

Delaware Valley Christian Church

Constitution and By-Laws

CONSTITUTION
DELAWARE VALLEY CHRISTIAN CHURCH
MEDIA, PENNSYLVANIA 19063

ARTICLE I
NAME

- The name of this church shall be Delaware Valley Christian Church.

ARTICLE II
MISSION & VISION

- Mission Statement: Love God, Love People.
- Vision Statement: To grow our members spiritually, to serve our neighbors, and to connect others with Jesus.

ARTICLE III
STATEMENT OF FAITH

We believe:

- That God exists in three persons: God the Father, God the Son, and God the Holy Spirit.
(Matthew 28:19)
- That Jesus is the only begotten Son of God, born of a virgin, sinless and undeserving of the penalty of sin, who died for our sins and arose from the dead.
(Matthew 1:18-25; I Corinthians 15:1-8; Hebrews 4:14-15)
- That the Bible is the inspired Word of God: “a lamp unto our feet and a light unto our path.”
(II Timothy 3:16; Psalm 119:105)
- That each person has been created to worship God.
(Deuteronomy 6:13-14; John 4:23)
- That each person has worth as a creation of God, but that “all have sinned and fallen short of the glory of God.”
(Romans 3:23)
- That forgiveness of sins and the promise of eternal life are available to those who trust Christ as Savior and Lord.
(John 3:16)
- That those accepting Christ as Lord and Savior should repent of sin, confess their faith and be baptized into Him.
(Romans 10:9; Acts 2:38)
- That the church is the body of Christ on earth and exists to preach the gospel to the lost and edify the saved through teaching, fellowship, and worship.
(Ephesians 4:11-13; I Peter 4:7-11)

- That Jesus Christ will one day return to earth and reign forever as King of Kings and Lord of Lords.
(I Thessalonians 4:13-18)

ARTICLE IV MEMBERSHIP

Section I. Membership Requirements.

- Acceptance of Jesus Christ as Savior and Lord.
- Baptism by the practice of immersion either in this church or previously by immersion at another fellowship after accepting Jesus Christ as Lord and Savior.
- Agreement with Article III – our Statement of Faith.
- Agreement to adhere to this Constitution.
- Agree to an interview to confirm their Christian faith to the satisfaction of the Board of Elders.

Section II. Member Expectations.

- To seek to serve Jesus Christ by sharing in the witness to the unsaved and service to the Christian community.
- To live in accordance with the Scriptures.
- To be faithful in all spiritual duties of the Christian life.
- To regularly attend the services of this church.
- To give regularly in support of this church, its mission, and benevolences.

Section III. Membership Termination.

- By death.
- By written resignation addressed to the Board of Elders.
- By a letter from another church stating that the member has established membership in that church.
- By determination of the Board of Elders that a member is:
 - Not in compliance to Section I and/or Section II of this article.
 - Disruptive to the life of the fellowship.
 - In these cases, every effort shall be made to bring about reconciliation in keeping with the New Testament instructions on church discipline. (Matthew 18:15-17)

Section IV. Voting Privileges.

- Members shall be considered entitled to vote if they are listed as members on the official membership record of the church.

ARTICLE V CHURCH LEADERSHIP

Section I. Elders.

The Board of Elders shall be the executive body of the church, exercising the authority and responsibilities set forth in this Constitution and By-Laws for the spiritual well-being of the Congregation.

- Paragraph 1. Elder Qualifications.
The qualifications for Elders shall be a qualified and willing man as described in 1 Timothy 3:1-7 and Titus 1:5-9.
- Paragraph 2. Elder Composition.
The Board of Elders shall consist of at least two (2) voting Elders, the Senior Pastor, and any Associate Pastors. The Senior Pastor and Associate Pastors shall serve as non-voting Elders.
 - A. In the event that at least two (2) qualified and willing individuals cannot be identified for the office of Elder, the Ministry Leaders [Deacons – the New Testament Biblical term (1 Timothy 3-8 and Acts 6)], and the Pastors will meet as a committee to handle the church affairs typically performed by the Elders. This committee will continue to function until at least two (2) qualified and willing individuals are elected as Elders by the congregation.
 - B. In the event of a vacancy of a voting Elder arising from death, resignation, or dismissal, the remaining Elders may appoint a qualified and willing man to serve until the next annual business meeting.
- Paragraph 3. Elder Duties/Responsibilities.
 - A. Provide for the long-range planning of the ministry of the church, including annual budget proposals and revising or amending this Constitution.
 - B. Establish and shepherd ministries as needed.
 - C. Oversee and coordinate the work of the ministries.
 - D. Recommend the appropriate complement of staff and other employees.
 - E. Shepherd the congregation through visitation, prayer, encouragement, and exhortation.
 - F. Establish personnel policies and staff compensation.
 - G. Address benevolence needs in the congregation and community.
 - H. Establish performance expectations for the Senior Pastor.
 - I. Appoint temporary committees, as needed.
 - J. Carry out other responsibilities as described elsewhere in this Constitution and By-Laws.
- Paragraph 4. Officers – Board of Elders.
 - A. Following the annual business meeting, the Board of Elders shall elect from their number the following Corporate Officers: Elder Chairman/President, Elder Vice-Chairman, and Secretary.

- B. The Elder Chairman/President may not serve in either of the other two offices while serving as Chairman.
- C. The Elder Chairman shall preside over meetings of the Board of Elders and all congregational meetings. In his absence, the Vice Chairman will preside.
- D. The Secretary shall be responsible for minutes of all meetings of the Board of Elders and all congregational meetings. In his absence, or inability to keep the record, the Board of Elders may appoint a substitute to record the minutes.
- Paragraph 5. Resignation.
An Elder is generally expected to serve the full length of his term as defined in the By-Laws. In the event of a need to resign, the Elder must provide at least one (1) month notice to the Board of Elders.
- Paragraph 5. Dismissal.
An Elder may be dismissed by approval of a motion to that effect. This action must occur at a congregational meeting and requires a two-thirds (2/3) majority of those present.

Section II. Pastoral Staff.

- Paragraph 1. Pastoral Qualifications
 - A. Academic preparation approved by the Board of Elders.
 - B. Ministry qualifications approved by the Board of Elders.
- Paragraph 2. Senior Pastor Duties/Responsibilities.
 - A. Fulfill the responsibilities necessary to the Ministry of the Word of God.
 - B. Participate in pastoral care of the congregation.
 - C. Provide spiritual leadership for the congregation.
 - D. Oversee Associate Pastors.
 - E. Oversee approved non-pastoral staff.
 - F. Carry out other responsibilities as described elsewhere in this Constitution and By-Laws.
- Paragraph 3. Associate Pastor Responsibilities.
 - A. Preach at least four (4) sermons per year.
 - B. Fulfill the responsibilities necessary to the Ministry of the Word of God.
 - C. Participate in pastoral care of the congregation.
 - D. Provide spiritual Leadership for the congregation.
 - E. Be under direct supervision of the Senior Pastor.
 - F. Carry out other responsibilities as described elsewhere in this Constitution and By-Laws.
- Paragraph 4. Performance Review.
Individuals serving as Pastoral Staff (both Senior Pastor(s) and Associate Pastor(s)) shall have their performance reviewed at least once every two (2) years to assure that the Pastor(s) are meeting their responsibilities, accomplishing goals, and each Pastor remains in good standing with the terms of this Constitution. Performance reviews for Senior Pastor(s) shall be conducted by the Board of Elders. Reviews for the Associate Pastor(s) shall

- be conducted by the Senior Pastor(s). The Senior Pastor(s) may request participation from the Board of Elders in these reviews at their discretion.
- Paragraph 5. Hiring and Compensation.
Hiring and compensation of all paid pastoral staff positions shall be determined and approved by the Board of Elders.
 - Paragraph 6. Resignation.
A member of the Pastoral Staff may resign after providing at least one (1) month notice to the Board of Elders.
 - Paragraph 7. Dismissal.
 - A. A member of the Pastoral Staff may be dismissed by approval of a motion to that effect.
 - B. This action must occur at a congregational meeting and requires a two-thirds (2/3) majority of those present.
 - Paragraph 8. Severance.
The Board of Elders may grant severance agreements at their discretion.

Section III. Ministry Leaders.

Each Ministry shall be led by a qualified Ministry Leader. Ministry Leaders shall be appointed by the Board of Elders, except as noted within this Constitution or its By-Laws.

- Paragraph 1. Ministry Leader Qualifications.
 - A. Membership in this church.
 - B. Approval by the Board of Elders.
 - C. Qualifications as described in 1 Timothy 3:8-13, without regard to gender.
- Paragraph 2. Performance Review.
Individuals serving as Ministry Leaders shall have their performance reviewed by the Board of Elders at least once every two (2) years to assure that the Ministry is functioning as planned and the Leader remains in good standing with the terms of this Constitution.
- Paragraph 3. Financial Ministry.
The Financial Ministry shall be a standing ministry tasked with attending to all financial matters of the church. All members of this ministry must be members of the church.
 - A. The Financial Ministry Leader shall oversee all financial roles and be responsible and accountable for all financial activities of the church.
 - B. The Financial Treasurer shall be responsible for disbursing the funds of the church and reporting financial status.
 - C. The Financial Secretary shall be responsible for maintaining confidential records of contributions to the church and for creating and distributing year end giving reports.
 - D. Counters shall be appointed by the Financial Ministry Leader. They are responsible for counting all offerings and for making deposits to the church bank account.
- Paragraph 4. Dismissal.

- A. Ministry Leaders serving in elected positions in a Ministry may be dismissed by approval of a motion to that effect requiring a two-thirds (2/3) majority of those present at a congregational meeting.
- B. Ministry Leaders serving in appointed positions in a Ministry may be dismissed at the discretion of the Board of Elders.

ARTICLE VI MEETINGS

Section I. Worship Services.

Delaware Valley Christian Church shall hold public worship services on each Lord's Day. Communion shall be celebrated at each of these meetings. Public worship services may also be held on any other days deemed appropriate by the Board of Elders. The Board of Elders can decide to include Communion at any or all of these meetings.

Section II. Annual Meeting.

Delaware Valley Christian Church shall hold its annual business meeting in November. The meeting shall be chaired by the Elder Chairman/President of the Corporation. This meeting shall include approval of the budget and elections for Elders (as needed), elections for the offices of Financial Ministry Leader, Financial Treasurer, and Financial Secretary and any other appropriate business.

Section III. Mid-Year Informational Meeting.

Delaware Valley Christian Church shall hold a Mid-year Informational Meeting in May or June. These meetings shall update the congregation on the status of the budget relative to expenses, any appropriate business matters, and any important initiatives as determined by the Board of Elders.

Section IV. Special Congregational Meetings.

Special congregational meetings may be called at any time by the Board of Elders, or by receipt of a petition signed by at least two-thirds (2/3) of current membership, based on the current membership roll maintained by the church office

Section V. Quorums

- Paragraph 1. Mid-Year Informational Meeting. The quorum for the mid-year informational meeting shall require at least thirty percent (30%) of current membership based on the current membership roll maintained by the church office.
- Paragraph 2. Annual Meeting. The quorum for the annual meeting shall require at least fifty percent (50%) of current membership based on the current membership roll maintained by the church office.
- Paragraph 3. Other Meetings. Meetings pertaining to the purchase, sale or mortgaging of property, organizational affiliation with other churches,

amendments to the constitution, the calling of pastoral staff, or dismissal of Elders, Pastoral staff or elected Ministry Leaders shall require a quorum at least two-thirds (2/3) of current membership based on the current membership roll maintained by the church office.

Section VI. Meeting Notifications

- Paragraph 1. Notification Communication. Notification of all meetings must be announced at regular services and appear in the weekly congregational communication.
- Paragraph 2. Notification Timing
 - A. Business meetings or special meetings – Notice shall be given two (2) weeks prior to the meeting.
 - B. Meetings including purchase, sale or mortgaging of property, organizational affiliation with other churches, amendments to the constitution, or the calling or dismissal of pastoral staff. Notice shall be given four (4) weeks prior to the meeting.

Section VII. Voting

- Paragraph 1. Voting.
 - A. Any necessary voting shall occur at the time of each congregational meeting.
 - B. For meetings including the annual congregational meeting, purchase, sale or mortgaging of property, organizational affiliation with other churches, amendments to the constitution, or the calling or dismissal of pastoral staff, the opportunity and mechanism for mail or electronic votes may be approved by the Board of Elders.

ARTICLE VII MINISTRIES

Section I. Establishment.

The Board of Elders shall establish Ministries, as needed, to carry out the Mission and Vision of the Church. Members of the congregation may suggest opportunities for ministries to the Board of Elders at any time.

Section II. Operations.

Each ministry shall be chaired by a Ministry Leader (or Elder) and shall require a written purpose statement that details the ministry's objectives and responsibilities.

Section III. Ministry Updates.

Ministry Leaders shall provide written updates to the Board of Elders as requested. Updates should include a report of activities, progress, and challenges. The update should also provide an accounting of finances vs. the budget. Reports will be disseminated to the congregation.

ARTICLE VIII COMMITTEES

Section I. Establishment.

The Board of Elders may establish Committees, as needed, to carry out the Mission and Vision of the Church. Members of the congregation may suggest opportunities for committees to the Board of Elders at any time. Unless otherwise specified, church attendees who are not members may serve on committees, if approved by the Board of Elders.

Section II. Nominating Committee.

The Board of Elders shall serve as the nominating committee for the elected offices of Elder, Financial Ministry Leader, Financial Treasurer, and Financial Secretary. The committee may be chaired by any voting Elder and may include members the congregation at the discretion of the Board of Elders.

- Paragraph 1. Duties.
 - A. The nominating committee shall contact each candidate to determine their willingness to serve.
 - B. The slate of nominees shall be posted two (2) weeks prior to the annual business meeting.

ARTICLE IX AMENDMENTS

Section 1. Constitution.

- Paragraph 1. Amendments or revisions to this Constitution may be made at any congregational meeting.
 - A. Proposed amendments or revisions to this Constitution must be distributed to all members, in writing, at least four (4) weeks before action may be taken.
 - B. Approval of amendments or revisions to this Constitution require a two-thirds (2/3) vote of members present at a congregational meeting.

Section II. By-Laws.

- Paragraph 1. Amendments or revisions to the By-Laws may be made at any congregational meeting.
 - A. Proposed amendments or revisions to the By-Laws must be distributed to all members, in writing, at least two (2) weeks before action may be taken.
 - B. Approval of amendments or revisions to the By-Laws require a majority vote of members.

BY-LAWS

DELAWARE VALLEY CHRISTIAN CHURCH MEDIA, PENNSYLVANIA 19063

ARTICLE I CHURCH FISCAL YEAR

Section I. The fiscal year of the church shall be the calendar year.

ARTICLE II ELECTIONS

Section I. Elders.

- Paragraph 1. Term Limits.
 - A. An Elder shall be a member elected for a three (3) year term and may not serve more than two (2) consecutive terms.
 - B. After serving two consecutive terms, an Elder may not be re-elected for a period of at least one (1) year.
 - C. Whenever possible, terms shall be staggered so that no more than one-half (1/2) of the terms shall expire in one (1) year.
- Paragraph 2. Elections
 - A. Elders shall be elected at the annual congregational meeting. A two-thirds (2/3) majority is required for election.

Section II. Pastors.

- Paragraph 1. Pastoral Staff Committee.
 - A. The committee shall include at least one (1) voting Elder and shall be chaired by an Elder.
 - B. At least three (3) additional members of the congregation shall be appointed to the committee.
 - C. The Senior Pastor shall serve on the committee unless the committee has been appointed to seek a Senior Pastor.
 - D. Associate Pastors shall serve on the committee unless the committee has been appointed to seek replacement of a specific Associate Pastor, in which case that specific Associate Pastor may not serve.
 - E. The Pastoral Staff Committee shall contact and evaluate candidates for all Pastoral positions.
 - F. Recommended candidates of the Pastoral Staff Committee shall be submitted to the Board of Elders for final evaluation and approval.
 - G. Following recommendation from the Pastoral Staff Committee and evaluation by the Board of Elders, a congregational meeting shall be called to elect any Pastoral candidate.
- Paragraph 2. Pastoral Elections. Pastors shall be elected at a congregational meeting. A two-thirds (2/3) majority is required for approval.

Section III. Other Elected Offices

- Paragraph 1. Financial Ministry Leader of the Corporation.
The Financial Ministry Leader shall be a member elected by the Congregation at the annual congregational meeting to a one (1) year term. Election shall require an affirmative vote of two-thirds (2/3) of the members present at the meeting.
- Paragraph 2. Financial Treasurer.
The Financial Treasurer of the Corporation shall be a member elected by the Congregation at the Annual Business meeting to a one (1) year term. Election shall require an affirmative vote of two-thirds (2/3) of the members present at the meeting.
- Paragraph 3. Financial Secretary.
The Financial Secretary of the Corporation shall be a member elected by the Congregation at the Annual Business meeting to a one (1) year term. Election shall require an affirmative vote of two-thirds (2/3) of the members present at the meeting.

ARTICLE III NON-PASTORAL STAFF

Section I. Non-Pastoral Staff

- Paragraph 1. Hiring and Compensation.
Hiring and compensation of all paid non-pastoral staff positions shall be determined and approved by the Board of Elders.
- Paragraph 2. Interviews.
The Board of Elders may participate in interviews of candidates for non-pastoral staff positions.
- Paragraph 3. Performance Reviews.
All non-pastoral staff shall have their performance reviewed by the Senior Pastor(s) at least once every two (2) years to assure that all non-pastoral staff members are functioning as planned and in good standing with the terms of this Constitution. The Senior Pastor(s) may request participation from the Board of Elders in these reviews at their discretion.

Section II. Resignations.

Resignation of paid non-pastoral staff shall require notice of at least two (2) weeks prior to the effective date of resignation.

Section III. Dismissal

The Board of Elders may dismiss Non-Pastoral Staff at their discretion.

Section IV. Severance.

The Board of Elders may grant severance agreements at their discretion.