

Cornerstone Church Constitution

ARTICLE - I - NAME

The name of this Church shall be Cornerstone Church of Roanoke Valley. This name shall be interpreted as meaning those who are enrolled on either the Membership List or the Voting Membership List kept in the office of said Church by virtue of meeting and continuing in the requirements for enrollment specified in Article V, Sections 1 through 4 of the By -Laws and those properties collectively owned (through their trustees) and used by them. The Cornerstone Church of Roanoke Valley sanctuary and place of worship shall be located at 6930 Wood Haven Road in Roanoke County, Virginia.

In addition to this location, the Church may meet at such place or places as the Pastor, Church Council and Administrative Board of this Church shall deem suitable, appropriate, or necessary. Hereafter in these documents, the term Cornerstone Church shall be the abbreviated form of the Cornerstone Church of Roanoke Valley when used in the Constitution and By -Laws of said Church unless otherwise specified.

ARTICLE - II - MEMBERSHIP

Cornerstone Church proclaims that it is part of the Body of Christ and that the Body of Christ is comprised of all those throughout the world who have been born again by the Spirit of God through faith in the atoning death and bodily resurrection of Jesus Christ. Cornerstone Church also affirms that only the Holy Spirit can make anyone a member of the Body of Christ (I Corinthians 12:13), and that the Body of Christ is also known as the "catholic" or "universal" Church which transcends all man-made barriers.

Our services are also open to all people regardless of race, gender, or other cultural differences as long as they are not regarded by governmental leadership of Cornerstone Church to be disruptive to the intent and/or practice of Cornerstone Church.

Although we recognize and enjoy our spiritual kinship with all believers, we are also firmly committed to the fact that in order for the catholic (universal) Church to fulfill the will of God on the earth according to the Scriptural pattern, it must have specific expression in every locality as a Biblical Local Church. Therefore, although we invite the fellowship of all believers, there are certain requirements for those who wish to make Cornerstone Church their home Church. These requirements are contained in Article V, Sections 1 - 4 of the By -Laws and must be fulfilled by any person who expects to be enrolled on the Membership List or the Voting Membership List of Cornerstone Church. Both a Membership List and a Voting Membership List of all those meeting those requirements shall be kept in the Church office.

ARTICLE - III - OBJECTIVES

The objectives for which Cornerstone Church is formed shall be:

- to preach and to expound the gospel of Jesus Christ according to the Holy Scriptures;
- to educate and lead people in the ways of salvation, goodness, righteousness, morality and temperance as taught in the Bible;
- the propagation of any Christian missionary, educational or charitable enterprise;
- the establishing of other local churches;
- the establishing of a ministerial fellowship;
- conducting of radio and television ministries;
- operation of a Christian bookstore;
- the operation, conducting and maintaining of a Bible College or Seminary, child care facilities, pre-school, elementary, junior and senior high school(s);
- to communicate the gospel of Jesus Christ by sound recordings, printed word, and any other type of media deemed appropriate by the governing body of the Church.
- It shall have the right to possess, buy, mortgage, sell, lease, barter, and exchange real and personal property, to include stocks and bonds, to borrow money, collect funds, receive gifts, legacies, and devisees as it may judge necessary for the attainment of these objectives.
- It shall have the power to teach, train, and acknowledge the ordination of Christian ministers and to send forth any missionary or minister who has proven over a necessary period of time his/her divine gift and calling of God, to the satisfaction and approval of the Commission on Ministerial Credentials.

All of the objectives enumerated in this Article are to be considered an integral and inseparable ministry of Cornerstone Church when and if they are set in motion and are to be regarded as the free exercise of religion guaranteed by the First Amendment of the Constitution of the United States of America.

We also affirm that the First Amendment to the U.S. Constitution is only the guarantor of our right to the free exercise of religion, not the source of that right. God Almighty is the Source of our freedom to exercise religion, and the civil government's only role in religion is to guarantee and protect that freedom. This is born out, not only by the Holy Bible, but also by the Declaration of Independence that gave birth to our great nation:

"We hold these truths to be self evident, that all men are created equal, that they are endowed by their Creator with certain inalienable rights, that among these are life, liberty, and the pursuit of happiness."

ARTICLE - IV - MANAGEMENT

The spiritual management of Cornerstone Church shall rest with its Senior Pastor and with its Church Council (often referred to simply as the Council).

The Administrative management of Cornerstone Church shall rest with its Senior Pastor and with its Administrative Board (often referred to simply as the Board).

The Fiscal Management of Cornerstone Church shall rest with its Administrative Vice President, Treasurer, and the Finance Committee under the supervision of the Administrative Board.

Any vacancy in office shall be filled according to the procedure set forth in the By - Laws.

ARTICLE - V - DISSOLUTION

This Church is organized according to the laws of the Commonwealth of Virginia and the property of this Church is irrevocably dedicated to religious and charitable purposes; and upon liquidation, dissolution or abandonment, shall not inure to the benefit of any private person except a fund, foundation, or corporation organized and in compliance with the rules and regulations pursuant to Internal Revenue Code section 501-C-3 and its successors. The distribution of this churches assets, after the satisfaction of all its debts, shall be the last official act of the combined Council and Board of this church.

No organization of which a Council member, Board member or their relative shall be a part of the governing body shall be eligible to receive said funds.

ARTICLE - VI - STATEMENT OF FAITH

Holding `the Faith once delivered unto the saints' we declare our Christian Belief as being in the historic and Biblical tradition of God's Church throughout the ages as expressed in the Apostles' Creed and the Nicene Creed, especially as is expounded in that great manifesto of the Protestant Reformation, the `Thirty Nine Articles of Religion' (1571 AD)

A more contemporary expression of our faith can be found in the following statement.

THE NATIONAL ASSOCIATION OF EVANGELICALS STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, and His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Cornerstone Church By-Laws

ARTICLE I. GOVERNMENT

Section 1. This Church recognizes the privileges of the communion of fellowship and cooperation in word and spirit of other Churches of like precious faith for the furtherance of the Gospel at home and abroad.

Section 2. To perpetually protect Cornerstone Church organization in its ownership and control of its properties and in its sovereignty under Christ, all ecclesiastical power and authority relative to Cornerstone Church as a congregation and the decisions made by Cornerstone Church are not subject to amendment or reversal by any other ecclesiastical body. Therefore, any action or effort on the part of any members or officers of Cornerstone Church to cause it to become a member of any Church organization (other than such a fellowship of Churches as shall constitutionally guarantee that no member Church shall in any way be amenable to that organization) is hereby strictly forbidden.

Section 3. The Conditions and principles described in section two of this Article can be made of no effect by a ninety percent (90%) affirmative vote of the voting membership of this church after a thirty (30) day notice has been given in writing explaining the reason for the proposed change.

ARTICLE II. OFFICERS

Section 1. The Constitutional officers of Cornerstone Church shall consist of:

- the Senior Pastor,
- The President of the Administrative Board,
- Vice-President of the Administrative Board,
- Secretary,
- Treasurer,
- Children's Ministries Director,
- members of the Church Council
- members of the Administrative Board,
- members of the Finance Committee,
- and Trustees.

Section 2 The use of the term 'he', in reference to these officers, shall be understood as applying to both males or females who may hold such office.

Section 3 All elected officers shall serve a term of two years per election conforming to the calendar year and can serve no more than six years consecutively.

Section 4 The combined Board and Council may devise methods and procedures that adjust the terms of elected officers in order to insure that an annual rotation of newly elected members never exceeds one half of an existing body at any one time.

Section 5 It is expected that elected officers shall attend a minimum of two thirds of the scheduled meetings involving the responsibilities for which they were elected. They are also expected to notify the appropriate authority in advance of missing a scheduled meeting.

Senior Pastor

Section 6. The Senior Pastor may attend and participate in all Business meetings, Council meetings, Committee meetings, Board meetings, and of all auxiliary bodies of the Church.

Section 7 The Senior Pastor is both the spiritual and temporal leader of this Church. He shall continue in office until he resigns or is removed for cause according to the Constitution and by-laws of this church.

Section 8. The Senior Pastor's responsibilities include but are not limited to:

- the establishment of regular services of Divine Worship,
- the proclamation of the word and the administration of the sacraments;
- the exposition of scripture and instruction in the scriptures and the doctrines and practices of the church;
- the training of the people of God for service in the church;
- visitation of the infirm and other members of the congregation unable to attend service;
- performance of marriages, baptisms, dedications and funerals as requested by members of the congregation
- and the instruction of communicants in righteous living. The Pastor shall, as he is able, participate in the larger ministry of the Christian community in the region, and the specific ministries and activities of his ministerial fellowship.
- The Senior Pastor shall oversee the keeping of written records of Marriages, Baptisms and also other events he may feel are significant. He may delegate the job of such record keeping but not the responsibility of oversight. All such records shall be known as the Church Register and shall remain the property of Cornerstone Church.

The Senior Pastor has primary oversight over all aspects of each worship service and all evangelistic and educational endeavors in or associated with Cornerstone Church.

Associate Pastor

Section 9. The Senior Pastor may have a staff member known as the ASSOCIATE PASTOR who shares the Pastoral responsibility with, and is responsible to, the Senior Pastor. Additionally, the Associate Pastor acts as liaison with the lay leadership of the Church and helps oversee any Assistant Pastors and any other ministerial staff. He may also be assigned specific areas of responsibility by the Senior Pastor and be called upon to assist in any church functions.

Section 10. In the official absence of the Senior Pastor the Associate Pastor shall assume all the responsibilities of the Senior Pastor. In the absence of the Senior Pastor the Associate Pastor shall attend all board meetings, not as Chairman, but to express the Senior Pastor's point of view and to cast the Senior Pastor's vote. In the permanent absence of the Senior Pastor he shall assume all the responsibilities of the Senior Pastor, until the Pulpit Committee completes its function and a new Senior Pastor is in place.

Founding Pastor

Section 11. The Founding Pastor of Cornerstone Church is Michael Wesley Wilshire. No future Pastor or other person may assume this title. When he has resigned as Senior Pastor shall be considered the permanent Pastor Emeritus of Cornerstone Church and shall continue to serve as a Pastoral Advisor/Consultant to the church but only when requested to do so by

- the Senior Pastor,
- or by written request of the majority of the Church Council,
- or by written request of the majority of the Administrative Board.

His advice shall not be binding upon the church or any of its officers. He shall not have direct access to address the assembled congregation without the agreement of

- the Senior Pastor,
- or the written agreement of a Council Majority,
- or the written agreement of a Board majority.

Section 12. The Founding Pastor is responsible for leading the establishment of the initial doctrine, governing bodies, and the appointment of ministerial staff.

Section 13. The Founding Pastor may sit as chairman of any governing body meetings, and committee meetings if he feels the necessity to do so.

Section 14. The Founding Pastor may not sit as chairman, but may participate, in any governing body meeting called to determine his qualifications to continue as Founding/Senior Pastor.

President of the Administrative Board

Section 15. The Board President shall consult with and advise the Senior Pastor regarding the state of the Church.

Section 16. He is to arrange for services of divine worship if the Senior Pastor is incapacitated and the Church has no Associate Pastor.

Section 17. He sits as Chairman of all Administrative Board meetings and is responsible to prepare the agenda for each meeting and to ensure that the meetings are run in an orderly fashion.

Section 18. He is responsible to maintain and preserve the official record of all administrative business of the church, known as the Board Meeting Minutes. If there is a recording secretary, he oversees his/her responsibilities.

Section 19. It is strongly suggested that the President of the Administration Board shall be a current or past Board or Council member..

Vice-President of the Administrative Board

Section 20. The Vice-President shall represent the congregation's interests before the Board, especially in the area of fiscal responsibility. He is to consult and advise the Senior Pastor in church matters.

Section 21. He shall see to it that the prior year's books of the Treasurer are audited or reviewed BI-annually by a qualified person or persons in time to be presented at the Annual Church Budget and Elections Business Meeting

Section 22. He is to have charge over the accounting procedures of the Church and is to supervise the treasurer.

Section 23. He sits as Chairman of the Board in the absence of the Board President. He is the officer who shall discharge the responsibilities of executive secretary.

Business Meeting Secretary

Section 24. The Business Meeting Secretary's duties shall be:

- to keep a complete record of all the minutes of all the Church Business meetings,
- and to make sure that attendance records are maintained at every Business Meeting,
- and shall perform such other duties as are incidental to such office or required by the Administrative Board,
- and to maintain, under the supervision of the Church Council, both the Membership List and the Voting Membership List with the names and addresses of all persons who have met all requirements as detailed in Sections 1-4 of Article V of these by-laws.

Treasurer

Section 25. The Treasurer shall keep a record of all monies received by subscription, donation and/or any other manner and shall pay all expenses under the direction of the Board.

Section 26. The Treasurer shall:

- receive and be entrusted with the finances and securities of the Church;
- he shall keep an itemized account of all the receipts and disbursements (books of account) of all monies received, balancing the same monthly;

- he shall make an itemized written financial report, to be included in the minutes at the Annual Church Budget and Elections Business Meeting of the Church, at any special meeting, or as requested by the Chairman of the Administrative Board.
- He shall make all disbursements under the oversight of the Administrative Board.
- He shall assure that all funds shall be deposited in a designated bank by a responsible person.
- The Treasurer or Assistant Treasurer shall perform such other duties as are incidental to such office or required by the Administrative Board.
- The Treasurer may delegate any of his responsibilities to the Church Business Administrator or Financial Secretary as directed by the Administrative Board.

Section 27. He shall keep a regular account of his receipts and expenditures in a book to be provided for that purpose, which shall be open at all times to the inspection of the members of the Board, and he shall submit to the Board a monthly summary of receipts and expenditures and a quarterly written report. An Annual Report, approved by the Board, shall be submitted at the Annual Church Budget and Elections Business Meeting

Section 28. An annual statement to members and others shall be provided by the Treasurer upon request.

Section 29. All monies or other material gifts given as memorials will be received with thanksgiving to God as memorials to our Lord Jesus Christ and will be the responsibility of the Board to appropriate in accordance with the directives of these By-Laws with due consideration given to the interests of the contributor, but with ultimate obligation for the Board to be a steward found faithful.

Section 30. The Treasurer shall be a member ex-officio of the Finance Committee and of the Administrative Board.

Section 31 There may be an Assistant Treasurer, appointed and removed by the Board, who shall assist the Treasurer and perform all duties and responsibilities consistent with said office, as directed by the Administrative Board. If the church has a staff member who functions as the Administrator, Financial Secretary, or book keeper, he shall execute the duties of the assistant Treasurer as part of his/her job description within his/her normal working hours for which they shall be remunerated at his/her normal rate.

Section 32. If, for any reason there is no Treasurer, the Treasurer's duties shall be performed by the Vice-President until the Senior Pastor appoints an interim Treasurer.

Children's Ministries Director

Section 33. The Children's Ministries Director shall, under the direction of the Senior Pastor, have the oversight of the Church School System. He shall, with the approval of the Senior Pastor, appoint all officers and teachers of the Church School and will conduct all business incidental to his office. If the church have a staff member who functions as the Children's Ministries Director,

he/she shall execute the duties of the Children's Ministries Director as part of his/her job description for which he shall be remunerated at their normal rate.

Church Council

Section 34. The Church Council is to advise the Senior Pastor concerning the spiritual condition of the Church and its missions, both domestic and foreign, and is to consult with the Senior Pastor concerning the ministry of the Church and the effectiveness of the same.

Section 35. The Senior Pastor, the Associate Pastor, the Ministerial staff, the Board's President and its Vice-President shall comprise the Church Council. Additional members shall be nominated by the Nominating Committee and presented for consideration by majority vote of the voting membership at the Annual Church Budget and Elections Business Meeting. The Church Council shall have the same number of members as the Board shall have.

Section 36. Ministerial staff shall be defined as those full or part time employees and volunteers designated by the Senior Pastor as those who assist him in ministry. Both ordained and non-ordained staff may fit this description. Ministerial Students, Candidates and interns are exempted from this designation.

Section 37. The Senior Pastor is Chairman of the Church Council. In the Senior Pastor's official absence the Associate Pastor shall act as Chairman of the Church Council. If both be officially absent the Board's President shall act as Chairman of the Council.

Section 38. The Church Council, under the direction of the Senior Pastor (and never without him) is the organ by which discipline is administered in the church.

Section 39. The Senior Pastor with the Church Council shall review the Church Register, at least semi-annually, supervising the Church Business Meeting Secretary in maintaining both the Membership List and the Voting Membership List.

Section 40. While it is recognized that the Senior Pastor has sole authority to initiate and administer discipline, it is the responsibility of the Church Council to bring matters of discipline to the attention of the Senior Pastor, to consult on the action to be undertaken, and to aid the Senior Pastor in implementation of the action decided upon.

Administrative Board

Section 41. The Administrative Board is the executive board of this Church and is the body that has authority to discharge the business of this Church.

Section 42. The Board has oversight of all the temporal affairs of the Church, including but not limited to:

- the acquisition and maintenance of real property,
- the collection of all monies and reception of all gifts,

- the purchase of all materials,
- the compensation for all services rendered,
- and the conduct of all administrative affairs in accord with generally recognized procedures and practices so that the church might be known to manage its business decently and in order.

Section 43. The President of the Board shall serve as Chairman. If he is absent the Vice-President shall serve as Chairman.

Section 44. The Board may appoint a Recording Secretary to keep all necessary records for the Board. The Recording Secretary must be a voting member of this Church. In addition he must be a person of good moral character and able to exhibit discretion considering the confidential nature of business sometimes transacted by the Board. A Recording Secretary may be dismissed by the Board at any time.

Section 45. If there is no Recording Secretary, those duties fall to the President.

Section 46. A book suitable for the purpose shall be provided for keeping a permanent record of the business of the Church. This book shall be available to the Senior Pastor, the President, Vice-President, and Board members.

Section 47. In it shall be kept:

- One copy entire of the Proceedings of the Board, including but not limited to: any agenda for each meeting, any minutes of the same, the monthly financial report, and any other reports or documents published to the Board.
- An annual inventory of all the property of the Church and all items of personal property lent to or stored at any Church facility other than items of personal property in any Rectory or other housing maintained by the Church.
- A statement of the policies of the Board concerning matters of administration not specified by these by-laws.

Section 48. The Statement of Policies shall serve to give continuity from one Board to another; but, is not binding upon succeeding Boards. A copy of the policies in effect at the time shall be available to the members of this Church. The Board shall review the statement of policies as maintained by the previous Boards and may at any regular meeting reconsider or replace any of the standing policies. If the Board wishes to make any policy binding upon future Boards such policy should be presented to the voting membership as an amendment to the By-laws, subject to all procedures for the approval of the same.

Section 49. The Board may appoint Special Representatives to serve as liaison between various groups and the Board - - for example, a representative from the Youth Department. The Special Representative must be a voting member of this church. In addition he must be a person of good moral character and able to exhibit discretion considering the confidential nature of business sometimes transacted by the Board. The Special Representative may be dismissed by the Board at

any time. The Special Representative shall have the same voting privileges as other members of the Board.

Section 50. If there be no Financial Secretary, those duties fall to the Vice-President.

Section 51. The Board's Recording Secretary and Financial Secretary shall be elected by the Board at the organizational meeting following the Annual Church Budget and Elections Business Meeting.

Section 52. No business shall be transacted by the Board except at a duly called and convened Board meeting. A duly called Board meeting requires at least seven days notice to all members.

Section 53. The Board shall meet no less frequently than 10 times in a year.

Section 54. Two-thirds (2/3) of the total membership of the Board, including Senior Pastor, President, Vice-President, and Board members, shall constitute a quorum. A two-thirds (2/3) majority of those in attendance shall pass any business before the Board. In any meeting requiring the Board and Council to act together, 2/3rds of their combined membership are required as a quorum.

Section 55. If for any reason after being placed in office, a Board member is no longer be able to comply with the above requirements, he may resign or be replaced.

Section 56. A Board member may be re-elected at the end of a term. A vacancy on the Board resulting from resignation, death, or discipline may be filled by the Board. (Nomination by the Senior Pastor and election by a simple majority)

Section 57. The stated meetings of the Board shall be as follows: They shall organize at the first regular meeting following the Annual Church Budget and Elections Business Meeting and shall meet monthly on a day agreed to by the Board.

Section 58. The Senior Pastor shall make all appointments to any non-Board related Temporary Committee not required by the by-laws to require the congregational election of its members. If the Committee be one that is required to report directly to the Board, the Senior Pastor shall make his appointment subject to the approval of the Board.

Finance Committee

Section 59. This committee shall prepare and present a proposed budget to the Board at least sixty (60) days prior to the Annual Church Budget and Elections Business Meeting. The budget will be considered for review, alteration and/or approval by the Council and Board combined.

Section 60 The Finance Committee shall prepare periodic reports, at least quarterly, to the Board about the financial condition of the Church.

Section 61. The Committee shall also be responsible for making recommendations to the Board concerning investment of the monies of this Church.

Section 62. This committee shall be composed of at least 2 members who hold no other constitutional office, the Board's Vice-President who shall act as chairman, and the Church's Treasurer as member ex-officio.

Trustees/Property Committee Members

Section 63. There shall be two or more Trustees elected to serve staggered, two-year terms.

Section 64. They shall attend to all legal business in connection with the property of the Church, as instructed by the Administrative Board. The Trustees shall own all property of the Church for the benefit of the congregation and shall sign all deeds for the conveyance, transfer, mortgage, or dealings in real estate by order of the Board.

Section 65: Trustees may attend and have a vote at Administrative Board meetings, equal to that of a Board member, in all matters concerning the acquisition and maintenance of real property and/or in matters requiring their signature. It is strongly suggested that the Trustees attend all Administrative Board meetings dealing with matters concerning the acquisition and maintenance of real property and/or matters requiring their signatures.

Section 66. The Trustees of this Church, the office being mandated by the Commonwealth of Virginia, shall compose THE PROPERTY COMMITTEE of this church joined by a Board Member or a special representative appointed by the Board who shall act as Chairman of that Committee.

Section 67. This Committee has general responsibility, under the supervision of the Board, for the property of this Church.

Section 68. The Committee shall provide for and oversee all custodial, repair, construction and maintenance work necessary to keep all properties in order, subject to the official budgetary restraints and under the oversight of the Board.

ARTICLE III. ELECTIONS

Elected Officers

Section 1. The elected officers of Cornerstone Church shall consist of:

- a new Senior Pastor (should the pulpit be vacant),
- the President of the Administrative Board
- Vice-President of the Administrative Board,
- Secretary,
- Treasurer,

- Children's Ministries Director (if there be no staff member with that job description),
- members of the Administrative Board,
- additional members of the Church Council
- members of the Finance Committee,
- and the Trustees.

Section 2. Any one who has been enrolled on this church's voting membership list for at least one year is eligible for these offices and all officers may succeed themselves if the votes so indicate. However, no one shall continue in any elected office (with the exception of the Senior Pastor) for more than six consecutive years, but shall then spend at least one year holding no elected office at Cornerstone Church before being eligible for nomination again.

Section 3. Membership, leadership, or participation in any other organization or activity of any kind by an elected officer of Cornerstone Church is entirely his/her own personal prerogative and implies no approval of, or participation in, such activities by this Church, its leaders or its members.

The Nominating Committee

Section 4. The sole committee of the Annual Church Budget and Elections Business Meeting is the Nominating Committee consisting of the Church Council and the Administrative Board, combined. The President of the Board shall serve as Chairman. If he is officially absent, the Vice-President shall serve as Chairman.

Section 5. Candidates gaining the highest votes in a duly called meeting of the Nominating Committee shall be selected for nomination to the voting membership. Recommendations from the voting membership for each office will be received during the month of August. These recommendations must be written, signed by the voting member, and addressed to the Nominating Committee. The Administrative Board shall convene this committee at a reasonable time before the Annual Church Budget and Elections Business Meeting.

Calling a Pastor

Section 6. The Senior Pastor is both the spiritual and temporal leader of this Church. He continues in office until he resigns or is removed for cause according to the Constitution and by-laws of this congregation.

Section 7. When, for any reason, the pulpit becomes vacant, or the Senior Pastor informs the Board President he intends to resign, the Board President shall immediately notify the Church Council and the Administrative Board in writing.

Section 8. The Church Council and the Administrative Board, combined, shall constitute a Pulpit Committee. The President of the Board shall serve as Chairman. If he is officially absent, the Vice-President shall serve as Chairman. Candidates recommended by an out-going Senior Pastor shall be considered with priority. If the Senior Pastor has died in office and has left a letter of

recommendation for his chosen successor, the letter of recommendation shall be considered by the Board with priority. If the Nominating Committee chooses a candidate other than the outgoing (or deceased) Senior Pastor's recommended candidate, both candidates shall be presented to the Voting Membership for their choice by vote of simple majority. The pulpit committee shall act quickly and expeditiously to fill the pulpit. If possible, candidates should be sought and heard even before the effective date of the current Senior Pastor's resignation. The Pulpit Committee may seek advice from the Pastor Emeritus (if there is one) as they may see the need. Candidates gaining the highest votes, within the Nominating Committee, above a simple majority shall be selected.

Section 9. Once the pulpit committee has selected a candidate, a Congregational Meeting shall be called by the Church Council, notice being duly given, to elect a new Senior Pastor. The Nominating Committee's nominee shall be presented to the voting membership and can be affirmed by a simple majority ballot of the voting membership.

Section 10. The Secretary of the Board shall extend an official call in writing, stating in detail the terms of the call, to be signed by the officers of the Church Council, the Administrative Board and the Candidate, copies being held by all parties.

Death, Resignation, or Removal

Section 11. In the event of the death or resignation or removal by the Senior Pastor and the Church Council of any Constitutional Church officer, such office shall be filled for the unexpired term by a person so appointed by the Senior Pastor.

ARTICLE IV. MEETINGS

Section 1. The Administrative Board shall transact all routine business for the Church, but the voting membership of the church shall vote upon such business matters as require the same by constitutional provision.

Section 2. A duly called and authorized business meeting can only be called by :

- the Senior Pastor;
- or by a unanimous (excepting the Senior Pastor) vote at a duly called meeting of the Church Council;
- or by a unanimous vote (excepting the Senior Pastor) at a duly called meeting of the Administrative Board;
- or by a 2/3 majority vote of the Church Council and Administrative Board, combined.

Section 3. A duly called church business meeting requires a well-publicized two-week notice.

Section 4. No Church business meeting shall be convened that is not in accord with the procedures of these By - Laws.

Section 5. All business at a duly called church business meeting shall be resolved by a simple majority vote with the exceptions listed in By Laws Article one, section 3 and in By Laws Article Five, section 5.

Section 6. A Church Business Meeting is the appropriate time to bring matters of business to the attention of the voting membership for discussion, and to send recommendations to the Board; but, other than the appropriate activities mandated by the Constitution and By-Laws, no business shall be transacted at a Business Meeting except that which is proposed by the Council and Board combined.

Section 7. “THE ANNUAL CHURCH BUDGET AND ELECTIONS BUSINESS MEETING shall be held on the first Sunday in November at 7 PM in the Cornerstone Church sanctuary..

Section 8. The Church Council shall make the list of members who are eligible to vote at the Church Business Meeting and those who are eligible to hold constitutional office in the Church available to interested parties within the Church upon request. This list shall be available as announcement of the meeting is made.

Section 9. ANNUAL CONGREGATIONAL NOMINATING PROCEDURE

(A) Each voting member is entitled to nominate other voting members for office as is hereinafter provided.

1. The “Annual Congregational Nominating Form” will be made available to the congregation no later than the first Sunday in August and may be picked up by each voting member from the church office.
2. The “Annual Congregational Nominating Form” is to include:
 - A space for member's name, address, telephone number, and signature. The heading must include the date, time, and location of the meeting.
 - A complete voting membership listing.
 - A listing of all Officers currently serving.
 - A listing of all Offices open for nomination.
 - An indication of all those who are ineligible for election due to currently holding office through the next year.
 - Job descriptions for the offices open for nomination.
3. The announced availability of this “Annual Congregational Nominating Form” no later than the first Sunday in August of each year shall constitute the official notice of the upcoming Annual Church Budget And Elections Business Meeting”
4. The completed “Annual Congregational Nominating Form” must be returned to the Church office by September 1st in order to be considered by the Nominating Committee.

Section 10. “NOMINATING COMMITTEE’S ANNUAL CONGREGATIONAL VOTING FORM”

1. The “Nominating Committee’s Annual Congregational Voting Form” shall be made available to Cornerstone Church members by the last Sunday in September.
2. The “Nominating Committee’s Annual Congregational Voting Form” shall include the following information:
 - (A) A space for member's name, address, telephone number, and signature. The heading must include the date, time, and location of the meeting.
 - (B) A complete voting membership listing.
 - (C) A financial report that has been approved by the Board.
 - (D) A listing of all Officers currently serving.
 - (E) A listing of all Officers nominated for election
 - (F) An indication of all those who are ineligible for election due to currently holding office through the next year.
 - (G) Any resolutions that need to be presented in the Annual Budget and Elections meeting.
 - (H) Minutes of the previous Annual Church Budget and Elections Business Meeting.
 - (I) A written report from the Senior Pastor with input from Council Members.
 - (J) A written report from the President of the Board with input from board members.~~(K) A written report from the Vice President of the Board.~~
 - ~~(L) A written report from the Chairman of each of the permanent committees.~~
 - ~~(MK)~~ A place will be provided where the member may submit ideas or ask questions.
 - ~~(NL)~~ A copy of the proposed budget for the upcoming year.
3. A voting member may vote either:
 - in writing by means of the “Nominating Committee’s Annual Congregational Voting Form”
 - Or while attending “the Annual Church Budget and Elections Business Meeting” held on the first Sunday in November at 7 PM in the Cornerstone Church sanctuary.

Failure to either return the “Nominating Committee’s Annual Congregational Voting Form”, properly filled out and executed, to the offices of Cornerstone Church, by November 1st, or to attend “the Annual Church Budget and Elections Business Meeting” held on the first Sunday in November at 7 PM in the Cornerstone Church sanctuary shall constitute an abstention on all issues presented in the “Nominating Committee’s Annual Congregational Voting Form”.

Section 11. The Board’s President shall conduct the “Annual Church Budget and Elections Business Meeting” of the Church. The Board’s President may feel free to ask for help and direction in the conducting of the Business Meeting from the Council and/or Board.

Section 12. ORDER OF BUSINESS. The regular order of business for “Annual Church Budget and Elections Business Meeting” of Cornerstone Church shall be as follows:

- (a) Prayer and opening statements by Senior Pastor
- (b) Vote of those who choose to vote in person rather than by the “Nominating Committee’s Annual Congregational Voting Form”
- (c) Report on “Nominating Committee’s Annual Congregational Voting Form” statistics
- (d) Tally and report of sum of “Nominating Committee’s Annual Congregational Voting Form” and in person votes.
- (e) Discussion and vote upon the proposed budget for the coming year.
- (f) Unfinished Business
- (g) Prayer and closing statements by Senior Pastor
- (h) Adjournment

This order of business may be altered or suspended at any meeting by a majority vote of the members present.

ARTICLE V. REQUIREMENTS FOR ENROLLMENT ON THE MEMBERSHIP LIST AND THE VOTING MEMBERSHIP LIST.

Section 1. Cornerstone Church both welcomes and enjoys the communion of the saints, recognizing all born again believers as members of the world wide Body of Christ. Visitors who desire association with Cornerstone Church and who fulfill the obligations as contained in section two of this Article will be added to the Membership List.

Section 2. In order to be enrolled on the MEMBERSHIP LIST of Cornerstone Church, one must:

- be thirteen years of age or older,
- Agree with the National Association of Evangelical’s Statement of Faith as follows:
 1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
 2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
 3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, and His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
 4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
 5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

- They shall attend Cornerstone Church services with commitment and regularity.

Upon a person's fulfilling and maintaining the requirements listed in this Article, his or her name shall be added to the Membership List of Cornerstone Church.

Section 3. In order to be enrolled on the VOTING MEMBERSHIP LIST at Cornerstone Church, one must:

- be of legal voting age,
- fulfill the requirements delineated in Section 2 of this Article
- successfully complete and assent to the teachings of Cornerstone Church as is taught in the First Principles classes.
- He must also consistently support Cornerstone Church with their tithes and offerings as is taught in those classes.
- He shall generally attend Cornerstone Church services with commitment and regularity, including the business meetings and the Annual Church Budget And Elections Business Meeting.

Upon a person's fulfilling and maintaining these requirements, his or her name shall be added to the Voting Membership List, and said person shall be qualified to vote at all Cornerstone Church Business Meetings. After continuing to be enrolled on the Voting Membership list for one year they shall be eligible to hold elected office in Cornerstone Church.

Section 4. Any person who fails to maintain the aforementioned requirements or who is otherwise subject to disciplinary action by the Church Council shall be removed from the list by the Secretary when so instructed by the Senior Pastor. After said name has been stricken by the Secretary, said person shall not be able to have a voice or vote in any Church meeting thereafter unless said person is restored to proper status by the action of the Senior Pastor and the Church Council.

Section 5. THE FIRST PRINCIPLES CLASSES of this church shall be composed of the study materials written and owned by Michael W. Wilshire known as 'The Common Faith.' This includes both the student handout sheets and the accompanying book used in teacher preparation. No other materials may be used in its place except by a 75% vote of the Church Council, ratified by a 75% vote of the voting membership at a duly called business meeting.

ARTICLE VI. DISCIPLINE

Section 1. Discipline shall be practiced according to the Scriptures regarding the same as taught in the Cornerstone Church First Principles teaching series. The Senior Pastor and the Church Council

shall handle all matters involving Church discipline. The congregation of Cornerstone Church is responsible to cooperate with the Senior Pastor and the Church Council in their efforts in this area.

ARTICLE VII. STAFFING PROCEDURES

Section 1. The Senior Pastor shall make his recommendations concerning the hiring of a new ministerial staff member to the Church Council as he perceives the need. If the majority of the Council agree, they shall then refer their endorsement to the Administrative Board. The Board may then consult with the Finance Committee concerning the economic considerations involved. In a joint meeting with the Church Council, the Board shall then present the budgetary data that affects the decision. The majority vote of the combined bodies of the Council and the Board shall determine the employment status of the staff candidate.

Section 2. Any elected officer may make his recommendations concerning the hiring of a new non-ministerial staff member to the Church Council or Board, as he perceives the need. The combined Board and Council may then consult with the Finance Committee concerning the economic considerations involved. In a joint meeting with the Church Council, the Board shall then present the budgetary data that affects the decision. The majority vote of the combined bodies of the Council and the Board shall determine the employment status of the staff candidate.

Section 3. The same procedure outlined in section two of this article also shall be followed concerning consideration of pay raises, pay cuts, changes in benefit packages, and termination of employment.

Section 4. Any staff member who is also a member of the Church Council shall abstain from voting on any issue that affects the salary or benefits of themselves or their family. Any issue that affects all staff members salaries or benefits must be voted upon in its effect upon each staff member individually so that, after abstaining from the vote as it affects them or their family, each Council member may vote on the issue as it affects others.

Section 5. The Combined Board and Council shall use the Data from the 'National Combined Protestant Report' of the most current material published by the 'NATIONAL ASSOCIATION OF CHURCH BUSINESS ADMINISTRATORS' as the basis of all compensation packages determined by this body. The consideration of this data shall be applied to this church's particular circumstances as the combined Council and Board shall deem appropriate and timely.

Section 6. Any sermons, teaching materials, books, compositions, etc. produced by any individual in this church, employee or not, are to be considered their own INTELLECTUAL PROPERTY and are not to be used or marketed outside of Cornerstone Church without their written consent, unless they were expressly generated as a 'work for hire.'

ARTICLE VIII. COMMITTEES

Section 1. There shall be two PERMANENT COMMITTEES with rotating, elected membership,

- the FINANCE COMMITTEE
- and the PROPERTY COMMITTEE.

Both of these committees shall report directly to the Board.

Section 2. Temporary Committees may be appointed by the Senior Pastor or in his official absence, the Associate Pastor, or in the case of the official absence of both, by the Board President, as the need occurs.

Section 3. Temporary Committees also may be dissolved by the Church Council upon recommendation by the Senior Pastor, or in his official absence, the Associate Pastor, or in the case of the official absence of both, by the Board's President.

Section 4. The Senior Pastor will prepare a list of Temporary Committees and may distribute Board members over these bodies as Chairmen and add such Temporary Committees as he deems to be necessary. A list of Temporary Committees shall be available to the congregation.

Section 5. Members of Temporary Committees who are not members of the Council or the Board shall participate in related activities as their assignment occasions but will not meet with the Council or the Board or participate in Council or Board actions.

ARTICLE IX. AUXILIARY BODIES

Section 1. All Organizations, Guilds, Choirs, Bible Study Groups, Prayer Groups, Cornerstone Home fellowships, Societies, Clubs, Associations, or any other fellowships in or associated with the Church or using Church facilities, (other than the Board, the Finance Committee and the Property Committee) are subject to the oversight of the Church Council.

Section 2. Such auxiliary bodies are established by consent of the Senior Pastor and the Church Council and, such establishment may be revoked by the Church Council and the Senior Pastor acting together by majority vote.

Section 3. All non-temporary ministries of this Church must be presented to the Church Council for approval.

Section 4. Each auxiliary body shall make quarterly reports to the Church Council so that the Church Council is informed of its actions and intentions.

Section 5. No auxiliary body may establish policies or undertake activities at variance to the stated policies of, or the doctrines of the Church.

Section 6. Auxiliary bodies may raise their own funds by any means permitted by the Church Council; however, no auxiliary body or Church member may incur corporate debt of any kind without written permission from the Administrative Board.

Section 7. Treasurers of authorized auxiliary bodies must present a written itemized report annually to the Finance Committee. All assets and monies are to be considered the property of the Church, and final disposition of said assets and monies rests with the Council and the Board combined.

Section 8. Operating expenses for approved auxiliary bodies will be considered as the Council and the Board craft and approve the final annual budget.

ARTICLE X. AMENDMENTS

Section 1. Amendments to the Church Constitution or these By -Laws shall be made at a duly called meeting of the Church, by a majority vote of those enrolled on the voting membership list present at the meeting.

Section 2. The amendments must be approved by the Church Council and the Administrative Board of the Church, combined, prior to the meeting in order to be brought to the floor for a vote.

ARTICLE XI. FISCAL YEAR

Section 1. The fiscal year of this Church shall be January 1 to December 31.

ARTICLE XII. COUNSELING

Section 1. It should be understood that no one, including the Pastoral staff of this church, represents this church as a psychologist, psychiatrist, or as a professional counselor in any sense whatsoever. The terms `counseling', `counselor', or any other related terms are used in this church in an exclusively NON-PROFESSIONAL CONTEXT and indicate spiritual dialogue only. CONFIDENTIALITY in spiritual `counseling' is intended but cannot be guaranteed.

Revised 10/14/1998

ISSUES INVOLVING COMBINED BOARD AND COUNCIL COOPERATION

Constitution Art. V – Dissolution

By-Laws Art. II

Section 4 Rotation of elected officers

Section 54 Quorum

Section 59 Annual Budget

Art III

Section 4 Nominating Committee

Section 8 Pulpit Committee

Art. IV

Section 2 Calling a business meeting

Section 6 Preparing Business Meeting agenda

Art. VII	Section 10 Voting members who do not vote considered “proxy votes”.
Art. IX	Sections 1,2,3,5 Staffing procedures
Art. X	Section 7 disposition of church funds
	Section 2 Amendments to these documents

Index

A	
Administrative Board	<i>See</i> Board
Apostles' Creed.....	<i>See</i> Statement of Faith
Associate Pastor.....	7
AUXILIARY BODIES	23
B	
Bible College.....	2
Board 1, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24	
Board and Council.....	21
business meeting	17
Business Meeting Secretary.....	8
C	
Calling a Pastor.....	15
Children's Ministries	5, 10, 14
Church	1
Church Council	<i>See</i> Council
COMMITTEES	22
Common Faith.....	21
communion	5
Congregational Meeting	16
Cornerstone.....	1
Council ... 1, 3, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24	
COUNSELING	24
D	
DISCIPLINE	21
E	
ELECTIONS	14
F	
Finance.....	3, 5, 10, 13, 14, 21, 23
Finance Committee	13
FIRST PRINCIPLES	21
FISCAL	24
Founding Pastor.....	7
G	
GOVERNMENT	5
Groups.....	23
H	
Holy Scriptures.....	2
J	
Jesus.....	1
M	
MANAGEMENT	3
meeting	16
MEETINGS	16
Membership.....	1, 2, 9, 11, 15, 16, 19, 20
MEMBERSHIP	1
N	
Nicene Creed	<i>See</i> Statement Of Faith
Nominating Committee	15
O	
OBJECTIVES	2
officer.....	21
OFFICERS	5
ordination	2
P	
President.....	5, 8, 10, 11, 12, 13, 14, 15, 18, 19, 22
Property.....	23
pulpit committee.....	16
R	
Recording Secretary	11
S	
Secretary	5, 8, 9, 10, 11, 12, 14, 16, 21
Senior Pastor... 3, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 18, 19, 21, 22, 23	
Special Representatives	12
STAFFING PROCEDURES	21
STATEMENT OF FAITH	3, 4
Statement of Policies	12
T	
Treasurer	3, 5, 8, 9, 10, 14
Trustees.....	5, 14
V	
Vice President	3, 18
Vice-President.....	5, 8, 10, 11, 12, 13, 15
Voting	1