

Lifeline Ministries of the Ozarks

Bylaws

Adopted 8/27/2006

Revised 12/11/2016

Article 1 - Name and Principle Office

The name of the corporation is Lifeline Ministries of the Ozarks, hereinafter referred to as “the Church.” The principal place of worship of the Church shall be at 915 Lanton Road, West Plains, MO 65775 and may be changed from time to time by the Trustees.

Any change of this location shall be recorded by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

Article 2 - Mission Statement

The purpose of Lifeline Ministries of the Ozarks is to give praise to God (exalt), teach people to live the Christian life (equip), and to reach the unchurched (evangelize).

The church’s mission is to EMPHASIZE PEOPLE. The Church will accomplish this through the use of today’s music, culture and technology to connect to today’s generation; by training new Christians in the necessary principles to become mature Christians; by encouraging mature Christians to find their place in a ministry; by creating a place of worship that invites the unchurched to attend; and by promoting intimate fellowship and accountability by encouraging attendee’s to join small groups.

Article 3 - Affiliation

This church is autonomous and maintains the right to govern its own affairs, independent of any denominational control.

Article 4 - Pastor

Section 1. Selection. The Pastor's service shall be regulated by the following:

a. The Trustees shall conduct the search for a new Pastor. Only one (1) person at a time shall be recommended by the Trustees.

b. When the pastoral candidate has been selected, the Chair of the Trustees will schedule events including trial sermons, meetings with the congregation, Trustees and other appropriate constituencies. A specifically called business meeting to

vote on the recommendation should be held on the Wednesday following the trial sermon. The recommendation may be either rejected or approved. The recommendation shall be considered rejected unless approved by an affirmative vote of three-fourths (3/4) of those members present and voting by secret ballot.

Section 2. Duties. It shall be the responsibility of the Pastor to lead the Church and direct in the coordination of its program and to perform the various other duties pertaining to the office including the supervision of church staff and other duties as prescribed by the Church. Except as otherwise provided herein, the Pastor shall act as moderator of the Church and shall serve as exofficio member of all committees and organizations of the Church.

Section 3. Termination. The Pastor shall serve for an indefinite period of time. The relationship between the Pastor and the Church may be dissolved in one of the following ways:

1. The Pastor's death; or

2. The Pastor's resignation given two (2) weeks prior to his termination; or
3. A recommendation by the Board of Trustees shall be ratified by a simple majority vote of the members of the Church present at a called business meeting. The notice of such meeting and its purpose will be given from the pulpit the preceding two Sundays and written notices mailed to the membership at least two weeks prior to such a meeting. The vote to dismiss a pastor shall be taken by secret ballot.

Section 4. Interim. Whenever a pastoral vacancy occurs, the Trustees shall assume the responsibility for filling of the pulpit until a pastor assumes his responsibility.

Article 5 - Trustees (Directors of the Church) Section 1. The Trustees of the Church will consist of six (6) persons.

Section 2:

- a. The Senior Pastor will serve as President of the Corporation and will be the moderator of the Church. In his absence, another officer of the Church, as designated by the Senior Pastor, will serve as moderator. The Pastor is a non voting member except in cases of a tie vote of the Trustees. The Pastor will then place the tie-breaking vote.
- b. The Chair of the Trustees will serve as Vice-President of the Corporation. The Chair shall also have signature authority on the church checking account.
- c. The Church Treasurer will serve as the Secretary/Treasurer of the Corporation.

Section 3. Election: The Pastor shall make nominations for Trustees and contact those nominees to obtain testimony concerning qualifications and willingness to serve, until the appropriate number of qualified and

willing persons has been obtained. All nominees for Trustee must have been a member of the church for at least 1 year. New Trustees are elected at the annual business meeting. The ballot for each nominee shall consist of a Yes/ No vote. The nominee receiving the most Yes votes will be elected as the incoming Trustees, however no nominee shall be elected without receiving at least a simple majority of Yes votes from the members present. In the event either Trustee position does not obtain the required majority vote, the nominee with the lowest vote count is dropped from the ballot and a re-vote is conducted until the number of nominees equal the number of unfilled Trustee seats. If this/these nominees are not elected on this final ballot, the Pastor must schedule a special business meeting in accordance with the special business meeting section of these Bylaws no longer than 3 weeks from the annual business meeting to conduct a new election for the incoming Trustee/ Trustees. This election shall follow the same requirements as above. In the case of a tie vote for the second Trustee seat, a re-vote of the tied nominees will be held. In the event a Trustee cannot fulfill his term, a special election will be held to elect a replacement. The Pastor shall make a nomination for Trustee and contact that nominee to obtain testimony concerning qualifications and willingness to serve. Nominees for Trustee must have been a member of the church for at least 1 year. The replacement shall be elected by a simple majority of the Trustees. No Trustee or their spouse may be employed by the Church.

Section 4. Removal: Trustees can be removed by recommendation of the Pastor or the Board of Trustees and a simple majority vote of the members.

Section 5. Terms: Each Trustee shall be elected for a term of four (4) years. The terms of one(1) Trustees shall expire each year and their positions shall be filled by election each year. After serving a term, a Trustee shall be eligible for reelection only after the lapse of at least one (1) year. The 1 year lapse does not apply to Replacement Trustees as defined in Article 5, Section 3.

Section 6. Organization. Prior to the expiration of the term of the outgoing Trustees, the newly constituted Trustee board shall call a

special Trustee meeting and elect from among their numbers a Chair and a Secretary of the Trustees. This newly constituted board and its newly elected officers shall assume their duties on January 1st of the new year.

Section 7. Duties. The Trustees shall hold legal title to the property of the Church for and on behalf of the Church. They shall take or cause to be taken all necessary measures for the management, alteration and protection of the Church property, including the maintenance of adequate insurance. The acquisition of additional real property and the making of capital improvements shall be recommended by the Trustees to the Church. Subject to approval of 2/3's of the members of the Church, the Trustees shall have the sole right and power to execute instruments and documents creating debts and obligations binding on the Church.

Section 8. Meetings. Regular meetings of the Trustees may be held as often as is necessary or as called by the Trustees or Pastor. A quorum shall consist of 2/3's of the Trustees.

Section 9. Voting. Unless specified elsewhere in these Bylaws, all actions by the Trustees shall be by a simple majority vote of the quorum.

Article 6 - Treasurer and Assistant Treasurer

Section 1. ELECTION AND TERM OF OFFICE. The Trustees shall select a Treasurer and other financial personnel as may be required.

Section 2. Duties. It shall be the duty of the Treasurer to receive, preserve, and pay out, only upon authority of the Pastor or Chair of the Trustees of the Church, all money or things of value, keeping at all times a detailed record of all receipts and disbursements. The Church Treasurer shall also be the official custodian of all pledge cards, payments on pledges to the Church budget, building funds or other funds.

The Treasurer shall furnish each member a record of his or her contributions annually or as requested by the member. The Church shall, from time to time, authorize one or more persons, in addition to the

Church Treasurer, to sign checks or other instruments. The clerical functions of the Treasurer may be performed by an approved financial secretary.

A monthly financial report shall be distributed to all Trustees at the regular Trustees meeting. The report will be a “line item” report that separately reflects each significant type of expenditure including separate amounts for compensation and benefits paid to the Pastor and each professional staff member.

It shall be the duty of the Treasurer to render to the Church at each regular business meeting an itemized report of receipts and disbursements since the previous meeting. The financial report to the Church shall also reveal the receipts as compared to budget, and shall reflect the disbursement of funds against budget for each month and year-to- date budget item

Article 7 - CHURCH STAFF

Section 1. Professional Staff Members. The Church may hire staff members as needed for service in the Education, Activities, Music Ministries and other areas of service when the need shall arise. The Pastor shall make a recommendation of the need for the staff position, with a comprehensive job description, to the Trustees. The Trustees must approve the position by a 2/3 majority. The Pastor shall then select the candidate for the staff position and make a recommendation to the Trustees. The Trustees can disapprove the recommendation with a 5/6 majority. The vote for disapproval must be made during the meeting at which the candidate was recommended.

Section 2. Church Support Staff. The Church may hire other employees and office personnel as the need arises. The Pastor shall make a recommendation of the need for the staff position, with a comprehensive job description, to the Trustees. The Trustees must

approve the position by a 2/3 majority. The Pastor shall then select the candidate for the staff position and make a recommendation to the

Trustees. The Trustees can disapprove the recommendation with a 5/6 majority. The vote for disapproval must be made during the meeting at which the candidate was recommended.

Section 3. TERMINATION. The employment of Professional Staff Members and Church Support Staff may be dissolved by the Pastor.

Article 8 – Volunteers

The use of volunteers is essential to accomplish the mission of the church. In order to accomplish this mission, the Pastor can create or eliminate volunteer positions as necessary to fulfill the Church's missional obligations. The use of volunteers will be managed as much as practical through the use of volunteer teams. Each volunteer team will be managed by a team leader. The team leaders shall be appointed by the Pastor. Each team leader shall maintain a roll of their team members. The appointment of any volunteer to the position of Associate Pastor, Worship Leader or Youth Pastor must be approved by the Trustees. Membership, as defined in Article 9, is not a requirement for participation as a volunteer.

Specialized qualifications may be required for certain positions such as childcare, etc.

Article 9 - Membership

Section 1. Members- Members of the church will consist of those people who meet the following qualifications;

must have acknowledged Jesus Christ as their Savior

must have been baptized in water.

must agree to uphold and follow the Bylaws of Lifeline Ministries

Must be at least 16 years of age

Any person who wishes to become a member must fill out a membership form, available from the Trustees. The form will then be voted on during the next Trustee meeting. The church membership will consist of active

and non-active members. Active members are those members who are on a volunteer team or hold a staff position within the church.

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Section 2. Voting Rights of Members-Every active 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 or absentee voting is prohibited.

Section 3. Duties-Members are expected to be faithful in all the duties essential to the Christian life, to regularly attend the services of this Church, to provide financial support for the Church and its causes, to actively engage in the Church's ministry, and to take part in a volunteer team.

Section 4. Termination of Membership-Membership shall be terminated in the following ways: (1) death, (2) when a member has requested such action, (3) exclusion by action of this church, (4) automatically when a member has not held a position, either paid or volunteer, within the church, for 1 year.

Article 10 - Meetings of Members

Business meetings of the members shall be held at the times, in the manner and for the purposes set forth below:

An annual business meeting of the Church will be held in the fourth quarter of each calendar year. The purpose of this meeting is to adopt an annual budget, confirm officers as needed, and conduct any other business as necessary. The Trustees may change the dates of the annual or other scheduled business meetings by notifying the members as provided in the bylaws. A special business meeting of the Church may be called at any time by the Trustees or by the Senior Pastor.

Notification of members for business meetings shall include the time

and location of the meeting, as well as the intended agenda for that meeting, and shall be given by any two of the following methods:

a.

b. c. d.

Distribution of written material to the congregation in attendance at a Sunday service

Announcement of the meeting in the Church newsletter or website
Oral announcement to the congregation at a Sunday service
Notification by mail to the members

All notifications must be made at least 2 weeks prior to the meeting date. Special business meetings must include mail as one of the methods of notification.

A quorum shall consist of those members present and voting. Trustees may limit attendance of business meetings to members only.

Article 11 - Records and Reports

The Church will maintain the following records and reports:

- a. Adequate and correct books and records of accounts (financial records);
- b. Minutes of the proceedings of its, members, committees and the Trustees of the Church;
- c. A record of its members, giving their names and addresses;

- d. Contribution statements for contributors.

Article 12 - Licensing and Ordaining to the Gospel Ministry

Section 1. LICENSING. Any member of the Church who, by Godly conduct, zeal and aptness to teach, gives evidence of being called of God to the work of the gospel ministry may, after investigation and recommendation by the Trustees and by vote of a majority of the members present and voting at any regular business meeting, be licensed by the Church.

Section 2. ORDAINING. On recommendation by the Trustees, the Church may consider a request for ordination of a member or a prior member of this Church who possesses scriptural qualifications for ordination to the work of the gospel ministry. The recommendation of the Trustees shall be put to a vote of a majority of the members present and voting at any regular business meeting. If so approved, the Church shall assemble an ordaining council of the Trustees to conduct the ordination service. The ordination shall consist of the Trustees laying hands on and praying for the prospect. A Certificate of Ordination shall be presented to the newly ordained minister.

The following standards shall be considered prior to conducting the ordination;

- a. Spiritual. The prospect shall have experienced a divine call to the ministry, live a consistent Christian walk, and have a vital concern for sharing Christ.
- b. Doctrinal. The prospect shall affirm their adherence to Lifeline Ministries' Statement of Faith and prepare an essay explaining each section in the Statement of Faith and its Biblical basis.

- c. Educational. It is recommended that the prospect have a degree in a Biblical based course of study. Prospects may be considered based on previous and/or current courses of study and a demonstrated knowledge of the Bible and Christian doctrine.

- d. Experience. It is recommended that the prospect be licensed at least one year prior to seeking ordination.

Section 3. REVOCATION. Lifeline Ministry may revoke the license and/or ordination of a minister if the minister is found to be acting out or teaching principles inconsistent with Lifeline Ministries' Statement of Faith and basic Biblical principles. The Trustees shall make a recommendation for revocation to the members at any called business meeting. The members may approve the revocation with a simple majority of the voting members present.

Article 13 - Fiscal Policy

Section 1. FISCAL YEAR. For fiscal purposes, the Church year shall be from January 1 through December 31.

Section 2. TITHE. The tithe is hereby affirmed and adopted as the Scriptural mode of financing the Church and its programs.

Section 3. GIFTS AND DISBURSEMENTS. The financial needs of the Church, including all organizations or duly constituted bodies thereof and causes fostered by it, should be supported by voluntary free gifts. All gifts shall be paid into the Church treasury and all disbursements from the Church treasury shall be made only in accordance with authorized procedure of the Church.

Section 4. BUDGET. The Church shall operate on a budget determined and adopted by the Church.

Section 5. LIMITATIONS. No debt, commitment or other non-budgeted obligation shall be incurred without the specific prior approval of the Trustees, except emergency repair or maintenance needs.

Section 6. SALARIES. The salaries of all professional Church Staff shall be approved by a simple majority annually by the Church after recommendation by the Trustees. No such recommendation shall be binding on the Church.

Section 7. INSPECTION OF RECORDS. All records and accounts of the Church, except individual giving records, shall be open to inspection by any member of the Church.

Article 14 - Amendments to the Bylaws

New bylaws may be adopted or these bylaws may be amended or repealed by the affirmative vote of a two-thirds majority of the votes represented at a duly held meeting of the members.