

NEW HOPE EVANGELICAL CHURCH

McPherson, Kansas



Constitution

Approved
09-Mar-2014

Table of Contents

1.	Name:	4
2.	Definitions:.....	4
3.	Statement of Purpose:.....	4
4.	Objectives:	5
5.	Statement of Faith:	5
5.1.	Regarding God	5
5.2.	Regarding Jesus Christ.....	6
5.3.	Regarding the Holy Spirit	6
5.4.	Regarding the Bible	6
5.5.	Regarding Human Beings	6
5.6.	Regarding Salvation.....	6
5.7.	Regarding Eternity	6
6.	Tenets:.....	7
7.	Government:.....	7
8.	Membership:	7
8.1.	Qualifications.....	7
8.2.	Membership Roll.....	7
9.	Worship Services:	8
10.	Meetings of the Membership:	8
10.1.	Place.....	8
10.2.	Annual Membership Business Meeting.....	8
10.3.	Special Business Meetings.....	8
10.4.	Quorum and Conduct of Business	8
10.5.	Voting and Majority Definitions	9
11.	Elders:	9
11.1.	Qualifications.....	9
11.2.	Number and Length of Term	9
11.3.	Nomination and Selection of Elders.....	9
11.4.	Elder Board Vacancy	10
11.5.	Elder Board Meetings	10
11.5.1.	Minimum Attendance.....	10
11.5.2.	Open to the Membership	10
11.5.3.	Notice and Agenda	10
11.5.4.	Minutes.....	10
11.5.5.	Closed Session	10
11.5.6.	Regular Meetings	11
11.5.7.	Special Meetings	11
11.6.	Elder Board Actions or Decisions	11
11.7.	Alternate Voting Procedures.....	11
11.7.1.	Notice of Concern	12
11.7.2.	Extended Voting Period	12
11.7.3.	Debate and Vote by Conference	12
11.8.	Duties of the Elder Board	12
11.8.1.	Providing for the Pulpit.....	12
11.8.2.	Assisting Senior Pastor-Teacher	12

- 11.8.3. Serving as Trustees 13
- 11.8.4. Constitution 13
- 11.8.5. Policies and Procedures 13
- 11.8.6. Official Documents 13
- 11.8.7. Fiscal Budget Report 14
- 11.9. Removal of Elders 14
- 12. Elder Board Officers: 14
 - 12.1. Officers and Order of Succession 14
 - 12.2. Officers Responsibilities 14
 - 12.2.1. Elder Board Chairman 14
 - 12.2.2. Elder Board Vice-Chairman 15
 - 12.2.3. Elder Board Secretary 15
 - 12.2.4. Elder Board Treasurer 15
 - 12.3. Removal of Officers 15
- 13. Senior Pastor-Teacher and Ministerial Staff: 15
 - 13.1. Senior Pastor-Teacher Duties 15
 - 13.2. Calling of a Pastor a Senior Pastor-Teacher 15
 - 13.3. Other Ministerial Staff Selections 16
 - 13.4. Annual Evaluations 16
 - 13.5. Termination of a Pastor 16
 - 13.5.1. Initiation of Termination by Elder Board 16
 - 13.5.2. Initiation of Termination by Membership 17
 - 13.5.3. Dismissal 18
 - 13.5.4. Severance 18
 - 13.6. Process 18
- 14. Deacons and Ministerial Teams: 18
 - 14.1. Number and Length of Term 18
 - 14.2. Deacon Vacancy 19
 - 14.3. Removal of Deacons 19
 - 14.4. Ministerial Teams, Form and Function 19
- 15. Indemnification of Officers: 19
- 16. Records and Reports: 19
- 17. Designated Contributions: 20
- 18. Fiscal Year and Seal: 20
- 19. Property Rights 20
- 20. Amendments: 20

1. Name:

The name shall be New Hope Evangelical Church, a non-profit Kansas Corporation, having its principal place of worship in the City of McPherson, County of McPherson, and State of Kansas, hereinafter referred to as NHEC.

2. Definitions:

Annually – every year

Bi-Annually – every two years

Deacon – is derived from the Greek word ‘Deacanos’ meaning a person with leadership qualities who serves. Deacons are not in a position of “authority”.

Good reputation – precludes acts of fraud, deceptive practices, and convictions or repeated rule violations associated with

Majority – a whole number or percentage equaling more than half of a total

Recent – having lately come into existence: of or relating to a time not long past

Regular – recurring, attending, or functioning at fixed, uniform, or normal intervals

Unanimous – formed with or indicating unanimity: having the agreement and consent of all

Week – seven (7) calendar days

3. Statement of Purpose:

The purpose of NHEC is to glorify God by fulfilling the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20), and to fulfill the ministries of a local church in accordance with the following biblical principles:

- Worship - To establish and oversee places of worship under the guidance of the Holy Spirit (Titus 1:5; Psalms 107:3; Acts 2:42, 46, 47; Hebrews 10:25).
- Evangelism – To share the good news of Jesus Christ with as many people as possible in our community and throughout the world (Matthew 28:18-20; Acts 1:8; 2 Peter 3:9).
- Ministry and Missions - To serve wholeheartedly in Jesus’ name, meeting the physical, emotional, and spiritual needs of those in our church, community and in the world (1 Peter 4:10,11; Matthew 25:34-40; 1 Thessalonians 5:11; Galatians 5:13).
- Discipleship – To help members develop toward full Christian maturity and train them for effective ministry. To promote personal, spiritual growth and discipleship through Bible teaching (Ephesians 4:11-13; Matthew 18:20; 2 Timothy 2:1-2).

- Fellowship – To encourage, support and pray for each other as members of the family of God. To share our lives together (1 John 1:7; Acts 2:44-47; Hebrews 10:23-25; Romans 15:5-7; John 13:34-35).
- To have the right to own, hold in trust, use, possess, sell, convey, mortgage, lease or dispose of such property, real or chattel, as may be needed for the pursuit of its work.
- To license and/or ordain ministers of the Gospel and be their covering (1 Thessalonians 5:12; 2 Thessalonians 2:15, 3:4; Hebrews 13:17).

4. Objectives:

Since the Word of God is our final, absolute authority, we must submit to its standard. Where specific commands are given, they must be obeyed. In those areas not covered explicitly, there is freedom of method as long as it conforms to principles of grace and truth.

Therefore, we believe the biblical objectives of the local church to be as follows:

- In all things to bring honor and glory to God the Father through the Lord Jesus Christ by the power of His Spirit (1 Corinthians 10:31; Colossians 3:17; 1 Peter 4:11).
- For the ministry of NHEC to center around the diligent instruction and application of the Word of God, edifying and equipping each believer for his God given ministry (Romans 12:1-2; Ephesians 4:11; Colossians 2:6-8; Hebrews 10:19-25).
- Through training of workers as well as through financial support, to encourage and promote ministries of missions, evangelism and doctrinal instruction that are in accordance with principles of grace and truth (2 Corinthians 8:1-6; Philippians 4:10-19; 1 Thessalonians 1:2-10; 2-12), as well as submission to authority at all levels (Romans 13:1; 1 Corinthians 16:16; Hebrews 13:7-17; James 4:7; 1 Peter 1:22-25).

5. Statement of Faith:

In the essential beliefs of the Christian faith, we have unity. (Ephesians 4:4-6)
In the non-essential beliefs of the Christian faith, we have liberty. (Romans 14:1, 4, 12, 22)

In all of our beliefs, we show love. (1 Corinthians 13:2)

The essentials that New Hope Evangelical Church believes are:

5.1. Regarding God

God is the Creator and Ruler of the universe. He is infinitely perfect and has eternally existed in three persons: Father, Son, and Holy Spirit. These three are coequal and are one God (Genesis 1:1, 26-27, 3:22; Psalms 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2).

5.2. Regarding Jesus Christ

Jesus Christ is the Son of God. He is coequal with the Father and the Holy Spirit. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again someday to reign as King (Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 14:10-31; Acts 1:9-11; Romans 1:3-4; 1 Corinthians 15:3-4; 1 Timothy 6:14-15; Titus 2:13).

5.3. Regarding the Holy Spirit

The Holy Spirit is coequal with the Father and Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts when they are saved. As Christians we seek to live under His daily control (John 14:16-17, 16:7-15; Acts 1:8; 1 Corinthians 2:12, 3:16; 2 Corinthians 3:17; Galatians 5:25; Ephesians 1:13, 5:18).

5.4. Regarding the Bible

The Bible is God's Word to us. It was written by human authors, under supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and the lives we should live. Because it is inspired by God, the Bible is truth without error (Psalms 12:6, 119:105-106; Proverbs 30:5; 2 Timothy 1:13, 3:16; 2 Peter 1:20-21).

5.5. Regarding Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". Sin not only separates us from God and also causes many problems in our life (Genesis 1:27; Psalms 8:3-6; Isaiah 53:6a, 59:1-2; Romans 3:23).

5.6. Regarding Salvation

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith (John 14:6; Romans 3:23, 5:8, 6:23, 10:9-10; Galatians 3:26; Ephesians 2:8-9; Titus 3:5).

5.7. Regarding Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life in Heaven. Heaven and Hell are real places of eternal existence (John 3:16, 14:17; Romans 6:23, 8:17-18; 1 Corinthians 2:7-9; 1 John 2:25, 5:11-13; Revelation 20:15).

6. Tenets:

NHEC is a non-denominational church, not affiliated with or responsible to any other religious organization; however, NHEC may, by a vote of the congregation, as defined in this Constitution, establish affiliation with a denomination at some time in the future. In addition, NHEC may from time to time form alliances with other groups of believers for specific, limited purposes, such as the publication of Christian literature, conduct of joint services, co-sponsorship of missionaries, or exchange of workers.

7. Government:

The leadership of NHEC under the control of the Holy Spirit is vested in the Elder Board, whose authority is derived from the scriptures (1 Timothy 5:17-20; Titus 1:5-9; 1 Peter 5:1-4).

The administration of the affairs of NHEC is vested in the Elder Board as hereinafter provided (Acts 6:1-6; 1 Timothy 3:1-7).

The government of NHEC is vested in its members.

The responsibilities of the Senior Pastor-Teacher, Elders, Deacons, and members are derived from the Articles of this Constitution.

8. Membership:

8.1. Qualifications

A person shall qualify for active membership who:

- Believes in Jesus Christ as their personal Savior and Lord.
- Agrees to be governed by this Constitution, Bylaws, and Statement of Faith.
- Attends NHEC services regularly.
- Is not a member of another church.
- Is at least eighteen (18) years of age.
- Submits to the Elder Board a completed and signed membership application.
- Is approved and received into membership as detailed in NHEC Bylaws.

8.2. Membership Roll

- The Elder Board shall cause a current membership roll to be maintained.
- Every six months the Elder board will make available a current membership role to the membership a listing indicating active members, new members, members moved from "active" to "inactive", and members removed from the roll.

9. **Worship Services:**

Public Worship services shall be held when and as often as the Elder Board determines. The Lord's Supper shall be publicly celebrated on a consistent basis and scheduled by the Senior Pastor-Teacher.

10. **Meetings of the Membership:**

10.1. **Place**

All business meetings of the members shall be held at the principle place of worship of NHEC unless otherwise specified in the notice.

10.2. **Annual Membership Business Meeting**

There shall be an annual meeting of the membership on the first Sunday of November for the primary purpose of affirming nominated Elders and Deacons, reviewing the current fiscal report, and approving NHEC annual budget for the following fiscal year. The budget approval process will include presentation, review, and if necessary, discussion and amendment of the proposed budget. If approval of the budget cannot be accomplished at this meeting, the Elder Board will table the budget pending revision and re-submittal to the membership.

10.3. **Special Business Meetings**

Special business meetings of the membership shall be called by the Elder Board upon notice from the Senior Pastor-Teacher, a majority vote of the Elder Board, or upon written request by fifteen (15) percent of the active membership to any member of the Elder Board. The special business meeting shall be scheduled to occur as soon as practical but within twenty-one (21) days of receiving a request. Announcement of the meeting shall be given from the pulpit on the two (2) Sundays prior to the special meeting date. Notice and purpose of the meeting shall be made known to the membership. No question may be voted upon unless stated in the notice of such meeting.

10.4. **Quorum and Conduct of Business**

A quorum for the transaction of business shall be twenty (20) percent of the members. In all meetings of the membership, the Elder Board Chairman will preside. In his absence, the next Elder in the order of succession as defined in this Constitution, shall preside.

In the transaction of business, the latest edition of Robert's Rules of Order, Revised, shall be used in all cases not covered by this Constitution. The agenda of all business meetings of the membership shall include the following; opening and closing prayers, proof of notice of meeting, call for quorum, reading of the minutes of the last meeting, disposition of business for which the meeting was called, reports and elections as required by this Constitution.

10.5. Voting and Majority Definitions

The Chairman of the meeting shall determine the method of voting. However, any member may request any vote be taken by secret ballot. Decisions will be made by a simple majority vote of the members present and voting, except in those cases cited in this Constitution.

In all cases, the following shall be by secret ballot:

- The purchase, sale, or transfer of any real or personal property not included in the membership approved annual budget.
- Amendments to the Constitution or Bylaws.
- Election or removal of Elders.
- Removal of a member.
- Calling or dismissing a Senior Pastor-Teacher or other Ministerial Staff.

The Elder Board will form a committee for implementation/coordination of secret balloting. At least three (3) Elders will serve on the committee, except that the Chairman and the Senior Pastor-Teacher will neither serve on nor appoint members to this committee. A register will be setup by the committee using the most current membership record available to the Elder Board. Members who vote will be required to sign the register in order to draw a ballot.

11. Elders:

11.1. Qualifications

“Elders must be above reproach, the husband of one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. He must not be a recent convert, and he must also have a good reputation outside of the church.” (1 Timothy 3:1-4, 6).

11.2. Number and Length of Term

The Elder Board shall consist of the Senior Pastor-Teacher (Teaching Elder), the Associate Pastor, and at least four (4) Elders from the membership. The number of Elders serving will be determined by the Elder Board, based on the needs of the membership. Elders from the membership will serve for three (3) years, and may serve multiple terms, with the requirement of a one (1) year sabbatical between terms.

11.3. Nomination and Selection of Elders

The Elder Board will receive nominations of potential candidates from the membership based on scriptural qualifications, for consideration by the Elder Board. Elder Nominations will be submitted in writing to any current Elder Board member.

Nominations will be received through the first Sunday of October. Nominees for Elder must have been a member of the church for at least one year before being eligible to serve. The nomination deadline and a brief description of the process will be announced from the pulpit the two Sundays prior to, and on, the first Sunday of October. The Elder Board will review the nominations, interview the candidates, prayerfully consider, and select candidates for recommendation to the membership.

The Elder Board will submit their recommendations for affirmation by a $\frac{2}{3}$'s majority vote of the membership as a whole at the Annual Membership Business Meeting.

An Elder's term of office will begin on the date of affirmation by the membership. Outgoing Elder terms expire January 31 to provide overlap and continuity. During the overlap period, both incoming and outgoing Elders will be voting members of the Elder Board.

11.4. Elder Board Vacancy

A vacancy because of death, resignation, disqualification, or otherwise shall be filled by appointment on an interim basis by the Elder Board. An Elder so appointed shall serve the remainder of the subject term. If the remainder of the term is one (1) year or less, the replacement Elder is eligible to be considered for a successive term.

11.5. Elder Board Meetings

11.5.1. Minimum Attendance

To establish a duly constituted meeting, at least two-thirds ($\frac{2}{3}$) of the members of the Elder Board must be present.

11.5.2. Open to the Membership

Members may attend Elder Board meetings and present issues for discussion.

11.5.3. Notice and Agenda

Elder Board meeting times, places, and agendas shall be communicated to the membership by regular means; i.e., written, electronic, calendar, bulletin, and/or PowerPoint media at least the Sunday prior to the meeting.

11.5.4. Minutes

Approved minutes of all Elder board meetings shall be made permanently available to the membership within seven (7) days following their approval.

11.5.5. Closed Session

The Elder Board may, on a unanimous vote, retire to closed session (absent other members) to address personnel related and other privacy sensitive matters. The motion calling for a Closed Session shall set the agenda for that Closed Session, and that session

may consider only the items of business specified in the calling motion. The minutes (and discussion) of a Closed Session are, and remain, private to that Closed Session.

11.5.6. Regular Meetings

A regular meeting of the Elder Board shall be held not later than thirty days after the Annual Membership Business Meeting for the purpose of electing Elder Board Officers. Other regular meetings shall be held at such times and places that the Elders may determine, but at least once per month.

11.5.7. Special Meetings

A special meeting of the Elder Board may be called at any time at the request of the Senior Pastor-Teacher, the Elder Board Chairman, any two Elders, or upon written request to any Elder by ten (10) percent of the membership. Every reasonable effort should be made to honor the requirements for giving notice of the Special Meeting and its agenda to the membership. In all cases, notice of the call and the agenda shall be made available to the membership before the meeting begins. In particular, notice of the call and the agenda shall be delivered to every Elder before the meeting begins. Only items of business specified in the call may be considered at the special meeting. The special meeting may be cancelled by the party calling it.

11.6. **Elder Board Actions or Decisions**

Decisions or actions by the Elder Board will be by unanimous vote of ALL Elders unless otherwise specifically required by law or this Constitution. No vote may take place outside a duly called and constituted meeting of the Elder Board. Voting by individual petition or absentee voting will not be allowed. Lack of unanimous vote on any decision or action will result in the issue being tabled until the next meeting. If a seventy five (75) percent vote cannot be accomplished at the second meeting, a vote may be taken by the Elder Board for referral to the Membership. A majority vote by the Elder Board for referral to the Membership will result in inclusion of the matter as new business in either the next Annual Membership Business Meeting (if said meeting is to occur within ninety (90) days) or a special business meeting.

11.7. **Alternate Voting Procedures**

To allow the Elder Board to conduct business in the event that all Elders are unable to be present at a duly qualified Elder Board meeting two alternate voting procedures are available.

11.7.1. Notice of Concern

11.7.1.1. An absent Elder may give notice of concern regarding specific matters to the Elder Board Chairman or Secretary any time before or after any Elder Board meeting (not to exceed five (5) days (120 hours) following the conclusion of the Elder Board meeting in question) to express concern to the chairman or secretary regarding any action taken at that meeting.

11.7.1.2. Matters to which notice of concern have been given will be tabled for future consideration.

11.7.1.3. If no such notice of concern is received, actions taken at that meeting become official at the conclusion of the fifth (5th) day (120 hours) following adjournment of that meeting.

11.7.2. Extended Voting Period

The Elder Board may extend voting on any given matter over two (2) successive duly called meetings such that every Elder has an opportunity to engage other Elders in discussion in at least one of those meetings before voting.

11.7.3. Debate and Vote by Conference

Conferencing technology tools (such as telephone, video or Internet conferencing) may be used to enable an Elder otherwise unable to attend a duly called meeting to participate so long as all Elders are able to clearly hear and join in all discussion.

Before making use of any conferencing technology under this provision, the Elder Board must establish procedures governing the orderly conduct of a conferenced meeting.

11.8. Duties of the Elder Board

With the advice and counsel of the Senior Pastor-Teacher, the Elder Board shall establish the policies and administer the affairs of NHEC which are not delegated or reserved by law or this Constitution. The specific responsibilities of the Elders shall include:

11.8.1. Providing for the Pulpit

Making provision for the supply of the pulpit in the event of a vacancy or severe illness or injury in the position of the Senior Pastor-Teacher, or take full charge of all services for which the pulpit is not supplied during that vacancy.

11.8.2. Assisting Senior Pastor-Teacher

Cooperating with the Senior Pastor-Teacher in the shepherding of the membership of NHEC; "strive to present every man perfect in Christ Jesus"; reconcile so far as possible

all differences; give counsel and comfort to the poor, the sick, and the afflicted; keep order in the assemblies of the members; supervise and administer the activities of NHEC.

11.8.3. Serving as Trustees

Supervise and administer all handling of funds; receive and disburse the funds in accordance with this Constitution; hire and discharge non-ministerial personnel; determine salaries, missionary allowances, and other ministry expenditures; and hold title to all property in trust for the use and benefit of the members.

The Elder Board shall not acquire or dispose of real property or its fixtures, nor contract for any loans on behalf of NHEC except upon instruction and authority of the members, through a line item with the approved annual budget, or at a duly called business meeting.

The Elder Board will take necessary measures for the protection, management and upkeep of all property, and determine the use of the facilities for all extra and secular purposes.

The Elder Board will render a written report at the Annual Membership Business Meeting outlining therein the activities of the Elder Board for the past year and recommendations if any, for the members.

The Elder Board will execute any special instructions of the members adopted in resolution at a duly called meeting of the members.

11.8.4. Constitution

Interpret this Constitution.

Cause the review of this Constitution and Bylaws bi-annually and submit a report of such at the annual meeting.

11.8.5. Policies and Procedures

All policies and procedures developed by any entity of New Hope Evangelical Church must be submitted to the Elder Board Chairman in the standard policy/procedure format/form as developed by the Elder Board. The Elder Board will review each policy, and document the review in meeting minutes. Each policy/procedure approved will be signed and dated by the Elder Board Chairman.

11.8.6. Official Documents

The Elder Board is responsible for the creation, maintenance, and review of all documents which may place NHEC at legal risk. Such documents include, but are not limited to, liability release forms, safety policies, employment applications, employee policies and procedures, volunteer applications and procedures, etc. When reviewing such documents the Elder Board will seek competent legal advice.

11.8.7. Fiscal Budget Report

Submitting a fiscal report for the prior year and presenting a budget for the coming year to the members at least two (2) weeks prior to the Annual Membership Business Meeting.

11.9. Removal of Elders

Any Elder may be referred to the membership for removal by a unanimous vote of the remaining members of the Elder Board. Voting shall be at a duly called meeting of the Elder Board, and said Elder shall be given at least one week's notice of this meeting. If the Elder Board chooses to recommend to the membership removal of said Elder, the Elder Board shall as soon as is practical, but within twenty-one (21) days, call a special meeting of the membership to affirm, by two-thirds ($\frac{2}{3}$) of members present and voting, the dismissal of the Elder.

12. Elder Board Officers:

12.1. Officers and Order of Succession

All Elders are to be treated as spiritual equals, nevertheless for the purpose of orderly execution of NHEC business, the Elder Board Officers and Order of Succession shall be:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer

The Order of Succession, if necessary, continues among the remainder of the Elders based on membership seniority in NHEC. The Senior Pastor-Teacher may not hold any other office within NHEC, and an Elder shall hold only one such office within the Elder Board.

12.2. Officers Responsibilities

Responsibilities are defined below and assume the Officer will execute or cause to be executed all noted tasks.

12.2.1. Elder Board Chairman

The chairman shall preside at all business meetings of the members and the Elder Board. The Chairman is the administrative officer of NHEC and shall have general supervision of the administrative affairs of NHEC as provided in this Constitution and/or as directed by the Elder Board or the members. The Chairman shall sign all instruments of NHEC as authorized by the Elders or members; appoint the Financial Audit Committee; and perform all other duties incidental to this office. The Chairman will not be assigned oversight of any Ministerial Team.

In the event of a vacancy in the office of Senior Pastor-Teacher the Chairman or his successor in the Order of Succession shall execute or cause to be executed the responsibilities of the Senior Pastor-Teacher as specified in this Constitution.

12.2.2. Elder Board Vice-Chairman

The Vice-Chairman shall assist the Chairman as directed, and perform the functions of the Chairman during his absence.

12.2.3. Elder Board Secretary

The Secretary shall keep the minutes of the business meetings of the members and the Elder Board; receive and issue the notice of all business meetings of the members and the Elder Board; be custodian of the Corporate records; keep current a roster of all members with addresses and phone numbers; maintain a record of attendance at Elder Board meetings; sign instruments as authorized by the Elder Board or members; and prepare the agenda of all business meetings of members and Elder Board.

12.2.4. Elder Board Treasurer

The treasurer shall be responsible for the receipt, deposit, and disbursement of all funds and securities as authorized by the Elder Board and/or the members; keep books of account; supervise directly all those assisting with financial matters; and shall render a current financial statement at the regularly scheduled Elder Board meetings and the Annual Membership Business Meeting. The Treasurer shall ensure all financial practices, procedures, and records comply with generally accepted accounting principles. The Treasurer will submit to an annual audit of financial records by the Financial Audit Committee, as appointed by the Elder Board Chairman. The Treasurer shall provide any such other financial reports as may be directed by the Elder Board.

12.3. Removal of Officers

Any Officer may be removed with cause by a unanimous vote of the remaining members of the Elder Board. Removal of an Elder as an Officer does not equate to removal from the Elder Board. Voting shall be at a duly called meeting of the Board, and said Officer shall be given at least one week's notice of this meeting.

13. Senior Pastor-Teacher and Ministerial Staff:

13.1. Senior Pastor-Teacher Duties

The Senior Pastor-Teacher shall be the teaching Elder and watch over the spiritual life of NHEC, teach the Word, oversee the Worship services, and administer the Sacraments for NHEC in accordance with Scriptural principles.

13.2. Calling of a Pastor a Senior Pastor-Teacher

In the event of a vacancy in the position of a Pastor-Teacher, the Elder Board may appoint (but is not obligated to) a Search Committee composed of Elder Board members and members at large. The Elder Board shall invite possible candidates individually/separately to preach as a guest speaker and to be interviewed by the Elder Board.

Upon selection of a candidate for recommendation to the membership the Elder Board will arrange for the candidate to spend at least three (3) days, including a Sunday, with NHEC.

The schedule should be planned to provide for the maximum number of members the opportunity to meet the candidate.

A Senior Pastor-Teacher shall not be called to serve in NHEC except by a membership meeting called for the purpose of voting on a candidate. At least two (2) weeks prior to any vote the membership shall be advised of the basic terms of the call, including salary, expenses and other allowances, and vacation time. In order to extend a call to a candidate the membership must affirm the Elder Board recommendation by a nine-tenths ($\frac{9}{10}$) majority of those members present and voting at the meeting.

13.3. Other Ministerial Staff Selections

The Elder Board may elect to recommend to the membership a Ministerial Staff selection. The Ministerial Staff candidate shall be called upon approval by a three fourths ($\frac{3}{4}$) majority of those members present and voting at a duly called membership meeting. The Elder Board may appoint (but is not obligated to) a Search Committee composed of Elder Board members and members at large.

13.4. Annual Evaluations

All church staff will be subject to an annual performance review as stated in the Employee Policies and Procedures Manual. Such review will be submitted to the Elder Board for approval.

13.5. Termination of a Pastor

Termination of service of a Pastor-Teacher or other Ministerial Staff shall be by the following procedures:

13.5.1. Initiation of Termination by Elder Board

13.5.1.1. Immorality or Heresy

In the case of immorality or heresy, in accordance with Scripture, the Elder Board may by majority decision of the remaining elders and without membership affirmation, temporarily suspend the Pastor or Ministerial Staff member, pending an investigation. In such a case, the Pastor or Ministerial Staff member's activities will be limited to administrative duties only. The individual shall not counsel, teach, or fill the pulpit from the time the evidence is received by the Elder Board. If further investigation warrants, the Elder Board will, as soon as practical, call a special Elder Board meeting for introduction of a motion to consider dismissal of a Pastor-Teacher or Ministerial Staff member. The motion must be approved by a unanimous vote of the remaining elders.

13.5.1.3. Other Cases

In cases other than immorality or heresy, an introduction of a motion to consider dismissal of a Pastor-Teacher or Ministerial Staff must be made at a duly called meeting of the Elder Board. The motion must be approved by a unanimous vote of the remaining Elders.

13.5.1.4. Notification

Upon approval of the motion a Pastor-Teacher or Ministerial Staff being considered for dismissal shall, within five days, be notified in writing of the reason(s) for dismissal.

13.5.1.5. Hearing

Not sooner than ten days after the notification, a duly called meeting of the Elder Board shall be held to vote on the recommendation. At that meeting the Elder Board and a Pastor-Teacher or Ministerial Staff or his representative may present witnesses, introduce evidence, and cross-examine witnesses.

13.5.1.6. Motion for Dismissal

If the motion to consider dismissal is approved by the Elder Board, the recommendation will be made to the membership by the Board at a duly called business meeting.

Should the Pastor-Teacher or Ministerial Staff wish to address the membership or have no more than two members of NHEC speak to the membership on his (on his behalf) behalf, he may exercise that privilege.

13.5.2. Initiation of Termination by Membership

13.5.2.1. Notification

The membership may exercise their right to petition for a Special Meeting of the membership to consider a motion to dismiss a Pastor-Teacher or other Ministerial Staff.

Within five (5) days of the receipt of the petition for a Special Meeting of the membership, the Pastor-Teacher or Ministerial Staff being considered for dismissal shall be notified in writing of the reason(s) for dismissal.

13.5.2.2. Hearing

Not sooner than ten (10) days after the notification, a duly called Special Meeting of the membership shall be held to vote on the recommendation. At that meeting the member calling the meeting, the Elder Board, and the Pastor-

Teacher or Ministerial Staff or his representative may present witnesses, introduce evidence, and cross-examine witnesses.

Should the Pastor-Teacher or Ministerial Staff wish to address the membership or have no more than two members of NHEC speak to the membership on their behalf, they may exercise that privilege.

13.5.3. Dismissal

At the duly called Special Meeting of the membership, if the dismissal is approved by a majority vote of the members present and voting, the services of a Pastor-Teacher or Ministerial Staff are terminated.

13.5.4. Severance

NHEC shall provide severance pay in the amount of one week's salary for every year served as a Pastor-Teacher or Ministerial Staff. This severance payment shall not exceed six weeks of salary.

13.6. Process

The process for termination of any ministerial staff shall be determined by the Elder Board.

14. Deacons and Ministerial Teams:

“Deacons must be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve. In the same way, their wives are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A Deacon must be a husband of but one wife and must manage his children and his household well.” (1 Timothy 3:8-12).

Deacons shall be selected by the Elder Board, affirmed by the membership, and serve as needed. Service as a Deacon is restricted to NHEC members. As directed by the Elder Board, Deacons will Chair and direct their respective Ministerial Teams, and be active in the service of the ministries of NHEC. Women are eligible to be Deacons by reference in Scripture by Paul in Romans 16:1.

14.1. Number and Length of Term

The number of Deacons serving will be determined by the Elder Board, based on the needs of the membership. Deacons from the membership will serve for three (3) years, and may serve multiple terms. Deacon terms will be staggered, with approximately one-third (1/3) of the Deacon positions replaced/renewed annually.

14.2. Deacon Vacancy

A vacancy because of death, resignation, disqualification, or otherwise shall be filled by appointment on an interim basis by the Elder Board. A Deacon so appointed shall serve the remainder of the subject term, and is eligible to be considered for a successive term.

14.3. Removal of Deacons

Any Deacon may be referred to the Elder Board for removal. The Deacon shall be given at least one week's notice to a duly called Elder Board meeting. Removal of said Deacon must be by unanimous vote of the Elder Board.

14.4. Ministerial Teams, Form and Function

Ministerial Teams may be appointed by the Elder Board for the execution of certain activities. Initiation of new, ad-hoc, or special Ministerial Teams, or the discontinuance of an existing Ministerial Team, must be approved by a unanimous vote of the Elder Board. Each Ministerial Team shall be chaired by a Deacon appointed by the Elder Board. Chairpersons will be responsible for selecting their respective Ministerial Team members.

15. Indemnification of Officers:

NHEC shall indemnify those persons identified in this Constitution as Elders, Senior Pastor-Teacher, Ministerial staff, Deacons, and church staff. The scope, terms, and rights of the various parties with relation to the indemnification provided by this section shall be those set forth by Kansas State Law. Said statute(s) is incorporated into this section by reference, as if fully set forth herein. Provided, however, that this section shall not be construed to require indemnification of any person who is not entitled to indemnification under this section.

16. Records and Reports:

NHEC shall maintain the following records and reports:

- Correct books and records of accounts (financial records), including contribution statements for contributors.
- Written and electronic agendas and minutes of the proceedings of its membership and Elder Board meetings.
- The Policy & Procedure Manual containing all current policies and procedures, located in the NHEC office and available for examination by any member in good standing at any time with no prior notification necessary.
- The membership rolls specified, which rolls shall set forth the members names and addresses.

All such records shall be kept at NHEC principal office. NHEC may also maintain any other records as may from time to time be deemed necessary or useful in the pursuit of its purposes. Any member of NHEC may inspect the records specified in this section (reports from completed quarterly cycles), during normal business hours in the offices of NHEC. With the exceptions of the Policy & Procedure Manual and membership roll, a written request shall be made at least one (1) business day prior to the proposed date of examination. Copies of any disclosed church records shall be made

available to the member upon payment of a reasonable charge per page for such copies. However, individual records of contributions and personnel records shall be confidential and not subject to disclosure.

17. Designated Contributions:

Designated contributions will be used as directed by the donor if they are in keeping with the purpose and policy of NHEC. Contributions designated for purposes which do not meet this requirement shall be returned to the donor if possible.

The Elder Board shall have the right to determine the use of all such unreturnable contributions. All money designated for qualified missionaries or missionary organizations shall be administered by the Elder Board. Such contributions must be clearly specified to the Elder Board Treasurer.

18. Fiscal Year and Seal:

The Fiscal Year of NHEC shall begin on the first day of January and end on the last day of December each year. This corporation shall have no seal.

19. Property Rights

All property, real or chattel, shall be taken, held, sold, transferred or conveyed in NHEC name. No real or chattel property of NHEC shall be sold, leased, mortgaged, or otherwise alienated without the authorization of the Elder Board. In the event NHEC ceases to exist, all assets/property remaining following dissolution of applicable debt, shall, at the discretion of the Elder Board, be given to an organization of their choice that is exempt as described in section 501(c)(3) of the Internal Revenue Code. The organization must be of similar purpose and apply the essential tenets of the Christian faith.



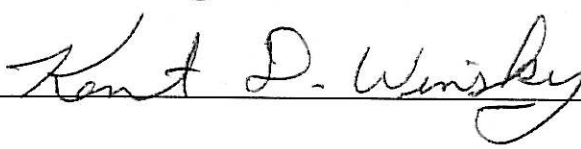
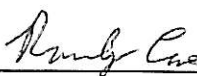
20. Amendments:

This Constitution may be amended by a three-fourths ($\frac{3}{4}$) majority vote of those members present and voting at a duly called membership meeting, provided that the proposed amendment has been approved by the Elder Board or has been submitted by a petition signed by not less than ten (10) percent of the members listed on the active membership roster. The proposed amendment will be provided to the membership for review at least fourteen (14) days prior to the consideration and vote.

(End of Constitution)

By our dated signatures below, we affirm this document to be the true, complete accurate, and current Constitution with Amendments, as approved by the membership of the New Hope Evangelical Church of McPherson, Kansas.

Elder Board

Chairman	<u></u>	Date <u>4-23-14</u>
Vice-Chairman	<u></u>	Date <u>4-30-14</u>
Secretary	<u></u>	Date <u>5-8-14</u>
Treasurer	<u></u>	Date <u>4-27-14</u>