spiritual care to the people of the Church.

## **Section 10**

### **MEETINGS OF CHURCH MEMBERS**

10.1. Place of Meeting. Meetings of Church members shall be held at any place within or outside the Commonwealth of Virginia designated by the Board of Directors. In the absence of any such designation, meetings shall be held at the Corporation's principal office.

10.2. General Meetings. A general meeting of Church members shall be held at least annually, normally within the last two weeks of September, or at such other time and place, and on such notice, if any, as the Board of Directors may determine.

10.3. Special Meetings. Special meetings of Church members may be called at any time by a majority of the Board of Directors or upon written request to the Board of Directors or its Chairman by at least twenty five percent (25%) of the voting Church members. Such a petition must clearly state the nature and urgency of the business, and only the specific business stated in the petition may be introduced before the body, discussed, and/or acted upon at the meeting.

10.4. Notice of Meetings. The Board of Directors shall see that notice of any business meetings of Church members is given to the Church members eligible to vote at such meeting. Such notice shall identify the nature of the business to be discussed at the meeting and may be given either by a mailing (via regular U.S. mail) or electronic mail to the entire active Church membership (as reflected in the Church's then-current membership rolls) transmitted at least two weeks before the meeting date or by a verbal announcement or written notice given during the morning worship service(s) on the two Sundays preceding the meeting.

10.5. Quorum. Twenty-five (25) percent of the active Church members (as reflected in the Church's then-current membership rolls) shall constitute a quorum for the transaction of business at any meeting of the Church members. The members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.

10.6. Officers for Meeting. The Chairman of the Board shall preside at any meetings of Church members. In his absence or at his discretion, he may designate an acting presiding officer for a particular meeting. The Secretary or a designated Assistant Secretary shall keep accurate records of all business meetings.

10.7. Voting. Each Church member, 18 years of age or older, shall be entitled to cast one vote on each matter submitted for a vote of the members. A simple majority vote is necessary for any motion to be approved unless otherwise indicated in these Bylaws. No proxy votes or absentee votes shall be allowed.

10.8. Waiver of Notice or Consent to Meeting. A member's attendance at a meeting shall also constitute a waiver of notice of that meeting, except when the member objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice but not so included, if the objection is expressly made at the meeting.

10.9 Authority of Church Members. The Church members shall have authority to act on the following matters at a proper meeting of Church members:

10.9.1 The calling of all pastoral staff, including the Senior Pastor;

10.9.2 The (involuntary) dismissal of the Senior Pastor (as provided in Section 6.3 above);

10.9.3 The acquisition, disposition, or encumbrance of real property, including the construction of ministry facilities;

10.9.4 The approval of the Church's annual budget;

10.9.5 The affirmation of the Directors (Elders) as provided in Section 4 above;

10.9.6 The amending of the following sections of the Corporation's Bylaws: Section 1; Sections 4.1, 4.2, 4.3, 4.4, and 4.6; Sections 6.3 and 6.4; Section 9; Sections 10.3, 10.4, 10.5, 10.7, and 10.9; and Section 13; and

10.9.7 The amending of the Church's Statement of Faith.

## **Section 11**

### **FISCAL MATTERS**

11.1 Deposits. The Board of Directors shall select banks, trust companies, or other depositories in which all funds of the Corporation not otherwise employed shall, from time to time, be deposited to the credit of the Corporation.

11.2 Checks. All checks or demands for money and notes of the Corporation shall be signed by such officer or officers or such other persons as the Board of Directors may from time to time designate.

11.3 Fiscal Years. The Board of Directors shall have the power to fix, and from time to time to change, the fiscal year of the Corporation. Unless otherwise fixed by the Board, the fiscal year shall commence on October 1 and shall terminate on the following September 30.

11.4 Designated Contributions. The Corporation may accept any designated contribution, grant, bequest or devise provided it is consistent with the Corporation's (1) mission and spiritual priorities as determined from time to time by the Board, (2) budget process and fiscal restrictions, (3) full ownership and control of the funds or assets, and (4) tax-exempt purposes, as set forth in the Constitution. As so limited, donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. The Corporation shall reserve all right, title and interest in and to, and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose or use.

11.5 Books and Records. The Corporation shall keep at its office correct and complete books and records of account, the activities and transactions of the Corporation, minutes of the proceedings of the Board of Directors and any committee of the Board, and a current list of the Directors and officers of the Corporation and their residence addresses. Any of the books, minutes, and records of the Corporation may be in written form or in any other form capable of conversion into written form within a reasonable time.

11.6 Loans to Directors and Officers Prohibited. No loans shall be made by the Corporation to its Directors or officers. Nothing in this section shall bar any Director or officer from receiving approved compensation in their employee capacities, or approved payments from the Corporation's benevolence fund in accordance with the policy and procedures governing such a fund, provided they do not participate in the decision to grant such benevolence.

11.7 Benevolence Fund. Consistent with Biblical teaching to share with those in need, the Corporation may establish a benevolence fund to meet material and financial needs of Church members and others. This fund shall be administered under a policy which sets forth the funds' purpose, procedures for administration, and objective criteria for selection of recipients for financial assistance.

11.8 Accounting and Fiduciary Guidelines. The Directors and officers of the Corporation shall conduct their affairs with integrity in the sight of God and men, and shall to that end maintain prudent and responsible control and accountability over all funds they receive and ensure that all funds are dedicated to the Corporation's tax-exempt purposes.

## **Section 12**

### **INDEMNIFICATION**

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal, by reason of the fact that he, his testator or intestate, is or was a Director, officer, employee, or agent of the Corporation, may be indemnified by the Corporation, and the Corporation may advance his related expenses, to the fullest extent permitted by law.

The Corporation may purchase and maintain insurance to indemnify:

12.1 Itself for any obligation which it incurs as a result of the indemnification specified above; and

12.2 Its Directors, officers, employees, and agents.

## **Section 13**

### **AMENDMENTS**

Section 1; Sections 4.1, 4.2, 4.3, 4.4, and 4.6; Sections 6.3 and 6.4; Section 9; Sections 10.3, 10.4, 10.5, 10.7, and 10.9; and Section 13 of these Bylaws may only be amended, altered, or repealed by a two-thirds majority vote of the voting members of the Church at a called business meeting as set forth in Section 10 above.

All other sections of these Bylaws may be amended, altered, or repealed by a two-thirds majority of the members of the Board of Directors in attendance at any regular meeting of the Board, or at any special meeting of the Board if notice of the proposed alteration or repeal is contained in the notice of such special meeting or notice is properly waived as outlined in Section 5.2 of these Bylaws.



# Membership Information

**2021**

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[www.knoll.org](http://www.knoll.org)

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## Statement of Faith

### WE BELIEVE:

- The Scriptures (66 books), without error in the original manuscripts, are God's infallible revelation. They are wholly true and reliable, and are the sole authority for faith and conduct.
- There is one true God, who is a self-existent, personal being, who is the origin of all things, external in His existence, and who transcends the whole creation while being immanent in it. God exists with one divine essence manifested in three distinct persons – Father, Son and Holy Spirit.
- Jesus Christ, fully God and fully man, was conceived by the Holy Spirit, born of a virgin, tempted in all ways as we are, yet without sin. He was the perfect and final substitutionary sacrifice for sin, bodily raised from the dead, ascended into heaven, and sits at the right hand of God the Father, forever interceding for us.
- The Holy Spirit is the divine author of Scripture. In relation to salvation, He convicts of sin, regenerates, seals, baptizes and indwells the believer. In relation to sanctification, the Holy Spirit teaches God's Word, convicts of sin, intercedes, reveals God's will, assures of salvation, fills and empowers, and transforms the believer into the image of Christ.
- Man, created in the image of God, chose to disobey, falling under the penalty of sin – death and condemnation – bringing judgment to the entire human race. As a result, every person is born spiritually dead and is, by nature, a sinner.
- Salvation is by God's grace appropriated through faith, wherein God declares the believing sinner righteous, setting the believer apart for God's purposes and enabling him or her towards moral and spiritual maturity through the presence and power of the indwelling Spirit.
- The universal church, consisting of all believers from Pentecost until the rapture, exists to reflect the glory of Christ, represent the person of Christ, and fellowship with Christ forever. The local church is an assembly of believers who are self-supporting and self-governing, and

who meet regularly for prayer, fellowship, worship, the study of God's Word, and the observance of the ordinances of baptism and the Lord's Supper.

- The Scriptures make certain these prophetic events: the rapture of the church, the judgment seat of Christ, the marriage feast of the Lamb, the tribulation, the bodily return of Christ to judge the nations and reign in a literal millennial kingdom, the final defeat of Satan, the Great White Throne judgment for unbelievers, the establishment of a new heaven and new earth, and the believer's enjoyment of eternal blessings with Christ.

Ratified 5/12/04

## **Doctrinal Statement Expanded**

### **I. THE SCRIPTURES**

The Scriptures are God's accurate and authoritative revelation to man, making known truth which would otherwise be unknown (1 Corinthians 2:10-13). God so directed the human authors of Scripture that without destroying their individuality, personal interests or literary style, His complete thought toward man was recorded without error in the words of the original manuscripts. The Scriptures were inspired by the Holy Spirit pertaining to the very words and extends equally and fully to the whole of the Bible.

The Scriptures are inerrant and infallible in the original manuscripts. Therefore, they are wholly true and reliable, and are the sole authority for faith and conduct (2 Timothy 3:16-17; John 17:17). The Holy Spirit illumines the minds of believers to comprehend and understand God's revealed truth (1 Corinthians 2:10-16).

### **II. GOD**

God is a self-existent, self-conscious, personal Being, who is the origin of all things, eternal in His existence, and who transcends the whole creation while being immanent in it. God is incomprehensible, yet knowable by self-revelation (John 1:18; 17:3; 1 John 5:20).

God is a tri-unity. While there is only one divine nature, there are three persons called the Father, Son and Holy Spirit, who possess the same identical essence.

### **III. JESUS CHRIST**

Jesus Christ is fully God and possesses the attributes of God: eternity (John 8:58); immutability (Hebrews 13:8); omnipresence (Matthew 28:20); omnipotence (Matthew 8:23-27); omniscience (John 2:24-25; 16:30); and holiness (Isaiah 6:1; 1 John 3:5).

Jesus Christ is fully man, conceived by the Holy Spirit, born of a virgin (Matthew 1:16, 25). He is the incarnate Son of God – God in the flesh (John 1:14; 1 John 4:2-3). He was tempted in all ways as we are, yet without sin (Hebrews 4:15).

Jesus Christ is completely God and completely man, united forever in one person without any mingling of the attributes. He is the creator of all things (John 1:3; Colossians 1:16). He upholds and preserves all things (Colossians 1:17). He was the perfect and final propitiation or atoning sacrifice for the sins of the whole world, thereby providing the basis of salvation for all (2 Timothy 2:6; 1 John 2:1-2).

He was literally and bodily raised from the dead by the power of God, which provides us with hope (1 Corinthians 15). He ascended into heaven and sits at the right hand of the Father, forever interceding on our behalf (Romans 8:34; Hebrews 7:25). And He will return again, bodily, to receive the church and to render judgment and establish His kingdom forever (1 Thessalonians 4:13-18; John 5:25-29; Matthew 25; Revelation 21).

### **IV. THE HOLY SPIRIT**

The Holy Spirit is the Spirit of God, eternally proceeding from the Father and the Son (Matthew 12:28; John 15:26) and possessing the attributes of the divine. He has life (Romans 8:2), intelligence (John 15:26), and will (Acts 16:7). He may be grieved (Ephesians 4:30), resisted (Acts 7:51), quenched (1 Thessalonians 5:19), insulted (Hebrews 10:29), lied to (Acts 5:2), and blasphemed and sinned against (Matthew 12:31-32).

In relation to the Scriptures, He is the divine author and interpreter of the Word (2 Peter 1:21; John 16:13-15; 1 Corinthians 2:10-12). He was involved in creation (Genesis 1:2; Job 33:4; Psalm 104:24-30). In relation to Jesus Christ, He conceived Jesus in the virgin Mary (Luke 1:34-35), empowered Christ during His earthly ministry (Matthew 3:16; 12:28), and in His death (Hebrews 9:14).

In relation to salvation, He convicts of sin (John 16:8-11), imparts spiritual life to the believing sinner (John 3; Titus 3:4-7), seals the believer (Ephesians 1:13-14; 4:30), baptizes the believer (1 Corinthians 12:13; Romans 6:3-5), and indwells the believer (1 Corinthians 6:19-20; Romans 8:9; John 14:17).

In relation to sanctification, the Holy Spirit teaches God's Word (John 16:13; 1 Corinthians 2:12), convicts of sin (John 16:8), intercedes (Romans 8:26), reveals God's will (Romans 8:14; Acts 8:29), fills and empowers the believer (Ephesians 5:18; 1 Corinthians 12:11), assures of being God's child (Romans 8:16), gives spiritual gifts (1 Corinthians 12:7,11; 1 Peter 4:10-11; Romans 12:4-8;), enables the believer to worship God (Ephesians 5:18-20; Philippians 3:3), and transforms (Romans 12:1-2; 2 Corinthians 3:18).

## **V. MAN**

Man was created in the image of God with personality likeness (intellect, emotion and will), with moral likeness, and with social likeness (Genesis 1:26-27). He is both material and non-material, and was created without sin, in a state of innocence or untested holiness.

Eve was deceived by the serpent and sinned (Genesis 3:1-7; 1 Timothy 2:14). Adam willfully chose to follow in sin. The penalty of sin – judgment and condemnation – is imputed to the entire human race, with all sharing the consequence of the first transgression (Romans 5:12-19).

As a result of sin entering into the human race, every person is born spiritually dead and is, by nature, a sinner. The sin nature is inherited by all, transmitted by natural generation (Psalm 51:5; Ephesians 2:1-2).

The effect of sin leaves each person totally depraved, unable to please God or come to God in and of oneself (Ephesians 4:17-18; Romans 1:18-32; 3:11). Every person commits personal sin (Romans 3:23) and has the

principle of sin present within (Romans 7:7-24). Sin introduced into the human race physical, spiritual, and eternal death (Genesis 2:17; Romans 6:23).

## **VI. SALVATION**

Man is by nature totally depraved, that is, the principle of sin has pervaded every aspect of his nature and he is totally incapable of achieving his own salvation (Ephesians 2:1-3; 4:17-19). God's holiness demands just satisfaction for sin; the sacrifice of Jesus Christ perfectly satisfies God's justice (1 John 2:1-2). Salvation involves the redemption of the whole man and includes regeneration, justification, sanctification and glorification (Romans 8:30). There is no salvation apart from personal faith in Jesus Christ in response to His gracious work (Acts 4:12; Ephesians 1:3-8; 2:10).

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ (2 Corinthians 5:17). It is a change of heart brought about by the Holy Spirit through the conviction of sin, to which the sinner responds in repentance toward God and faith in Jesus Christ (Acts 20:21).

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

Justification is the legal act of God declaring the believing sinner "not guilty" or "righteous" (Romans 3:24). Justification brings the believer into a relationship of peace and favor with God (Romans 5:1).

Sanctification is the experience by which the believer is set apart for God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him (Romans 12:1-2; 2 Corinthians 3:18; John 17:17).

The believer is positionally and progressively sanctified, and this work will be completed and realized at the appearing of Christ (1 Corinthians 1:2; 1 Thessalonians 5:23; Philippians 3:12-13; Colossians 3:12-17). Glorification is the culmination of salvation and is the final blessed and abiding state of the believer (Romans 8:30; Colossians 3:4).

## **VII. THE CHURCH**

The universal church consists of all regenerate individuals beginning at Pentecost and ending with the rapture of the church (1 Corinthians 12:13; Ephesians 3:1-12). The church is a distinct people in God's plan for the ages (Colossians 1:24-26; Ephesians 1:11).

The purpose of the church is to reflect the glory of Christ (John 17:10, 22-23), to represent Christ (1 Corinthians 12:27-30; John 15:8, 16), and to fellowship with Christ forever (John 17:24).

Christ is the head of the church (Ephesians 5:22-24); the church is the bride of Christ (Ephesians 5:25-27; Revelation 21:2, 9). The local church is a local assembly of believers who are self-supporting, self-governing and self-propagating; who meet together regularly for prayer, fellowship, worship, the study of God's Word, and the observance of the ordinances of baptism and the Lord's Supper.

The local church is to have organization (1 Timothy 3:1-13; Titus 1:5-9). In the local church, members minister to one another and exercise their spiritual gifts for the common good, for the building up of the body (1 Peter 4:10). God has given gifted individuals to the church (Ephesians 4:11-13). The local church is to exercise discipline of its members (Matthew 18:15-20; Titus 3:10-11).

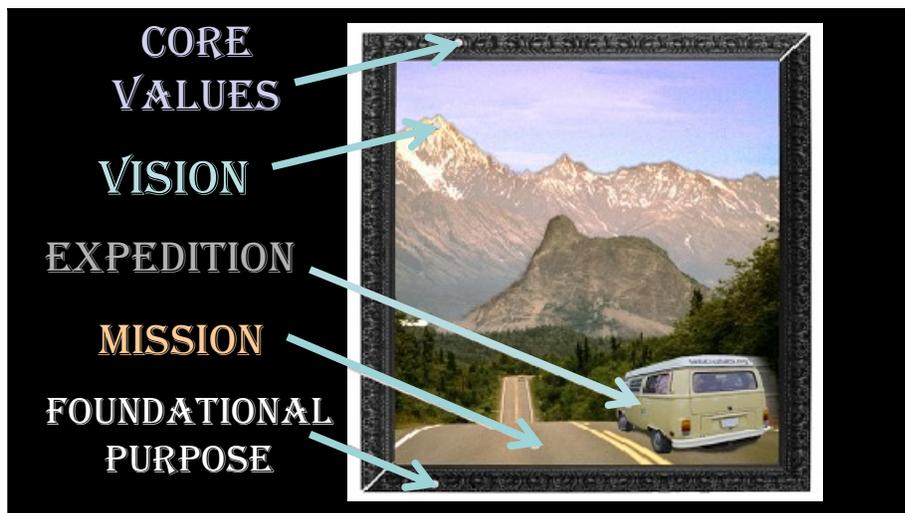
## **VIII. THE END TIMES**

The Scriptures make certain these prophetic events: the rapture of the church (1 Thessalonians 4:13-18), the judgment seat of Christ where rewards are given or withheld (2 Corinthians 5:10; 1 Corinthians 3:10-15); the marriage feast of the lamb (Revelation 19:7-10); the seventieth week of Daniel – the tribulation (Daniel 9:27).

Christ will return to smite the nations (Revelation 19:11-16); He will judge the nations (Matthew 25:31-46). Christ will rule with His saints in a literal millennial kingdom (Revelation 20:6). Satan, who was bound for a thousand years, will be released to war against Jerusalem, is then defeated and cast into the lake of fire (Revelation 20:2, 7-10).

All unbelievers will stand before the Great White Throne for judgment and then be cast into the lake of fire for eternal punishment (Revelation 20:11-15). There will be a new heaven and new earth (Revelation 21:1), and believers will enjoy eternal blessings forever with Christ (John 14:3; Revelation 22:1-5).

**Vision & Mission Statements**  
**Core Values**



**Our Vision: To see lives changed by Jesus Christ.**

**Our Mission: Helping people grow into disciples of Jesus.**

*What does a growing disciple of Jesus look like? Some of the characteristics of that person's life would be:*

- 1) Intimacy with Jesus
- 2) Joyful obedience to God's Word
- 3) Purposeful community
- 4) Heart for evangelism

These characteristics indicate obedience to the Great Commandment. "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself." (Matthew 22:37-39)

## Core Values

- 1) Passionate about Truth
- 2) Pursuit of Excellence
- 3) Committed to Grace
- 4) Involved in Community
- 5) Engaged in Mission

## Leadership

### 2020 Board of Elders

Clint Conerly

Alan Fischer

Bill Jensen

Chris Mendez

Brian McNamara

David Oakley

Garry Randall

Jim Spencer

Bob Thomas

*Email address for the Board: [elders@knoll.org](mailto:elders@knoll.org)*

### Staff

Chris Mendez *Senior Pastor*

Alan Fischer, *Executive Pastor*

Moises Altamirano, *Associate Pastor*

Katie Conaway, *Community Life Director*

Mary Mendez, *Youth and Children's Director*

Liz Pierce, *Asst. Children's Ministry*

Kathryn Howell, *Bookkeeper*

Laurie Florence, *Weekday Preschool Director*

*To email the staff: add first name of staff member to [@knoll.org](mailto:@knoll.org)*

## Ministry Teams

### Administration

Communications  
Finance Ministry  
Information Technology [IT]  
Properties

- Facility Maintenance
- Grounds
- Parking
- Safety
- Security

Support Staff Personnel  
Tellers  
Ushers/Greeters

### Adult Discipleship Ministries

Community Groups  
Mom's Bible Study  
Starting Point  
Women's Bible Study  
Women's Ministry

### Children's Ministry

Sundays

- Nursery (*9am and 10:30am*) Newborns to 18 months
- Elementary Children's Programs (*10:30am*) 18 months to 6<sup>th</sup>

Summer Programs including VBS

### Connection & Care Ministries

Benevolence  
Hospitality  
Prayer

### Missions Ministry

**Knollwood Preschool (3 to 5 years old)**

## **Service Ministry**

## **Student Ministries**

Junior and Senior High (Sunday 10:30am) 7<sup>th</sup> - 12<sup>th</sup> grades

## **Worship Arts Ministries**

Baptism

Communion

Drama

Praise Band

Tech Team

## **Community Group Opportunities for Spiritual Growth**

### **ABOUT COMMUNITY GROUPS**

We encourage you to find a place to get involved at Knollwood by connecting with one of our Community Groups.

Our goal for community is two-fold:

- 1) help people pursue Christ more fully;
- 2) help people easily develop meaningful friendships that support them during the stages of life.

### **HOW DO GROUPS WORK?**

Groups meet during the week and consist of fellowship, sharing life, prayer and a discussion of that week's Sunday message topic (with the focus of applying Biblical truth and answering questions).

Currently, we have many groups that meet in and around the Burke area. Please check out the list of groups on our web site at <http://knoll.org/community> to determine which one would be the best fit for you. Contact the group leader to sign up for a group in which you are interested.

If you have any questions about getting involved in a Community Group, please contact Katie Conaway, Community Life Director ([katie@knoll.org](mailto:katie@knoll.org))

## Ordinances

### BAPTISM

Baptism is symbolic of being united with Christ in his death, burial and resurrection. Paul wrote to the believers in Rome:

*Do you not know that all of us who have been baptized into Christ Jesus were baptized into his death? We were buried therefore with him by baptism into death, in order that, just as Christ was raised from the dead by the glory of the Father, we too might walk in newness of life.*

(Romans 6:3-4)

The New Testament shows that people who had given a clear, believable profession of faith were baptized. It is our belief that baptism does not cause regeneration or new spiritual life. It is not a means of bestowing grace on people and necessary for salvation.

Rather, there are two main reasons for baptism:

- 1) The blessing of obedience. Baptism is pleasing to God by demonstrating obedience to Christ's command to be baptized.
- 2) The public testimony of a personal reality. Baptism is an outward, public symbol of an inward, personal experience of God's saving grace.

In the New Testament, baptism was carried out, it would seem, in only one way: the person being baptized was immersed or put under the water and brought back up again. The word in the Greek language is *baptizō*, which means literally: "to plunge, dip, immerse."

A secondary meaning is that of identification. Therefore, when one is baptized, he or she is identified with the death, burial and resurrection of Christ. It is a symbol of our Spirit-baptism which occurs at the moment of our salvation (I Corinthians 12:13). In that baptism, we are placed into the

body of Christ, identified with all believers who have been united with Christ.

## **THE LORDS SUPPER (COMMUNION)**

Paul instructed the believers in Corinth that, when the church gathered together, they were to celebrate the Lord's Supper. He wrote:

*For I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, and when he had given thanks, he broke it, and said, "This is my body which is broken for you. Do this in remembrance of me." In the same way also he took the cup, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." For as often as you eat this bread and drink this cup, you proclaim the Lord's death until he comes. (I Corinthians 11:23-26)*

When we observe communion, we are doing two things:

- 1) We are looking back, reflecting on the offering of Christ's body and blood on our behalf.
- 2) We are looking ahead to when He will return, and we will be united with him and will feast in his presence.

It is our belief that the bread and wine (juice) do not change into the body and blood of Christ, nor do they somehow contain the body and blood of Christ. Rather, they symbolize the body and blood, and give a visible sign of the fact that Christ is truly present in a spiritual sense.

The Lord's Supper is observed once a month as part of our morning worship. We practice open communion at Knollwood Community Church. Anyone who has trusted in Jesus Christ alone for their salvation is invited to participate.

## Why Membership Is Important

### REASONS FOR JOINING A LOCAL CHURCH

- 1) It gives you a sense of **belonging**.

You have come to the conclusion that... "I want to be part of this community of believers and I want to be a full participant in the life of this church." Therefore, church membership involves more than just adding your name to the role. It is an expression of your desire to be enfolded into the church family.

*You are members of God's very own family, citizens of God's country, and you belong in God's household with every other Christian.*  
(Ephesians 2:19 – LB)

- 2) It gives you the **support** of other believers.

*Let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some but encouraging one another. . . (Hebrews 10:24-25)*

*And all the believers met together constantly, and shared everything with each other... They worshiped together regularly ...met in small groups in the homes ... and shared their meals together with great joy and thankfulness. (Acts 2:44, 46 – LB)*

- 3) It gives you the opportunity to discover and use your **spiritual gifts**.

*Now there are varieties of gifts, but the same Spirit. And there are varieties of ministries, and the same Lord. There are varieties of effects, but the same God who works all things in all persons. But to each one is given the manifestation of the Spirit for the common good. (1 Corinthians 12:4-7)*

*God gave... pastors and teachers to prepare God's people for works of service, so that the Body of Christ may be built up... and become mature, attaining the full measure of perfection found in Christ. (Ephesians 4:11-13)*

- 4) It gives you **accountability**.

*Obey your spiritual leaders and be willing to do what they say. For their work is to watch over your souls, and God will judge them on how well they do this. (Hebrews 13:17 – LB)*

- 5) It gives you **encouragement**.

*Therefore, encourage one another and build each other up...*

*(1 Thessalonians 5:11)*

*Let us think of ways to motivate one another to acts of love and good works. And let us not neglect our meeting together, as some people do, but encourage one another, especially now that the day of his return is drawing near. (Hebrews 10:24-25)*

## What It Means To Be a Member

### JOINING KNOLLWOOD IS BECOMING...

- 1) **Identified** with a local church as part of the universal Body of Christ.

*All of you together are Christ's body, and each of you is a part of it.*

*(1 Corinthians 12:27)*

- 2) A member of a **family** of believers.

*Therefore, whenever we have the opportunity, we should do good to everyone – especially to those in the family of faith. (Galatians 6:10)*

### FAMILY RESPONSIBILITIES & EXPECTATIONS

- 1) You are expected to **love** the other members.

*Your love for one another will prove to the world that you are my disciples. (John 13:35)*

- 2) You are expected to **accept** the other members.

*Therefore, accept each other just as Christ has accepted you so that God will be given glory. (Romans 15:7)*

- 3) You are expected to **forgive** the other members.

*Make allowance for each other's faults and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others. (Colossians 3:13)*

- 4) You are expected to **serve** the other members.

As members, you participate in shaping the community through the use of your gifts, talents and passions.

*For you have been called to live in freedom, my brothers and sisters. Don't use your freedom to satisfy your sinful nature. Instead, use your freedom to serve one another in love. (Galatians 5:13)*

- 5) You are expected to **encourage** the other members.

*Therefore encourage one another and build each other up. (1 Thessalonians 5:11)*

- 6) You are expected to **financially support** the ministries of Knollwood Community Church by giving regularly out of love for God and obedience to Him in proportion to how He has blessed you. One should support, first and foremost, the local church where you are being fed spiritually.

## Why Give?

### **GOD WANTS YOU TO GIVE BECAUSE:**

- 1) It demonstrates your gratitude for **God's blessings**.

There is joy of generosity in giving to the Lord. Guilt never motivates a true believer to give to the Lord's work.

*Honor the Lord with your wealth and with the best part of everything you produce. (Proverbs 3:9)*

*Each of you should bring a gift in proportion to the way the Lord your God has blessed you. (Deuteronomy 16:17)*

Out of gratitude for God's goodness in our lives, we return a portion back to God, realizing that He is the source of all our wealth. Without His blessing, we would have nothing.

2) It demonstrates your **Biblical stewardship**.

It shows He is true Lord of our lives.

*The earth is the LORD's, and everything in it. The world and all its people belong to him. (Psalm 24:1)*

Giving reminds us that God is the owner of everything and we are simply His managers (stewards). It prevents us from becoming self-centered.

3) It demonstrates your **Christian values**.

It reveals a reflection of our lives surrendered to God.

*Don't store up treasures here on earth, where moths eat them and rust destroys them, and where thieves break in and steal. Store your treasures in heaven, where moths and rust cannot destroy, and thieves do not break in and steal. Wherever your treasure is, there the desires of your heart will also be. (Matthew 6:19-21)*

It imitates Jesus' sacrifice for us!

*Now this I say, the one who sows sparingly shall also reap sparingly; and the one who sows bountifully shall also reap bountifully. (2 Corinthians 9:6)*

Giving is an act of "expectant" faith. It is an investment in the future and a part of our legacy. We reap in proportion to what we sow, but we cannot out give God! God doesn't need our money. He wants what our money represents – our surrendered lives.

It imitates Jesus in His sacrifices for us and reflects a life of a true follower of Christ.

4) It demonstrates your **faith** – a willingness to trust God to meet your needs -- even when you can't see how it will work out. When you put Him first, it is amazing how He provides for us.

## Membership: Next Steps

- 1) Request a Membership Profile application from Pastor Alan. Once completed, please return to him. [alan@knoll.org](mailto:alan@knoll.org)
- 2) Meet with one of the pastors to complete the face to face membership interview.
- 3) Be baptized if you have not been baptized since coming to faith in Christ.
- 4) Be presented to the church at a Sunday morning worship service and be recommended for acceptance into membership.
- 5) Be affirmed by voice vote of members.
- 6) You are now an official member!

**KNOLLWOOD COMMUNITY CHURCH**  
**BYLAWS**  
**Adopted April 28, 2013**

**Section 1**

**GENERAL**

1.1 Name. The name of the Corporation shall be **KNOLLWOOD COMMUNITY CHURCH**, hereinafter referred to as "the Corporation" when referring to the legal entity recognized by the Commonwealth of Virginia, or "the Church" when referring to the ecclesiastical entity established by Jesus Christ as a local church.

1.2 Nonprofit Purposes. The Corporation is a local church organized and shall be operated exclusively as a nonprofit, religious, charitable, and educational organization dedicated to the purposes stated in the Articles of Incorporation.

1.3 Existing Unincorporated Association Being Incorporated. The name of the existing unincorporated association that is being incorporated hereby is **Knollwood Baptist Church**, also known as **Knollwood Community Church**, which was established as an unincorporated church in the Commonwealth of Virginia in A.D. 1976. Those persons who are current members in good standing of the existing unincorporated association **Knollwood Baptist Church**, also known as **Knollwood Community Church**, at the time these Bylaws are adopted shall automatically be members of the incorporated Knollwood Community Church within the meaning of Section 9 of these Bylaws, unless such person promptly expresses in writing to the Senior Pastor or Executive Pastor of the Church his or her request to terminate such membership.

1.4 Statement of Faith. The Corporation/Church shall have a Statement of Faith (copy attached as Appendix A to these Bylaws). The Statement of Faith may be amended by the Church members from time to time by a three-fourths (3/4) majority vote of those members present at a meeting called in accordance with Section 10 below at which a quorum of at least twenty-five (25) percent of the members eligible to vote at such meeting.

1.5 Autonomy. This Church is autonomous and is not affiliated with any denomination. It therefore maintains the right to govern its affairs independent of any denominational control. However, the Church will, on appropriate occasions, work with other like-minded churches in the spread of the Gospel and the building of Christ's kingdom.

1.6 Prior Constitutions. The Articles of Incorporation of Knollwood Community Church and these Bylaws supersede and replace in their entirety all current and prior Constitutions, Charters, Bylaws, and other organizing or governing documents of the existing unincorporated association **Knollwood Baptist Church**, also known as **Knollwood Community Church**.

## **Section 2**

### **OFFICES**

2.1 Registered Office and Agent. The Corporation shall continuously maintain a registered office and registered agent within the Commonwealth of Virginia.

2.2 Principal Office. The principal office of the Corporation shall be located in Fairfax County, Virginia, at 10000 Coffey Woods Road, Burke, Virginia 22015, or such place as shall be determined by the Board of Directors.

2.3 Additional Offices. The Corporation may also have offices at such other places as the Board of Directors may from time to time determine and the business of the Corporation may require.

## **Section 3**

### **SEAL**

The Corporation may have a seal in the form determined by the Board of Directors. Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or otherwise reproduced, or by writing the word "SEAL" beside the signature of an authorized officer of the Corporation.

## **Section 4**

### **BOARD OF DIRECTORS (BOARD OF ELDERS)**

4.1 Number and Term. The Board of Directors (also known as the "Board of Elders") shall consist of not less than three (3) nor more than twelve (12) men, as may be determined from time to time by resolution of the Board of Directors, based upon its consideration of the number of biblically qualified individuals who are willing to serve, the needs of the Church, and other relevant considerations. There must always be a majority of non-pastoral Directors (i.e., Directors other than the Senior Pastor and Executive Pastor who serve *ex officio* as provided in Sections 4.2, 6.3, and 6.4 of these Bylaws) on the Board.

Prospective Directors (also referred to as "Elders") shall be presented by the Board of Directors for affirmation to the Church members for terms as determined by the Board or until their successors are appointed and qualify in their stead. Each Director must be affirmed individually every three years by a majority vote at the annual business meeting as set forth in Section 10.5.

4.2 Qualification and Appointment. The initial Board of Directors shall be as set forth in the Articles of Incorporation. Subsequent selection of Directors of the

Corporation may be made by a majority vote of Church members at a called business meeting as set forth in Section 10.5. Members of the Board shall continue in office until their successors are chosen.

To serve on the Board, an individual must be a member of the Church in good standing, over eighteen (18) years of age, and should possess the Biblical qualities set forth in I Timothy 3:1-7 and Titus 1:5-9. The Senior Pastor and the Executive Pastor shall serve *ex officio* as provided in Section 6.3 and 6.4 of these Bylaws. All other pastors and all spouses shall be excluded from Board service.

The Church members (as defined in Section 9.2 below) shall be responsible to identify and commend qualified individuals to the Board of Directors for possible consideration to serve as Directors/Elders.

4.3 Vacancy. If the office of any Director becomes vacant by resignation, death, removal from office or failure to be affirmed by the congregation, the remaining Directors, though less than a quorum, shall be authorized to present a successor to the Church for affirmation by a majority of voting members at a called meeting as set forth in Section 10.5 below.

4.4 Powers. The government of **KNOLLWOOD COMMUNITY CHURCH** is vested in its Board of Directors, who shall provide oversight in the spiritual and temporal affairs of **KNOLLWOOD COMMUNITY CHURCH**, and shall appoint and confer authority upon a body of Pastors to manage the Church. The Board of Directors may exercise all such powers of the Corporation and do all such lawful acts and things that are not prohibited by statute, the Articles of Incorporation, or by these Bylaws.

The New Testament prescribes these specific functions of Elders (also known as Directors): teaching Biblical truth, modeling Christ-like behavior, maintaining doctrinal purity, disciplining unruly believers, overseeing financial matters, and praying for those who are ill. The Board of Directors/Elders shall also be a resource for providing encouragement, godly counsel, biblical wisdom, and accountability for the Senior Pastor of the Church.

4.5 Committees. The Board of Directors may appoint two or more persons from among its own number to serve as special and standing committees, such as the Board may determine are necessary, which shall have such powers and duties as shall from time-to-time be prescribed by the Board. All members of such committees shall serve at the pleasure of the Board. The delegation of authority to any committee shall not operate to relieve the Board of Directors or any member of the Board from any responsibility imposed by law. Rules governing procedures for meetings of any committee of the Board shall be established by the Board of Directors, or in the absence thereof, by the committee itself. All actions by any Board Committee shall be reported to the Board of Directors at the meeting next succeeding such action.

In addition, other committees, including Ministry Teams, which may be comprised of non-Directors, shall operate as needed and serve under the oversight of the Executive

Pastor. They shall have spending authority as specified under an annual budget. Ultimate authority for these committees/ministry teams rests with the Board of Directors.

4.6 Resignation and Removal. Any Director may at any time deliver a written notice of intent to resign to the Chairman of the Board or the Senior Pastor, which resignation shall be effective upon its acceptance by the Board. Any Director may be removed from the Board with or without cause when, in the sole judgment and discretion of the Board of Directors, it is determined by at least a two-thirds majority of the Board at a meeting duly called for that purpose and at which a quorum is present that such Director should no longer serve on the Board; provided, however, that a notice, including the names of Directors proposed to be removed, and the date, time and place of any meeting called to consider such removal shall be given in writing to each of the Directors at least seven (7) days prior to the date of such meeting.

4.7 Transactions with Interested Parties. A contract or other transaction between the Corporation and one or more of its Directors, officers, or family members thereof (hereinafter "Interested Party"), or between the Corporation and any other entity, of which entity one or more Directors, officers, or trustees are also Interested Parties, or in which entity an Interested Party has a financial interest -- shall be voidable at the sole election of the Corporation unless all of the following provisions are satisfied:

4.7.1 The Corporation entered into the transaction for its own benefit;

4.7.2 The transaction was fair and reasonable as to the Corporation, or was in furtherance of its exempt purposes at the time the Corporation entered into the transaction;

4.7.3 Prior to consummating the transaction, or any part, the Board of Directors authorized or approved the transaction, in good faith, by a vote of a majority of the Directors then in office, without counting the vote of the interested Director or Directors, and with knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction; and

4.7.4 Prior to authorizing or approving the transaction, the Board of Directors, in good faith, determined, after reasonable investigation and consideration, that either the Corporation could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Corporation's tax-exempt purposes.

Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. Notwithstanding the above, no loan shall be made by the Corporation to any of its Directors or officers.

4.8 Conflicts of Interest Policy. The Board of Directors shall adopt a Conflicts of Interest Policy that will provide for full disclosure of material conflicting interests by Board members, officers, senior management, and employees, and permit the Board to determine whether any disclosed conflicting interest is compatible with continued service or whether any disclosed potential conflict in a contemplated transaction may be authorized as just, fair, and reasonable to the Corporation.

4.9 No Compensation of Directors. Directors and members of any committee of the Board of Directors shall not receive compensation for their services as Directors and members of any such committee, but shall be entitled to reimbursement for any reasonable expenses incurred in attending such meetings. Directors may serve the Corporation in any other capacity and receive reasonable compensation for such other services.

## **Section 5**

### **MEETINGS OF THE BOARD**

5.1 Notice. Regular, annual, and special meetings of the Board of Directors may be held within or outside the Commonwealth of Virginia without notice at such time and place as shall from time to time be determined by the Board. Special meetings of the Board may be called at any time by the Chairman, the Senior Pastor, the Executive Pastor (if any), or any two Directors.

All meetings shall be open to members of the Church except for Executive Sessions of the Board. Board agendas are available to members upon request.

5.2 Waiver of Notice. Whenever any notice is required to be given by statute, the Articles of Incorporation, or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to the notice, whether before or after the time stated therein, shall be deemed equivalent thereto. Attendance at a meeting by a person entitled to notice shall constitute a waiver of proper notice of such meeting, except where attendance is for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

5.3 Quorum. A majority of the Directors shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a simple majority of the Board at a meeting duly called for that purpose and at which a quorum is present shall be the act of the Board of Directors, except as may be otherwise specifically provided by statute, the Articles of Incorporation, or these Bylaws.

5.4 Participation by Conference Telephone. Members of the Board of Directors or of any committee designated thereby may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can contemporaneously communicate with one another. Participation by such means shall constitute presence in person at such

meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, the minutes recording any action taken at such meeting, shall also note who participated in person, and who participated by alternative communications.

## **Section 6**

### **OFFICERS**

6.1 Number and Positions. The officers of the Corporation shall be elected by the Board of Directors and shall be the Senior Pastor (who functions as President), the Chairman of the Board, a Secretary, and a Treasurer. The Board may also elect an Executive Pastor (who functions as Vice-President) and one or more assistant Secretaries and assistant Treasurers. Two or more offices may be held by the same person except that the offices of the Senior Pastor and Secretary may not be held by the same person. All officers must be Church members in good standing of this Church (as Church membership is defined in Section 9.2 below). The Board may appoint such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

6.2 Term of Office. Except for the Senior Pastor, who may only be removed as provided in Section 10.9 of these Bylaws, the officers of the Corporation shall serve at the pleasure of the Board of Directors. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of a two-thirds majority of the Board at a meeting duly called for that purpose and at which a quorum is present, whenever, in their judgment, the best interests of the Corporation will be served thereby. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by a majority vote of the Board of Directors. In case of the absence or disability of an officer of the Corporation, or in any other case that the Board of Directors may deem sufficient reason therefore, the Board of Directors, a two-thirds majority of the Board at a meeting duly called for that purpose and at which a quorum is present, may delegate for the time being any or all of the powers or duties of any officer to any other officer, Pastor, Elder, or any other person.

6.3 The Senior Pastor. To be appointed as the Senior Pastor, and to maintain that position, an individual must:

6.3.1 Be approved for pastoral ministry by the Board of Directors;

6.3.2 Unreservedly subscribe to the tenets of faith as set forth in the Holy Bible (Old and New Testaments) and expressed in the Statement of Faith contained in the Appendix to these Bylaws;

6.3.3 Be an active Church member in good standing;

6.3.4 Possess the qualifications of a Pastor as set forth in I Timothy 3:1-7 and other relevant teachings of the New Testament; and

6.3.5 Be affirmed by the Church by a three-fourths majority vote at a called business meeting as set forth in Section 10 below.

The Senior Pastor shall serve as an *ex officio* member of the Board of Directors. As the spiritual leader of the church, the Senior Pastor shall have principal responsibility with the Board of Directors to establish the Church's vision, mission, and priorities. The specific role and responsibilities of the Senior Pastor shall be determined by the Board of Directors. He shall serve as the President and Chief Executive Officer of the Corporation. He shall make reports to the Board of Directors, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

The Senior Pastor may only be removed from office by a congregational meeting called for the exclusive purpose of removing the Senior Pastor or by his voluntary resignation. Removal requires a two-thirds majority vote at a called business meeting as set forth in Section 10 below.

6.4 The Executive Pastor. To be appointed as the Executive Pastor, and to maintain that position, an individual must:

6.4.1 Be approved for pastoral ministry by the Board of Directors;

6.4.2 Unreservedly subscribe to the tenets of faith as set forth in the Holy Bible (Old and New Testaments) and expressed in the Statement of Faith contained in the Appendix to these Bylaws;

6.4.3 Be an active Church member in good standing;

6.4.4 Possess the qualifications of a Pastor as set forth in I Timothy 3:1-8 and other relevant teachings of the New Testament; and

6.4.5 Be affirmed by a two-thirds majority vote at a called business meeting as set forth in Section 10 below.

The Executive Pastor shall also serve as an *ex officio* member of the Board of Directors. In the absence of the Senior Pastor, the Executive Pastor shall perform the duties and exercise the powers of the Senior Pastor, or such of them as may be so delegated, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time. He shall serve as Vice-President of the Corporation.

The specific role and responsibilities of the Executive Pastor shall be determined by the Board of Directors and the Senior Pastor, and stated so in the position description agreed upon at the time of hiring. The Executive Pastor may be removed by the affirmative vote

of a majority of the Board of Directors at a meeting duly called for that purpose and at which a quorum is present.

6.5 The Chairman. The Chair shall preside at meetings of the Board, and shall have such other rights, duties, and powers as are authorized by the Board from time to time.

6.6 The Secretary. The Secretary or an assistant Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, such notice as is required of all meetings of the Board of Directors and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time. The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and when so affixed it shall be attested by the signature of the Secretary, or by the signature of the Treasurer or an assistant Secretary.

6.7 Assistant Secretaries. The assistant Secretaries in the order of their seniority shall, in the absence or disability of the Secretary, perform the duties and exercise the powers of the Secretary, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

6.8 The Treasurer. Except as the Board of Directors may otherwise determine, the Treasurer will work closely with the Executive Pastor to ensure oversight of the financial operations of the Church, including required audits and reviews. He will ensure that proper records are maintained and that quarterly reports are made to the Board. The Treasurer shall also have such other rights, duties and powers as are authorized by the Board of Directors from time to time.

6.9 Assistant Treasurers. The assistant Treasurers in the order of their seniority shall, in the absence or disability of the Treasurer, perform the duties and exercise the powers of the Treasurer, and shall have such other rights, duties, and powers as are authorized by the Board of Directors from time to time.

## **Section 7**

### **OTHER PASTORS**

The Board of Directors may present to the Church for affirmation other Pastors to assist the Senior Pastor and/or the Executive Pastor in carrying out the ministry of the Church. These Pastors shall be affirmed by a majority vote at a called business meeting as set forth in Section 10 below.

A Pastor must unreservedly subscribe to the tenets of faith as set forth in the Holy Bible (Old and New Testaments) and expressed in the Statement of Faith contained in the Appendix to these Bylaws, be an active Church member in good standing, and possess all

the qualifications of a Pastor as set forth in I Timothy 3:1-7 and other relevant teachings of the New Testament.

A Pastor must be approved for pastoral ministry by the Board of Directors. These Pastors may perform all the duties of a minister of the gospel of Jesus Christ, including teaching, counseling, administering baptism and the Lord's supper, officiating at weddings and funerals, advising the Board on matters of church discipline, disbursing church monies appropriated through the approved budget of the Corporation, and equipping others for ministry. These Pastors may also attend meetings of the Board of Directors to serve as advisers to the Board, though without governing authority in the decisions of the Board. These Pastors may be removed by the affirmative vote of a majority of the Board of Directors at a meeting duly called for that purpose and at which a quorum is present.

## **Section 8**

### **ADVISORY COMMITTEES**

The Board of Directors may create one or more advisory committees, for such terms as deemed fit by the Board of Directors. Such advisory committees shall have no vote or governance role, but shall serve the Board of Directors in the specified advisory capacity.

## **Section 9**

### **CHURCH MEMBERS**

9.1. Membership Universal and Local. As stated in its Articles of Incorporation, the Church does not have any legal "members" as that term is defined in the Virginia Nonstock Corporation Act. However, as a concept distinct from legal corporate membership, the Church follows the New Testament concept of church membership: that each person regenerated by the Holy Spirit and responding in repentance and faith toward Jesus Christ is a unique and indispensable part of the organism which is Christ's body and all such persons are members of the universal body of Christ (1 Corinthians 1:2). Membership in this Body of Christ is the ground for fellowship between Christians. However, the Bible identifies local churches as those Christians in a locality who by the leadership of God and common agreement join together for the purpose of worship, instruction, mission, and fellowship.

9.2 Qualifications for Church Membership. As a local expression of the universal body, the Church will have the following standard for initial and continued Church membership:

9.2.1 Profession of personal faith in Jesus Christ as Lord and Savior;

9.2.2 Baptism after conversion as a testimony of salvation and obedience to God's Word;

9.2.3 Agreement to adhere to the Bylaws, polices, and practices of this Church;

9.2.4 Completion of the Church membership class; and

9.2.5 A commitment to submit to and respect the process of Church discipline, as outlined in Matthew 18, both for themselves and others if behavior inconsistent with the above or other unrepentant sin persists after a process of loving counsel, correction, and admonishment.

9.3. Reception of members. The following is the procedure for the reception of members:

9.3.1 Persons desiring to become members will make such desires known to the Senior Pastor or the Executive Pastor, who will examine the applicant according to the standards for membership.

9.3.2. Upon confirmation by the Senior Pastor or Executive Pastor that the applicant has satisfied the requirements for Church membership set forth in Section 9.2 above, upon a vote of affirmation by a majority of the Church members of the Church at a regular or special business meeting such applicant will be received into Church membership.

9.4. Removal from Roll. Church members may be removed from the Church's membership rolls for the following reasons:

9.4.1. The transfer of the member to another church;

9.4.2. The request of the member to be removed from Church membership;

9.4.3. The death of the member;

9.4.4. If a member is habitually absent from the fellowship of the Church and fails to communicate with the Church for a period of one year and fails to reply to communications, or fails to fulfill the responsibilities of Church membership, he or she may be removed from Church membership at the discretion of the Board of Elders; or

9.4.5. The discipline of the member in accordance with Matthew 18:15-17 for the following reasons:

9.4.5.1. Holding a false and heretical doctrine;

9.4.5.2. Living inconsistently with the Christian profession;

9.4.5.3. Disturbing the unity and peace of this Church.

9.5. Confidentiality. Though every reasonable effort shall be made to protect confidential communications, especially those received in a Pastor counseling context, there will be times when to properly fulfill their spiritual and leadership responsibilities, the Pastors or Elders may as they deem necessary or appropriate share confidential information with one another or Church members they deem may be part of the solution or problem. They may do this for the purpose of counsel or the purpose of protecting others from the effects of a Church member's sin, or to assist one another in providing spiritual care to the people of the Church.

## **Section 10**

### **MEETINGS OF CHURCH MEMBERS**

10.1. Place of Meeting. Meetings of Church members shall be held at any place within or outside the Commonwealth of Virginia designated by the Board of Directors. In the absence of any such designation, meetings shall be held at the Corporation's principal office.

10.2. General Meetings. A general meeting of Church members shall be held at least annually, normally within the last two weeks of September, or at such other time and place, and on such notice, if any, as the Board of Directors may determine.

10.3. Special Meetings. Special meetings of Church members may be called at any time by a majority of the Board of Directors or upon written request to the Board of Directors or its Chairman by at least twenty five percent (25%) of the voting Church members. Such a petition must clearly state the nature and urgency of the business, and only the specific business stated in the petition may be introduced before the body, discussed, and/or acted upon at the meeting.

10.4. Notice of Meetings. The Board of Directors shall see that notice of any business meetings of Church members is given to the Church members eligible to vote at such meeting. Such notice shall identify the nature of the business to be discussed at the meeting and may be given either by a mailing (via regular U.S. mail) or electronic mail to the entire active Church membership (as reflected in the Church's then-current membership rolls) transmitted at least two weeks before the meeting date or by a verbal announcement or written notice given during the morning worship service(s) on the two Sundays preceding the meeting.

10.5. Quorum. Twenty-five (25) percent of the active Church members (as reflected in the Church's then-current membership rolls) shall constitute a quorum for the transaction of business at any meeting of the Church members. The members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.

10.6. Officers for Meeting. The Chairman of the Board shall preside at any meetings of Church members. In his absence or at his discretion, he may designate an acting presiding officer for a particular meeting. The Secretary or a designated Assistant Secretary shall keep accurate records of all business meetings.

10.7. Voting. Each Church member, 18 years of age or older, shall be entitled to cast one vote on each matter submitted for a vote of the members. A simple majority vote is necessary for any motion to be approved unless otherwise indicated in these Bylaws. No proxy votes or absentee votes shall be allowed.

10.8. Waiver of Notice or Consent to Meeting. A member's attendance at a meeting shall also constitute a waiver of notice of that meeting, except when the member objects at the beginning of the meeting to the transaction of any business because the meeting was not lawfully called or convened. Attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice but not so included, if the objection is expressly made at the meeting.

10.9 Authority of Church Members. The Church members shall have authority to act on the following matters at a proper meeting of Church members:

10.9.1 The calling of all pastoral staff, including the Senior Pastor;

10.9.2 The (involuntary) dismissal of the Senior Pastor (as provided in Section 6.3 above);

10.9.3 The acquisition, disposition, or encumbrance of real property, including the construction of ministry facilities;

10.9.4 The approval of the Church's annual budget;

10.9.5 The affirmation of the Directors (Elders) as provided in Section 4 above;

10.9.6 The amending of the following sections of the Corporation's Bylaws: Section 1; Sections 4.1, 4.2, 4.3, 4.4, and 4.6; Sections 6.3 and 6.4; Section 9; Sections 10.3, 10.4, 10.5, 10.7, and 10.9; and Section 13; and

10.9.7 The amending of the Church's Statement of Faith.

## **Section 11**

### **FISCAL MATTERS**

11.1 Deposits. The Board of Directors shall select banks, trust companies, or other depositories in which all funds of the Corporation not otherwise employed shall, from time to time, be deposited to the credit of the Corporation.

11.2 Checks. All checks or demands for money and notes of the Corporation shall be signed by such officer or officers or such other persons as the Board of Directors may from time to time designate.

11.3 Fiscal Years. The Board of Directors shall have the power to fix, and from time to time to change, the fiscal year of the Corporation. Unless otherwise fixed by the Board, the fiscal year shall commence on October 1 and shall terminate on the following September 30.

11.4 Designated Contributions. The Corporation may accept any designated contribution, grant, bequest or devise provided it is consistent with the Corporation's (1) mission and spiritual priorities as determined from time to time by the Board, (2) budget process and fiscal restrictions, (3) full ownership and control of the funds or assets, and (4) tax-exempt purposes, as set forth in the Constitution. As so limited, donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. The Corporation shall reserve all right, title and interest in and to, and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any special fund, purpose or use.

11.5 Books and Records. The Corporation shall keep at its office correct and complete books and records of account, the activities and transactions of the Corporation, minutes of the proceedings of the Board of Directors and any committee of the Board, and a current list of the Directors and officers of the Corporation and their residence addresses. Any of the books, minutes, and records of the Corporation may be in written form or in any other form capable of conversion into written form within a reasonable time.

11.6 Loans to Directors and Officers Prohibited. No loans shall be made by the Corporation to its Directors or officers. Nothing in this section shall bar any Director or officer from receiving approved compensation in their employee capacities, or approved payments from the Corporation's benevolence fund in accordance with the policy and procedures governing such a fund, provided they do not participate in the decision to grant such benevolence.

11.7 Benevolence Fund. Consistent with Biblical teaching to share with those in need, the Corporation may establish a benevolence fund to meet material and financial needs of Church members and others. This fund shall be administered under a policy which sets forth the funds' purpose, procedures for administration, and objective criteria for selection of recipients for financial assistance.

11.8 Accounting and Fiduciary Guidelines. The Directors and officers of the Corporation shall conduct their affairs with integrity in the sight of God and men, and shall to that end maintain prudent and responsible control and accountability over all funds they receive and ensure that all funds are dedicated to the Corporation's tax-exempt purposes.

## **Section 12**

### **INDEMNIFICATION**

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal, by reason of the fact that he, his testator or intestate, is or was a Director, officer, employee, or agent of the Corporation, may be indemnified by the Corporation, and the Corporation may advance his related expenses, to the fullest extent permitted by law.

The Corporation may purchase and maintain insurance to indemnify:

12.1 Itself for any obligation which it incurs as a result of the indemnification specified above; and

12.2 Its Directors, officers, employees, and agents.

## **Section 13**

### **AMENDMENTS**

Section 1; Sections 4.1, 4.2, 4.3, 4.4, and 4.6; Sections 6.3 and 6.4; Section 9; Sections 10.3, 10.4, 10.5, 10.7, and 10.9; and Section 13 of these Bylaws may only be amended, altered, or repealed by a two-thirds majority vote of the voting members of the Church at a called business meeting as set forth in Section 10 above.

All other sections of these Bylaws may be amended, altered, or repealed by a two-thirds majority of the members of the Board of Directors in attendance at any regular meeting of the Board, or at any special meeting of the Board if notice of the proposed alteration or repeal is contained in the notice of such special meeting or notice is properly waived as outlined in Section 5.2 of these Bylaws.