

DOUBLE OAK COMMUNITY CHURCH

BYLAWS

Article I – Membership

- Section 1.** *Members*-This church is comprised of persons who profess a personal faith and belief in the Lord Jesus Christ, having received baptism in a church according to the New Testament, and actively follow the Lord Jesus Christ in discipleship.
- Section 2.** *Voting Rights of Members*-Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Proxy voting is prohibited.
- Section 3.** *Reception*-A person shall be considered a member upon approval of the church membership. A person may be received for membership by any of the following ways:
1. **By profession of faith.** A person publicly confessing personal faith in the Lord Jesus Christ, giving evidences of a regenerate heart and adopting the covenant and the articles of faith and practices held by the church, shall, upon baptism by immersion be admitted into the fellowship of the church.
 2. **By statement.** Any person who has made a public profession of faith in a church of like faith and order but who, because of loss of records or similarly unavoidable circumstances, has no regular letter of dismissal, may be received into membership after giving satisfactory evidence of a regenerate heart, Christian conduct and scriptural faith.
 3. **By letter.** Any person from another church of like faith and order may be received into membership upon receipt of letter of transfer from that respective church.
- Section 4.** *New Member Orientation*-In an effort to fully understand the values and teachings of Double Oak Community Church, new and prospective church members will be invited and strongly encouraged to participate in the church's new member orientation program as developed and implemented by the church.
- Section 5.** *Rights of Members*-Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Every member of the church is eligible for consideration by the membership as candidates for the elective offices in the church in accordance with scripture. Every member of the church may participate in the ordinances of the church as administered by the church.
- Section 6.** *Termination of Membership*-Membership shall be terminated in the following ways: (1) death, (2) transfer by letter to another church of like faith and order, (3) when a member has requested termination of his or her membership, (4) exclusion by action of this church in accordance with guidelines set forth in Article I, Section 7 of these bylaws.
- Section 7.** *Discipline* - Discipline of church members will be administered in a manner consistent with the scriptural guidance outlined in Matthew 18:15-17. A member may be excluded from

the church membership based on the following: 1) upon presentation of clear and convincing evidence in a properly called business meeting that the requirements of Matthew 18:15-17 have been fully met; and 2) a majority vote of the membership present at the meeting votes in favor of exclusion.

Article II – Church Staff and Officers

All church officers and staff must be members of Double Oak Community Church. The officers of the church shall be Pastor, Elders, Deacons, Trustees, Church Clerk and Treasurer.

Section 1. Pastor

The Pastor is responsible for leading the Church to function as a New Testament Church, in accordance with Article I, Section 2. His duties will include, but are not limited to, the following:

- a) Leading in the spiritual growth and development of the Church in accordance with its objectives and mission statement.
- b) Providing spiritual nurture for believers and proclaiming the gospel to nonbelievers. He will give himself to the ministry of the Word and the leadership of the congregation. He shall ensure the examination of all candidates for baptism as to their conversion, and instruction of all new members in the duties and privileges of membership.
- c) Visiting and counseling with members and assisting them in time of need.
- d) Conducting weddings and funerals of members and their immediate families.
- e) Reporting to the Elders of the church and to the membership in conference on the status of administration and ministry of the Church. He shall be Moderator of all meeting for the transaction of business and shall be ex-officio member of all ministry teams and committees.
- f) Supervising all ministerial staff members and the activities of the Church.

The Pastor or the Chairman of the Elders shall preside at all business meetings. The Pastor shall be responsible for the general administration and supervision of the affairs of the Church. In the event of the absence of the Pastor, the Chairman of the Elders shall perform the Pastor's administrative duties.

In the event of a vacancy in the pastorate, a Pastor Nominating Committee comprised of seven Church members in good standing shall be constituted. The Pastor Nominating Committee shall be selected as follows:

- 1) Individual Church members present at a properly called and noticed business meeting shall submit up to seven nominations for selection to the Pastor Nominating Committee.
- 2) The nominations shall be promptly tabulated and the names of the twelve church members receiving the most nominations shall be submitted to the Elders who, in consultation with the Deacons, shall select seven members and two alternates to serve on the Pastor Nominating Committee. In making their final selection, the Elders shall to the extent reasonably possible make every effort to ensure that the Pastor Nominating Committee is reflective of the Church body by considering such factors as the age, race, gender and spiritual maturity levels of the individual team members.

Upon a vote of approval of said committee by a majority of the Elders, the committee shall commence its search. Such committee shall elect a chairman and secretary from their number. When the

committee determines that it has found a suitable candidate for Pastor, its recommendation will constitute a nomination. The Pastor's election shall take place at a meeting called for that purpose. The chairman of the Pastor Nominating Committee shall make the nomination to the Church body at a Sunday morning conference called solely for that purpose. No other nominations may be made at that conference. The date of the meeting shall appear in all church publications at least two weeks prior to said meeting. If three-fourths of the members present vote to approve the committee's nomination, the Moderator of the meeting shall declare the nominee elected. Should the committee's nomination fail to receive the necessary three-fourths vote, the Moderator shall declare the nominee not elected, and shall refer the matter to the committee for further action. The Pastor, thus elected, shall serve until his relationship with the Church is terminated by death, resignation, retirement or dismissal. The duties of the committee shall terminate when it has made adequate provision for compensation and housing for the Pastor and he has arrived to assume his duties.

As to the Pastor, the Elders shall be responsible for establishing performance standards, for evaluating the Pastor's performance, and for making salary recommendations.

A call for dismissal of the Pastor may be made from the floor by any member in good standing in a regular or special called meeting and shall require the affirmative vote of at least three-fourths of the members of the congregation present and voting at a Sunday morning conference called solely for that purpose. Notice of a meeting to consider pastoral termination must be given in writing to the Church membership at least two weeks in advance. If the termination is approved, the Pastor shall be notified in writing of said termination and his pastoral duties terminate immediately.

Section 2 Elders

The duties and responsibilities of Elders shall be those prescribed by the New Testament in Titus 1, in general the Elders' primary responsibility will be to assist the Pastor in the establishment and implementation of church vision, objectives and goals. Responsibilities shall include, but are not limited to the following:

- Meet on a monthly basis to assist the Pastor in the establishment and implementation of church vision, objectives and goals
- Meet on annual basis as a team to develop and assess the strategic plan and direction of the church
- Establish and develop church policy to be voted on by the church body
- Facilitate, monitor and evaluate progress of Church Ministry Action Teams
- Provide direction and guidance, as needed, to Pastor and Ministry Action Teams
- Other matters commensurate with administrative oversight of the Church

Appointed by the Pastor and confirmed by a majority vote of the church, the Elders shall be comprised of no more than nine church members who are in good standing. Each member shall be selected for a three year term subject to reappointment by the Senior Pastor and approval by the Church. The Elders shall, on an annual basis, elect a Chairman and Recording Secretary.

Section 3 Deacons

The duties and responsibilities of Deacons shall be those prescribed by the New Testament (Acts 6:3, I Timothy 3:8-13). In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the Church. The task of the Deacon is to serve with the Pastor and ministerial staff in performing pastoral ministries; proclaiming the gospel to believers and unbelievers;

cares for church members and other persons in the community; leading the Church to engage in a fellowship of worship, witness, education, ministry, and leading the Church in performing its task. Deacons shall be specifically charged with joining the Pastor in administering the Lord's Supper, keeping the membership enlisted in the full program of the Church, and promoting peace, harmony, and the spirit of cooperation among the membership. They shall be diligent in their attendance at the services and shall manifest at all times full cooperation with Church leadership and the entire program of the Church. The Church shall follow the guidelines set forth in the Deacon Family Ministry Plan whereby Deacons are assigned individual families for purposes of ministry. The total number of Active Deacons at any given time shall be proportional to the Church Membership provided that no more than fifteen families may be assigned to any one Deacon at any given time.

Deacons shall be elected for terms of three years on a rotating basis. Terms of one-third of the members shall expire each year, and election shall be held to fill the vacancies. Members of the Church shall be given the opportunity to submit names of deacon nominations. Nominations shall be submitted in writing and signed by the Church member making the nomination.

In case of death, removal, resignation or incapacity to serve, the Church may elect a deacon to fill the un-expired term. After serving a term of three (3) years, a deacon shall be eligible for re-election. Deacons retiring by rotation from active participation shall retain the title of deacon and may be called upon for service at any time. There is no obligation to constitute as an active deacon a deacon who comes to the Church from another church where he has served as deacon.

The Deacon Body shall elect a Chairman, Vice-Chairman and Secretary from the elected members of the body for one-year terms at their first regular meeting each year. The election of the Chairman, Vice-Chairman, and Secretary of the Deacon Body shall be by majority vote of those present, and, if more than two are nominated, balloting shall continue until one of the two receiving the highest number of votes shall receive a majority. The Deacons shall be selected upon a satisfactory examination of biblical qualifications by the Pastor and voted upon by the Church in conference.

Regular meetings of the Deacon Body shall be held once a month.

Section 4 Trustees

There shall be a total of three (3) trustees each serving a three-year term on a rotational basis. Trustees are eligible for reelection. Trustees shall be charged with the duty of executing such legal documents as may be required by law and such other documents as they may from time to time be empowered by the Church so to do. At least two trustees must sign any such documents in order to be binding upon the Church.

Section 5 Church Clerk

The Church Clerk shall be the secretary of the meetings of the Church in Conference and shall keep a fair and intelligible record of all such meetings and duly inscribe it in a permanent record book. He/she shall keep a permanent record of the membership, with dates of admission, dismissal, death, or erasure, and a record of baptism. He/she shall issue letters of transfer when requested by other churches of like faith and order, unless at the time of the application for transfer the person has been disciplined under, or is being investigated under, Section 6 of Article I. He/she shall notify persons excluded from Fellowship of such action. A letter of dismissal may be issued to an individual and to a church of another faith subject to the same conditions. Membership terminates when a letter of transfer or dismissal is issued. He/she shall conduct all correspondence that relates to his/her duties, and perform such other duties as may arise in the execution of his/her clerkship.

Section 6 Treasurer

The Treasurer shall receive all monies of the Church from whatever source derived and shall pay or direct to be paid salaries and other items provided for in the current Budget of Expenditures. The Church, Elders, or Church Administrator must approve expenditures for any other items. He shall disburse with promptness all monies designated for missions. Designated funds shall be disbursed only in strict accordance with the designation. The Treasurer shall not advance or pay out money not already in hand to the credit of the Church. The Treasurer shall administer the accounting function and financial condition of the Church. He shall attend all meetings of the Finance Team and shall supervise the preparation of all financial reports of the various Church funds that may be required by the Finance Ministry Team, Elders, or the Church. Immediately after the close of the Church year, the Treasurer shall make a written report to the Finance Ministry Team, the Elders, and the Church, of the receipts and disbursements for the preceding year. In the performance of his duties, he shall have the assistance of such clerical and bookkeeping service as may be required and may delegate day to day administration of the Church finances to the Church Administrator in accordance to the guidelines set forth in Article VII of this document entitled *Appropriations and Expenditures*.

The Treasurer shall be eligible for three successive terms of one year.

Article III - MINISTRY TEAMS

In recognition of the individual spiritual gifts bestowed upon us as believers and followers of the Lord Jesus Christ, the following Ministry Action Teams have been established at Double Oak Community Church as opportunities for Christian service intended to promote and grow the Kingdom of Our Lord and Savior.

Each Ministry Action Team serves a critical and unique purpose in the life of our church body and is established to further and enhance one or more of the following five core values of Double Oak Community Church:

- **Worship**
- **Community**
- **Growth**
- **Service**
- **Generosity**

All members of standing Church Ministry Teams and ad hoc committees shall be recommended by the Senior Pastor in consultation with the Church Elders and elected by the Church in conference, unless otherwise indicated. Members of committees shall be elected for the term reflected herein, subject to annual nomination and election. The terms shall be served on a rotating basis meaning that only a portion of the members of teams or committees is elected each year. For example, on a seven-person team with a two-year rotation, four members would be elected one year and three members elected the next year. Members of the Church Ministry Teams must be members of Double Oak Community Church.

The Pastor and Chairman of the Elders shall be ex-officio members of all ministry teams and committees.

Section 1. Finance Team

Purpose: To provide leadership and accountability in the administration and stewardship of church finances.

Team Composition: Nominated by the Senior Pastor in conference with the Elders and confirmed by majority vote of the church. The Finance Team is comprised of a group of no less than three, but no more than five, church members in good standing responsible for the faithful stewardship of church property, finances and resources. At least one member of the Finance Team shall be an active Church Elder. The Pastor and the Church Administrator shall serve as primary advisors and will be ex-officio members of the Finance Team. The Team will elect a Chairman and Secretary on an annual basis.

Length of Service: Team members will be elected to fill staggered three year terms.

Core Value(s): Worship, Growth, Service, Generosity

Primary Responsibilities include:

- Development of Annual Church Budget with advice and input from Senior Pastor and Church Administrator
- Oversight and supervision of church finances
- Development and implementation of sound management procedures and practices related to church finances and resources
- Ensure proper counting, depositing and dispersing of church funds
- Provide monthly progress/status report to church leadership along with quarterly reports to congregation
- Develop and maintain appropriate accounting procedures
- Ensure that an audit of church finances is conducted on an annual basis

Section 2. Personnel Team

Purpose: To provide accountability, oversight and administration of church personnel matters.

Team Composition: Nominated by the Senior Pastor in conference with the Elders and confirmed by majority vote of the church, the Personnel Team is comprised of a group of no less than three, but no more than five, church members in good standing responsible for the faithful administration, oversight and accountability of ministerial and non-ministerial personnel. At least one member of the Personnel Team shall be an active Church Elder. The Pastor and the Church Administrator shall serve as primary advisors and will be ex-officio members of the Personnel Team. The Team will elect a Chairman and Secretary on an annual basis.

Length of Service: Team members will be elected to fill staggered three year terms.

Core Value(s): Worship, Growth, Service, Generosity.

Primary Responsibilities include:

- Development and administration of church wide personnel policy with input from Pastor and Church Administrator
- Provide recommendations to Church Elders and Finance Team regarding salaries and benefits for all church employees and staff
- Prepare and maintain proper job descriptions for all church employees
- When necessary and where appropriate, may provide assistance in the resolution of church personnel disputes pursuant to approved church personnel policies and in accordance with sound biblical principles and teachings
- Provide regular reports and updates as appropriate to Elders and congregation

Section 3. Facilities Team

Purpose: To provide accountability, oversight and administration of church property.

Team Composition: Nominated by the Senior Pastor in conference with the Elders and confirmed by majority vote of the church, the Facilities Team is comprised of a group of no less than three church members in good standing responsible for the faithful administration and oversight of church buildings and property. At least one member of the Facilities Team shall be an active Church Elder. The Pastor and the Church Administrator shall serve as primary advisors and will be ex-officio members of the Facilities Team. The Team will elect a Chairman and Secretary on an annual basis.

Length of Service: Team members will be elected to fill staggered three year terms.

Core Value(s): Worship, Growth, Service, Generosity

Primary Responsibilities include:

- Ensure that church property is properly maintained and in good repair
- Ensure that all church property is adequately and affordably insured
- Development and implementation, with approval of Elders, of sound management procedures, policies and practices related to the uses and maintenance of church facilities.

Section 4. Missions Team

Purpose: To lead the church in a vibrant mission program that focuses on education, awareness, and participation opportunities for the congregation.

Team Composition: The team is comprised of no less than three church members in good standing and who are responsible for the coordination of the mission efforts of the church. At least one member of the Missions Team shall be an active Church Elder. The Pastor will serve as an ex-officio member of the Missions Team. The team members will elect a Chairman and Vice-Chairman on an annual basis. The Pastor may appoint team members to serve who, in his discretion, have demonstrated a passion for missions ministry.

Core Value(s): Worship, Community, Growth, Service, Generosity

Primary Responsibilities include:

- Coordination of local, state, national and international mission efforts for the church
- Serve as church liaison to local, state, national, and international mission groups and organizations
- Promote mission education opportunities within the congregation
- Promote and coordinate special emphasis programs and initiatives for designated church-wide mission opportunities on at least a semi-annual basis
- Coordinate and promote an annual mission trip for participation by interested church members
- Other such duties associated with the promotion, involvement and awareness of missions
- Development of proposed annual budget for missions

Section 5. Christian Development Team

Purpose: To provide assistance to the Pastor of Discipleship in the development of meaningful spiritual educational programs and discipleship training ministry.

Team Composition: The Christian Development Team is comprised of a group of no less than three, but no more than five, church members in good standing responsible for the monitoring and development of sound, biblically based Christian education programs and corresponding curriculum. At least one member of the Christian Development Team shall be an active Church Elder. In furtherance of his responsibilities for church discipleship, the Associate Pastor for Discipleship may appoint team members to serve who, in his discretion, have demonstrated passion, knowledge and experience in biblical discipleship.

The Pastor will serve as an ex-officio member and the Associate Pastor for Discipleship will function as the team's primary advisor.

Core Value(s): Growth, Service, Community

Length of Service: Staggered terms of three years

Primary Responsibilities include:

- Development of viable Bible-based Sunday School Program and Curriculum
- Development, promotion and oversight of a vibrant men's and women's ministry programs
- Promotion and encouragement of weekly Bible study groups among church members and visitors
- Identification, recruitment, and encouragement of potential Bible study teachers
- Develop and coordinate periodic training opportunities for Bible study teachers
- Provide monthly progress report to church leadership

Section 6. Prayer Team

Purpose: To lead the church in an effective and vibrant prayer ministry

Team Composition: The team is comprised of a group of no less than three church members in good standing with a fervent passion for prayer. The Pastor shall function as the Prayer Team's primary spiritual advisor. The Team shall elect a Chairman and Recording Secretary for the team on an annual basis. The Pastor may appoint team members to serve who, in his discretion, have demonstrated a passion for prayer ministry.

Core Values(s): Worship, Growth, Community, Service

Primary Responsibilities include:

- Regular and faithful prayer for church, pastor, congregation and community
- Weekly organized prayer over prayer requests written and submitted by the congregation and guests
- Monitoring and journaling of prayer requests
- Keep the congregation apprised of national and global prayer concerns

Section 7. Outreach and Hospitality Team

Purpose: To lead the church in outreach efforts and emphasis in both the community and within the congregation.

Team Composition: The team is comprised of a group of no less than three church members in good standing and who are responsible for Christian outreach efforts both inside and outside the congregation. The Senior Pastor and Fellowship Team Leader shall serve as ex-officio members of the Outreach Team. The Pastor may appoint team members to serve who, in his discretion, have demonstrated a passion for outreach and hospitality.

Core Value(s): Community, Service, Generosity, Worship

Primary Responsibilities include:

- Weekly follow up with guests and potential members
- Development and implementation of a church-wide visitation program
- Welcome Table for new guests
- Coordination of hospitality station on Sunday mornings
- In conjunction with Fellowship Team, coordinate and organize periodic community outreach events designed to glorify the Kingdom of the Lord Jesus Christ and promote awareness of Double Oak Community Church
- Provide monthly progress report to church leadership

Section 8. Worship Team

Purpose: To facilitate genuine, meaningful, and interactive worship services that serve to magnify and glorify God

Team Composition: The team is comprised of a group of no less than three church members in good standing and who are responsible for coordinating the weekly worship services of the church. The Worship Minister will serve as Team Leader and functions as the primary advisor to the team. The Pastor or Worship Pastor may appoint team members who, in their discretion, have demonstrated a passion for worship ministry.

Core value(s): Worship, Community, Service

Primary Responsibilities include:

- Monitoring, maintaining and oversight of audio/visual equipment

- Promote music ministry of the church
- Assist in the preparation of weekly worship bulletins
- Coordination of Baptisms and formal observances of Lord's Supper
- Other such matters as necessary to facilitate genuine heartfelt worship

Section 9. Fellowship Team

Purpose: To facilitate church wide fellowship activities among members and the community

Team Composition: The team is comprised of no less than three church members in good standing responsible for the coordination of church sponsored fellowship and social activities. The Senior Pastor and Outreach Team Leader shall serve as ex-officio members of the team. The team shall elect a chairman and recording secretary on an annual basis. The Pastor may appoint team members who, in his discretion, have demonstrated a passion for church fellowship.

Core Value(s): Community, Growth, Service

Primary Responsibilities include:

- Organization and coordination of annual church-wide picnic
- Promote and encourage quarterly church-wide social events in member's homes and on church premises
- In conjunction with Outreach Team, coordinate and organize periodic community outreach events designed to glorify the Kingdom of the Lord Jesus Christ and promote awareness of Double Oak Community Church
- Provide monthly progress reports to church leadership.

Article IV – Church Meetings

Section 1. *Worship Services*-The church shall meet regularly each Sunday morning and Wednesday evening for preaching, instruction, evangelism and for the worship of almighty God. These meetings will be open to everyone and shall be conducted under the direction of the pastor. Exceptions can be made by recommendation of the Elders.

Section 2. *Special Services*-All church meetings which are essential to the promotion of the objectives of the church shall be placed on the church calendar, published in the church newsletter at least once prior to the meeting being held, and announced at all services on the Sunday prior to the special service being held.

Section 3. *Regular Business Meetings*-Regular business meetings shall be held quarterly. Matters of significant nature must be publicized as in section 4.

Section 4. *Special Business Meetings*-A specially called business meeting may be held to consider matters of a significant nature. Notice of the subject, date, time and location must be published in the church newsletter or bulletin for the specially called business meeting at least one week before the meeting and announced at all services on the Sunday prior to the special business meeting.

Section 5. *Quorum*-A quorum consists of members who attend the business meeting, provided it is a regular meeting or one that has been properly called.

Section 6. *Parliamentary Rules*-The current edition of *Robert's Rules of Order* shall provide general guidelines for parliamentary rules of procedure for all business meetings of the church in areas not addressed by this Constitution and Bylaws.

Article V – Ordinances

Section 1. *Baptism*-Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism. (1) Baptism shall be by immersion in water. (2) Baptism may be administered by the pastor or whomever he shall authorize. (3) Baptism shall be administered as an act of worship during any worship service. (4) Baptism shall be scheduled as soon as reasonably possible after the public confession of faith.

Section 2. *The Lord's Supper*-The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. (1) The Lord's Supper shall be observed at least quarterly. (2) The pastor, church staff, and deacons shall be responsible for administration of the Lord's Supper.

Article VI - Appropriations and Expenditures

Section 1. Adoption of Annual Budget and Expenditures.

Within two months prior to the beginning of the fiscal year, the Church shall adopt an annual budget of expenditures for the ensuing fiscal year.

Section 2. Unbudgeted Expenditures

Any undertaking that requires the expenditure of money not provided for in the Budget of Expenditures shall first be referred to the Finance Ministry Team for consideration and recommendation.

Section 3. Expenditure Limitations

The Finance Ministry Team shall have the authority to make expenditures not previously approved in the annual budget up to \$ 2,500 and, with the approval of the Elders, up to \$50,000. Unbudgeted expenditures in excess of these amounts shall be referred to the Church for final action.

Section 4. Purchase Requisitions

All purchases made by the Church shall be requested in writing and approved by the Pastor, Church Administrator, Administrative Team or Elders. Purchases in excess of \$5,000.00 shall be made from the lowest acceptable bidder following the acceptance of three bids.

Section 5. Disbursement of Funds

All payments shall be by check bearing at least two authorized signatures. This requirement does not apply for the purchase of minor and routine supplies. An invoice or receipt for all purchases shall be provided by the purchaser.

Section 6. Authorization for Disbursement of Funds

The following are authorized to sign checks on Church accounts of funds: Members of the Finance Ministry Team, Church Treasurer, Church Administrator or Trustees.

Article VII - Ministerial and Non-Ministerial Staff

Those employed by the Church other than the Pastor shall include both Ministerial Staff Members and Non-Ministerial Staff Members.

Section 1. Ministerial Staff Members

Ministerial Staff Members may include the following and any others that may, from time to time, be employed by the Church as needs arise: Minister of Worship, Minister of Children, Minister of Youth, Minister of Missions, Minister of Administration, Minister of Adult Education and Discipleship.

Ministerial Staff Members shall be recommended to the Elders by the Pastor in consultation with the Deacons and approved by the Church in conference. Ministerial Staff Members shall be called and employed upon recommendation by the Elders and upon approval of the Church in Conference, consistent with appropriate budgetary considerations. The primary responsibility of such staff members shall be to serve under the leadership of the Pastor to enhance the spiritual life of the Church. Conditions of employment, duties, and responsibilities of each Ministerial Staff Member shall be those agreed upon by the Pastor and the Personnel Team, with appropriate input from the applicable Staff Member, and shall be generally outlined in a job description provided to each Ministerial Staff Member or prospective Ministerial Staff Member.

Initial and appropriate future changes to job descriptions shall be proposed by the Pastor and Personnel Team, and approved by the Elders. Such Ministerial Staff Member job descriptions, and any other job descriptions, shall be maintained by the Personnel Team as an Appendix to the Personnel Policies and Procedures Manual of the Church.

A Ministerial Staff Member may be dismissed by the joint approval of the Pastor and the Personnel Team. However, the Staff Member may appeal dismissal decisions to the Elders. The Chairman of the Elders shall refer the matter to the Personnel Team to consider the appeal and to report back to the Elders and to the Pastor. A final appeal may be made to the congregation if the employee waives confidentiality.

Section 2. Non-Ministerial Staff Members

The Non-Ministerial Staff Members shall consist of an adequate number of secretarial, music, food services, education, custodial, and other appropriate personnel to sufficiently and expediently support the Pastor and Ministerial Staff Members. The Personnel Team shall determine the number of such support personnel needed, as well as their compensation, within budgetary guidelines. The Minister of Administration shall supervise the Non-Ministerial Staff Members.

Section 3. Personnel Policies and Procedures

The personnel policies and procedures of Double Oak Community Church have been developed by the Personnel Team and have been approved by the Church Leadership. A comprehensive personnel manual that details appropriate personnel policies and procedures for employees of Double Oak Community Church shall be maintained at all times in the church office and shall be updated on a periodic basis and as necessary.

Article IX - License to Preach

Any member who may, in the judgment of the Church, give evidence of his piety, zeal and fitness to teach, that he is called of God to the work of the ministry, may be licensed to preach the Gospel, provided three-fourths of the members present at any regular Church meeting agree thereto.

Article X - Adoption of Amendments

Section 1. Adoption

This Constitution and these Bylaws, if and when adopted, shall supersede all previous Constitutions and Bylaws. This Constitution and these Bylaws may be amended or changed if two-thirds of the members present and voting at the Church Conference to which the amendments or changes are proposed for adoption shall vote in favor of adoption of them; provided, however, that the proposed amendments or changes shall have been presented in writing at a previous Church Conference at least fourteen (14) days prior to the Church Conference at which the vote for approval is taken.

Section 2. Amendments and Record Retention

A copy of this Constitution and these Bylaws shall at all times be kept with the records of the Church Clerk and in the Church office, and any amendment to or revisions thereof shall, after passage, be prepared in typewritten form by the Clerk, including the date of adoption, and attached to the copies of the Constitution and Bylaws so kept. This also is to apply to any resolution passed for the permanent or temporary government of the Church.

Section 3. Distribution of Copies

Upon request, the members of the Church shall be furnished copies of this Constitution and Bylaws.

Section 4. History of Changes

Date Adopted:	Description of Change
June 25, 2006	This Constitution and these Bylaws, adopted at its regular Church Conference.
March 31, 2008	Bylaws amended to reflect that Administrative Team replaced by Elders. Document also includes Finance and Facilities Teams.