

CONSTITUTION & BYLAWS

**For
NorthStar Ministries, Inc.
a.k.a. NorthStar Church**

**18801 NorthStar Drive
P.O. Box 99
Rawlings, Maryland, 21557**

Adopted August 6, 2024

ARTICLE I NAME

The name of this assembly shall be **NorthStar Ministries, Inc.** but may also be known or do business as **NorthStar Church**. The terms “assembly” or “church” shall be used throughout this document to identify this assembly and are interchangeable.

ARTICLE II VISION AND MISSION

Vision Statement: Our vision is to become a multi-ethnic and multi-generational church that not only reaches our community but impacts the world.

Mission Statement: Our mission is to point people to Jesus by creating an environment where people can:

1. **KNOW** GOD;
2. **GROW** IN A RELATIONSHIP WITH JESUS;
3. **EXPERIENCE** THE TRANSFORMING POWER OF THE HOLY SPIRIT.

The Methods of Accomplishing Our Mission are:

1. Preach the whole **BIBLE** (2 timothy 3:16-17);
2. **DISCIPLESHIP** through community (Acts 2:42);
3. Create an atmosphere of **WORSHIP** (John 4:23-24);
4. **SERVE** (Matthew 20:28).

ARTICLE III PREROGATIVES AND PURPOSES

The purpose of this document is to preserve the principles of our faith and to ensure that this assembly may be governed in a biblical manner, we do declare and establish this constitution.

Section 1 To Govern

This assembly shall have the right to govern itself and to conduct its own affairs according to the standard of the New Testament Scriptures. This right shall specifically include such matters as the calling of a lead pastor, the election of the Pastoral team, and the discipline of its members and the conducting of its own services and church program.

Section 2 To Acquire and Dispose

In connection therewith, or incidental thereto, this assembly shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease, or otherwise dispose of any real estate or charters as may be necessary for the furtherance of its purposes, and to exercise all other powers conferred upon it by its charter or by the applicable nonprofit corporation law of this state; all in accordance with its bylaws as the same may be hereafter amended.

Section 3 To Worship, Fellowship, and Propagate

The purpose of this assembly shall be to establish and maintain a place for the worship of Almighty God, our Heavenly Father, to provide for Christian fellowship for those of like precious faith, where the Holy Spirit may be honored according to our distinctive testimony, and to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by available means, both at home and in foreign lands.

ARTICLE IV STATEMENT OF FAITH

The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, 1 Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all biblical truth, only that it covers our need as to these fundamental doctrines.

Section 1 The Scriptures Inspired

The Scriptures, both Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

Section 2 The One True God

The one true God has revealed himself as the eternally self-existent "I AM," The Creator of heaven and earth and the Redeemer of mankind. He has further revealed himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22).

THE ADORABLE GODHEAD

A. Terms Defined

The terms *trinity* and *persons*, as related to the Godhead, while not found in the Scriptures, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many". We therefore may speak with propriety of the Lord our God, who is one Lord, as a Trinity or as one Being of three persons, and still be absolutely scriptural (i.e., Matthew 28:19; 2 Corinthians 13:14; John 14:16-17).

B. Distinction and Relationship in the Godhead

Christ taught a distinction of persons in the Godhead which He expressed in specific terms of relationship, as Father, Son, and Holy Ghost, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained (Luke 1:35; 1 Corinthians 1:24; 2 Corinthians 13:14; 1 John 1:3-4).

C. Unity of the One Being of Father, Son, and Holy Ghost

Accordingly, therefore, there is **that** in the Son which constitutes Him **the Son** and not the Father; and there is **that** in the Holy Ghost which constitutes Him **the Holy Ghost** and not either the Father or the Son. Wherefore the Father is begetter; the Son is the begotten; and

the Holy Ghost is the One proceeding from the Father and the Son. Therefore, because these three persons in the Godhead are in a state of unity, there is but Lord God Almighty and his name one (John 1:18; 15:26; 17:11, 21; Zachariah 14:9).

D. Identity and Cooperation in the Godhead

The Father, the Son, and the Holy Ghost are never identical as to person; nor confused as to relation; nor divided in respect to the Godhead; nor opposed as to cooperation. The Son is in the Father and the Father is in the Son as to relationship. The Son is **with** the Father and the Father is **with** the Son, as to fellowship. The Father is not **from** the Son, but the Son is **from** the Father, as to authority. The Holy Ghost is from the Father and the Son proceeding, as to nature, relationship, cooperation, and authority, hence no person in the Godhead either exists or works separately or independently of the others (John 5:17-30, 32, 37; 8:17,18).

E. The Title, Lord Jesus Christ

The appellation Lord Jesus Christ is a proper name. It is never applied in the New Testament either to the Father or to the Holy Ghost. It therefore belongs exclusively to the Son of God (Romans 1:1-3, 7; 2 John 3).

F. The Lord Jesus Christ, God with us

The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only begotten of the Father, but as to His human nature, He is the proper Son of Man. He is, therefore, acknowledged to be both God and man; who because He is God and man, is "Emmanuel," God with us (Matthew 1:23; 1 John 4:2, 10, 14; Revelation 1:13, 17).

G. The Title, Son of God

Since the name Emmanuel embraces both God and man, in the one person, our Lord Jesus Christ, it follows that the title *Son of God* describes His proper deity, and the title *Son of Man*, His proper humanity. Therefore, the title *Son of God* belongs to **the order of eternity, and the title *Son of Man*** to the order of time (Matthew 1:21-23; 2 John 3; 1 John 3:8; Hebrews 7:3; 1:1-13).

H. Transgression of the Doctrine of Christ

Wherefore, it is a transgression of the doctrine of Christ to say that Jesus Christ derived the title *Son of God* solely from the fact that of the Incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son, is a denial of the distinction and relationship in the Being of God; a denial of the Father and the Son; and a displacement of the truth that Jesus Christ is come in the flesh (2 John 9; John 1:1,2,14,18,29,49; 1 John 2:22,23;4:15; Hebrews 12:2).

I. Exaltation of Jesus Christ as Lord

The Son of God, our Lord Jesus Christ, having by himself purged our sins, sat down on the right hand of the Majesty on high, angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ, He sent the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father

that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28).

J. Equal Honor to the Father and to the Son

Wherefore, since the Father has delivered all judgement unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Ghost to ascribe unto the Son all the attributes of deity, and to give him all the honor and the glory contained in all the names and titles of the Godhead except those which express relationship (see paragraphs B, C and D), and thus honor the Son even as we honor the Father (John 5:22,23; 1 Peter 1:8; Revelation 5:6-14; Philippians 2:8,9; Revelation 4:8-11; 7:9-10).

Section 3 The Deity of the Lord Jesus Christ

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- A. His virgin birth (Matthew 1:23; Luke 11:35).
- B. His sinless life (Hebrews 7:26; 1 Peter 2:22).
- C. His miracles (Acts 2:22; 10:38).
- D. His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
- E. His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- F. His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3).

Section 4 The Fall of Man

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26, 27; 2:17; 3:6; Romans 5:12-19).

Section 5 The Salvation of Man

Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.

A. Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

B. The Evidence of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence of all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

Section 6 The Ordinances of the Church

A. Baptism in Water

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus, they declare to the world

that they have died with Christ and that they also have been raised with him to talk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47-48; Romans 6:4).

B. Holy Communion

The Lord's Supper, consisting of the elements, bread and the fruit of the vine, is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of His suffering and death (1 Corinthians 11:26); and a prophecy of His Second Coming (1 Corinthians 11:26); and is enjoined on all believers "till He come!"

Section 7 The Baptism in the Holy Spirit

All believers are entitled to and should ardently expect and earnestly seek till promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the word of the ministry (Luke 24:49; Acts 1:4, 8; 1 Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God and dedication to his word (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

Section 8 Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1, 2; 1 Thessalonians 5:23; Hebrews 13:12). Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Ghost, we are able to obey the command. "Be ye holy, for I am holy" (1 Peter 1:15-16). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11,13; 8:1-2,13; Galatians 2:20; Philippians 2:12-13; 1 Peter 1:5).

Section 9 The Church and Its Mission

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Ephesians 1:22, 23; 2:22; Hebrews 12:23).

Section 10 The Ministry

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:

- A. Evangelization of the world (Mark 16:15-20);
- B. Worship of God (John 4:23,24);
- C. Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16).

Section 11 Divine Healing

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16).

Section 12 The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thessalonians 4:16-17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51-52).

Section 13 The Millennial Reign of Christ

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on earth for one thousand years (Zachariah 14:5; Matthew 24:27,30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21-22; Zephaniah 3:19-20; Romans 11:26-27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3-4).

Section 14 The Final Judgement

There will be a final judgement in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

Section 15 The New Heavens and New Earth

“We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness (2 Peter 3:13; Revelation 21 and 22).

ARTICLE V ORDINANCES

Section 1 Baptism in Water

The ordinance of baptism by immersion in water (Matthew 28:19) shall be administered to all who have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation (Romans 6:3-5; Colossians 2:12).

Section 2 Holy Communion

The ordinance of the Lord’s supper shall be observed regularly as enjoined in the Scriptures (Luke 22:19,20; 1 Corinthians 11:23-26).

ARTICLE VI MEMBERSHIP

Section 1 Membership Eligibility

Active membership in this assembly shall be open to all those who possess the following qualifications:

- A. A testimony to an experience of the “new birth”;
- B. Having been baptized in water by immersion, or pursuing baptism as soon as is permissible;
- C. Evidence of a consistent Christian life (Romans 6:4; 8:1-4; 13:13-14; Ephesians 4:17-32; 5:1-2, 15; 1 John 1:6-7);

- D. An indication of a willingness to contribute regularly to the financial support of the church of which he/she is to become a member;
- E. Acceptance of the statements of Faith as set forth in Article IV of these bylaws;
- F. Having reached at least 18 years of age;
- G. Having regularly attended services of; and supported, this assembly for a period of at least three consecutive months prior to the date of application for membership; and
- H. Complete the approved membership classes as established by the lead pastor and Pastoral team.

Section 2 Procedure for Membership Recognition

Those individuals eligible for membership who shall desire to become members of this church shall make written application to the lead pastor or the Pastoral team. The lead pastor and Pastoral team shall have the right and authority to determine the eligibility and acceptability of all applicants for membership by majority vote. Those approved for membership by the lead pastor and Pastoral Team shall be received into the church publicly at any of its regular services, and their names thereupon added to the church membership roll. No applicant for membership shall be accepted as a member within 30 days before an annual business meeting or within 10 days before a special business meeting.

Section 3 Lead Pastor and Spouse

By virtue of office, the lead pastor shall be considered an active member of the church during his/her tenure. The lead pastor’s spouse shall become an active member simultaneously with the pastor, subject to Section 1 (excluding letter G) of this Article VI.

Section 4 Discipline

A. Grounds

Discipline uses an exercise of scriptural authority for which the church is responsible (Matthew 16:19; 18:15-20; Luke 17:3; John 20:23; Acts 16:4; Ephesians 5:11; 1 Timothy 5:20; 2 Timothy 4:2; Hebrews 13:17). The purpose of discipline is to promote repentance and restoration through exposing sinful behavior. It is to be redemptive in nature as well as corrective. Any member of the assembly is subject to discipline on the basis of unscriptural conduct or doctrinal departure from the Statements of Faith of this assembly. The discipline of a lead pastor is administered by the Pastoral team.

B. Procedure

The assembly will follow the disciplinary procedure set forth in Matthew 18:15-20. This procedure consists generally of the following steps:

1. The lead pastor or a designated member of the Pastoral team discusses the charges with the member in an effort to resolve the matter privately
2. If the first step does not resolve the matter, then the member shall meet with the lead pastor and Administrative Board in an effort to resolve the matter privately
3. If the first or second steps do not resolve the matter, then the member, lead pastor, or a member of the pastoral team may submit the matter to the membership of the assembly in a special business meeting called for that purpose. Only active members of the church shall be permitted to attend such a special business meeting. The decision of a majority of the voting members present at such a meeting in the church shall be

final. A member found guilty may be dismissed from membership in the church (Matthew 18:17). However, lesser disciplinary sanctions may be imposed as appropriate, depending on the circumstances of each case.

C. Resignations

Members who are under discipline by this assembly forfeit and waive the right to resign from membership in this assembly. Resignations from membership are possible only by those members in good standing who are not under any disciplinary action.

ARTICLE VII LEAD PASTOR

Section 1 Qualifications

The Lead Pastor of NorthStar Ministries shall hold a theology degree from an accredited school, be ordained as a pastor, or have extensive history in conducting the responsibilities of the Lead Pastor outlined herein in the priority order listed. The Lead Pastor must be of mature Christian experience and knowledge, who shall be expected to be in good standing with biblical standards of a pastor set forth in Scripture. The Lead Pastor must demonstrate spiritually maturity, wisdom and integrity with knowledge in areas of church administration including finance, property maintenance, and legality.

Section 2 Responsibilities

The Lead Pastor shall be responsible for the following duties:

- A. Shall be the spiritual overseer of the assembly and shall direct its activities;
- B. Shall be recognized as a member of both the Administrative and the Pastoral Team;
- C. Shall serves as the President/CEO of the assembly;
- D. Shall act as chairman of all the business meetings of the assembly, Administrative Board Meetings and Team meetings;
- E. Shall provide for all services of the assembly and shall specifically arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to speak or preach in the assembly without his/her approval;
- F. Shall conduct a training class at least once a year on the responsibilities of the Pastoral Team. Such training course shall be based upon the scriptural directives for church leadership and the church bylaws;
- G. Shall be an ex officio member of all committees; and
- H. All other duties that may be assigned to carry out the purposes of the assembly according to its bylaws.

Section 3 Selection

When a vacancy in the office of the lead pastor shall occur, the Vice President shall serve as the chair of the Administrative Board. The Administrative Board shall take the following steps:

- A. Appoint a temporary replacement to provide Sunday services until a permanent replacement is elected;
- B. Conduct a search to locate desirable eligible candidates;
- C. Interview candidate(s) in order of desirability;
- D. Upon a favorable interview, require the candidate to preach 1-3 services to evaluate the candidate's knowledge, spirit, delivery and relatability;

- E. The Administrative Board will solicit the general membership comments and will recommend a preferred candidate for a vote in a special business meeting;
- F. Election shall be by secret ballot at the annual business meeting of the assembly or at a special business meeting called for that purpose. Only one candidate shall be considered at a time.
- G. Two thirds vote of all votes cast shall be required to constitute an election and selection of the Lead Pastor.
- H. In the event either the lead pastor or any other member of the assembly shall challenge the validity of an election, the active membership of the church, shall arbitrate the validity of the election, and its decision shall be final.

Section 4 Removal

Grounds for the removal of the Lead Pastor are as stated:

- A. Moral failing;
- B. Not in good standing with biblical standards;
- C. Vote of no confidence by the membership; or
- D. Embezzlement of church funds or physical property.

ARTICLE VIII GOVERNING

Section 1 The Administrative Board

A. In General

The governing of this assembly, including the oversight of assets, financial activity and programs shall be vested in an eleven (11) member **Administrative Board**, which shall consist of an Administrative Team and a Pastoral Team.

B. General Responsibilities of the Administrative Board

1. The Administrative Board shall have general charge and management of the affairs, funds and property of the assembly on behalf of all members of the assembly.
2. The Administrative Board shall have the authority to carry out the purposes of the assembly according to its charter, constitution and these bylaws.
3. The Administrative Board, when notified of a lead pastor resignation or extended absence greater than three months, shall solicit and present to the General Membership individuals to replace the lead pastor on an interim or permanent basis.
4. The Administrative Board is charged with the removal, appointment and evaluation of the Administrative Team and Pastoral Team members during the fiscal year.

C. Administrative Team

This Team shall consist of seven (7) individuals/officers consisting of a President, Vice President, Secretary, Treasurer (will also serve as the Business Administrator) and three Trustees/Directors. The individuals serving in these positions are not permitted to have any other person on the Board who reside in the same household.

D. Pastoral Team

This Team shall consist of four (4) individuals who serve as Staff Pastors in support of the lead pastor in the performance of pastoral related duties.

Section 2 Board Officer Qualifications

A. In General

The office of secretary and treasurer are the only offices which may be held simultaneously by the same individual.

B. Qualifications of All Officers

1. Shall be persons of mature Christian experience;
2. Shall be an active voting member of this assembly for at least one year immediately preceding appointment to the office;
3. Shall currently support the church with tithes;
4. Shall have a cooperative spirit;
5. Shall be faithful and regularly attend church services;
6. Shall have experience and knowledge in the duties associated with the office held;
7. All Pastors shall be persons of mature Christian experience and knowledge, who shall be expected to be in good standing with biblical standards of a pastor set forth in Scripture. They should be persons of spiritually maturity and who have demonstrated wisdom and integrity.
8. Trustees shall be persons with knowledge in areas of finance, property maintenance, and legality.

C. Responsibility of Officers of the Administrative Board

1. President (Lead Pastor)

The lead pastor, by virtue of office, shall be the President/CEO of the church.

2. Vice President

- a. Shall support the work of the President as requested or directed;
- b. Shall assist in the administrative operations of the assembly;
- c. In the absence of the President, will serve as chairman of all business meetings of the assembly, Administrative Board Meetings and Team meetings; and
- d. All other duties that may be assigned to carry out the purposes of the assembly according to its bylaws.

3. Secretary

- a. Shall keep the minutes of the business meetings and official board meetings; and
- b. All other duties that may be assigned to carry out the purposes of the assembly according to its bylaws.

4. Treasurer/Business Administrator

- a. Shall be entrusted with all the finances of the assembly, subject to the supervision of the Administrative Board, and shall deposit all funds in federally insured accounts in the name of the assembly. All checks issued on behalf of the assembly must be signed by the treasurer or financial officers authorized by the Administrative Board;
- b. Shall keep an itemized account of receipts and disbursements;
- c. Shall present a report for each regular meeting of the Administrative Board and shall present an annual report to the assembly in its annual business meeting;
- d. Shall assist the assembly in acquiring and maintaining available tax exemptions under state and local law;
- e. Shall provide a record of all identified giving to each donor at least annually;
- f. Shall be the custodian of all the financial records of the assembly;
- g. Shall be the custodian of all legal documents;
- l. Shall file such annual corporation reports with the Secretary of State as may be required by state law; and
- J. All other duties that may be assigned to carry out the purposes of the assembly according to its bylaws.

5. Trustees

- a. There shall be three Trustees which be elected each to a 3-Year alternating term whereby one trustee is elected each year while the remaining two continue to serve for a 1- and 2-year term respectively. This provides a continuity of operations to the Administrative Board and for duties they conduct;
- b. Trustees shall provide financial guidance pertaining to the annual budget, endowments, trust funds, and gifts made to the assembly;
- c. Trustees shall provide guidance and support for all building and grounds maintenance, and property improvements;
- d. Trustees shall provide guidance in reducing the financial indebtedness of the assembly;
- e. Trustees shall ensure proper management of assembly funds by conducting yearly audits;
- f. Trustees shall be knowledgeable in local building and property coding;
- g. Trustees shall be elected for the holding of assembly property, if required by law; and
- h. All other duties that may be assigned to carry out the purpose of the assembly according to its bylaws.

6. Pastoral Team / Staff Pastors

- a. Staff Pastors shall be appointed by and provide support to the lead pastor and will ensure the health and wellbeing of the assembly;
- b. Staff Pastors will assist the pastoral team in the areas of visitation, prayer, and teaching;
- c. The lead pastor and Staff pastors shall establish policy and procedures that will guide the assembly in its day-to-day pastoral activities and worship experiences;
- d. The lead pastor and staff Pastors shall act in the examination of applications for membership and in the administration of discipline; and

- e. All other duties that may be assigned to carry out the purposes of the assembly according to its bylaws.

Section 3 Temporary Administrative Board

Should irreconcilable differences arise between the lead pastor and other members of the Administrative Board, the active membership of the assembly, upon request from the lead pastor, shall investigate such differences. Upon two thirds vote of the investigating committee they may declare the Administrative Board dissolved. The term "Dissolved" means that the lead Pastor has the authority to: 1. Suspend the constitution and bylaws of the church; 2. Suspend the Pastoral team 3. Appoint and establish a temporary Pastoral team with the authority to manage both the secular and ecclesiastical affairs of the church until such strife shall cease.

ARTICLE IX ELECTIONS, VACANCIES AND REMOVALS

Section 1 Nominations

The Administrative Board maintains the most complete knowledge of an individual member's knowledge and abilities or an officer's performance of their duties. Therefore, the Administrative Board is charged with the removal, appointment and evaluation of officers during the fiscal year. As such, the Administrative Board will present their nomination of officers to fill vacancies to the general membership. Active members of the church may recommend nominees to the Administrative Board. However, nominations for trustee shall not be accepted from the floor during a business meeting.

Section 2 Nomination Committee

The Nominating Committee shall be made up of three individuals who are very active in church activities and appointed by the Administrative Board. No member of the Nominating Committee will be a member of the Administrative Board. The Nominating Committee shall recommend a slate of individuals for election to fill the open administrative positions at the business meeting.

Section 3 Elections

Election of officers will be conducted annually at the annual business meeting or can be conducted at a specially called business meeting. Notification of the elections shall be conducted in tandem with the required meeting announcement. The Administrative Board will provide the general membership with:

- A. The facts needed in making an educated and informed decision surrounding the reason for the election;
- B. A paper ballot for conducting a secret election. The ballot shall be folded and placed into a receiving vessel at the front of the auditorium by the voting member and a three-person team appointed by the Lead Pastor will tally the responses;
- C. A majority vote of all votes cast shall be required to constitute an election;

- D. In the event either the lead pastor or any other member of the assembly shall challenge the validity of an election, the active membership of the church, shall arbitrate the validity of the election, and its decision shall be final.
- E. Staff Pastors shall be nominated by the lead pastor with approval by the Administrative Board. The general membership may recommend nominees to the Lead Pastor; however, nominations for staff Pastors shall not be accepted from the floor during a business meeting.

Section 4 Vacancies and Removals

A. Vice President, Secretary, Treasurer

The offices of Vice President, secretary and treasurer, once elected, shall serve continuously without re-election until:

1. Resignation from the office;
2. Termination of active membership;
3. Terminated by a majority vote of the Administrative Board; or
4. A majority vote of those active members in attendance at an annual business meeting.

Staff Pastors shall serve continuously until:

1. released from service by a new lead pastor;
2. Resignation from the office;
3. Termination of active membership; or
4. Terminated by a majority vote of the Administrative Board

B. Trustees

The office of trustee shall be vacant upon the expiration of the term of office, or upon the termination of trustee's active membership, whichever shall occur first.

C. In General

Any office or position of leadership in the church (other than that of the lead pastor) may be terminated by a majority vote of the active members of the Administrative Board at a special business meeting called for the limited purpose of removal of such member from office or position of leadership, that he/she holds.

D. Filling Vacancies

Any office or position of leadership in the church (other than that of lead pastor) may be filled by appointment of the Administrative Board for the unexpired term.

ARTICLE X MEETINGS

Section 1 Meetings for Worship

Meetings for public worship shall be held on each Lord's Day and during the week as may be provided for under direction of the lead pastor or the pastoral team if there is no lead pastor.

Section 2 Annual Business Meeting

There shall be an annual business meeting of the assembly, at which time the election of officers shall take place and the report of officers as directed by the lead pastor shall be presented. This meeting shall be scheduled in January of each year. Notice of the date, time, and place of each annual business meeting shall be announced from the pulpit during morning worship services on two Sundays preceding the date of the meeting.

Section 3 Special Business Meeting

Special business meetings of the assembly may be called by the lead pastor, or by a majority of the Administrative Board, or by a petition signed by not less than fifty percent (50%) of the active members of the assembly. Only those members who have regularly attended services of, and supported this assembly for a period of at least 3 consecutive months prior to signing the petition shall be counted.

Petitions pertaining to the business affairs of the assembly shall be submitted to the lead pastor or the Administrative Board. No more than one petition on a given subject shall be recognized in any 6-month period. Notice of the date, time, place, and purpose of each special business meeting shall be announced from the pulpit during morning worship services on each of the two Sundays immediately preceding the date of the meeting. No business other than that specified in the notice of meeting shall be transacted at any special meeting of the assembly.

Section 4 Parliamentary Order

All business meetings of the assembly shall be governed by parliamentary procedure as set forth in the current edition of **Robert's Rules of Order Revised**, in keeping with the spirit of Christian love and fellowship.

Section 5 Order of Business

The regular order of business for the annual business meeting of this assembly shall be as follows:

- A. Devotional
- B. Reading of previous minutes
- C. Report of treasurer
- D. Report of committees
- E. Unfinished business
- F. New business
- G. Adjournment

Section 6 The Administrative Board

The Administrative Board shall meet at least monthly or at the call of the lead pastor for the transaction of business for the assembly, with the time and place to be announced by the lead pastor. A majority of the Administrative Board present shall constitute a quorum.

Section 7 Membership Roll

The Administrative Board shall review the list of active members at least annually, at the regularly scheduled meeting of the board immediately preceding the annual business meeting, and compile a current list of active voting members.

ARTICLE XI MINISTRIES

Section 1 In General

This assembly shall create and maintain ministries that support and align with the vision of the lead pastor. They shall be under the general supervision of the lead pastor. These ministries may be led by the lead pastor, staff pastors, or by an appointed volunteer.

Section 2 Staff

1. The Administrative Board approves all volunteer and paid staff hires.
2. Prospective staff members will be interviewed using guidelines established by the Administrative Board.
3. Upon being hired each staff member will receive a job description along with information about policies and procedures.
4. Staff members will be required to complete the membership process as soon as possible upon being hired.
5. It is important for the staff to understand that while the Administrative Board works with the lead pastor, the staff in essence works for the lead pastor.
6. Staff must agree to support the lead pastor regardless of their personal opinion. Should staff have a disagreement with the lead pastor to the point of irreconcilable conflict it is recommended that they submit their resignation promptly.
7. If conflict arises between a staff member and the lead pastor regarding the lead pastor's moral character; it is the responsibility of that staff member to present the situation of conflict to the Administrative Board.
8. If a staff member has a moral failure the lead pastor and Pastoral team will follow the recommendations for that staff member's resignation and restoration process.
9. Staff shall provide leadership support to ministries in the assembly and provide support to the lead pastor when needed.
10. Volunteer Leaders shall be members of the assembly in good standing.
11. By virtue of office, employed or contracted staff members shall be considered active members of the assembly during tenure. A staff member's spouse shall become an active member simultaneously upon their spouse being hired and they both shall be subject to Article VI Membership, Section 1 (excluding letter g.).

ARTICLE XII FINANCE

Section 1 In General

The voluntary contributions, tithes, and offerings of the members and friends of the organization shall provide all funds for the maintenance of the assembly. Offerings shall be accepted by the assembly at such times and in such ways as agreed upon by the Administrative Board and shall be administered by the treasurer/business administrator under their direction (Malachi 3:10; Luke 6:38; 1 Corinthians 16:1,2; 2 Corinthians 9:6-8).

Section 2 Handling of Offerings

All offerings shall be counted by at least two authorized persons before the funds are removed from the assembly building. An offering receipt form shall be signed by those counting the offering, with a copy going to the treasurer.

A record shall be kept of all receipts and disbursements of the local assembly and of all individual giving. All funds shall be deposited in federally insured accounts.

Section 3 Lead Pastor Remuneration

A. Regular Remuneration

The lead pastor shall be remunerated for his/her services by a salary or by other means agreed upon by the Administrative Board and the lead pastor. The Administrative Board shall review the lead pastor's remuneration at least annually.

B. Reimbursement for Expenses

The lead pastor shall be given consideration by the Administrative Board for expenses incurred by his/her attendance at ministry functions by reimbursement of such expenses, or by an offering to help defray such expenses, according to the ability of the assembly as determined by the Administrative Board.

C. Severance Pay

In the event a lead pastor is removed from office he/she shall be given minimum of 2 months regular or average remuneration as severance pay, except in the case of moral turpitude.

ARTICLE XIII PROPERTY

Section 1 Title

All property of the assembly shall be deeded to the assembly and held in its name or, if required by law, top trustees acting on behalf of the assembly and their successors in office.

Section 2 Purchase and Sales of Property

All purchases and projects exceeding \$25,000 must be authorized by two thirds of the voting membership of the church who are in attendance at a regular or special meeting of the assembly.

Section 3 Discontinuation of Church Services

Should this assembly cease to maintain a weekly worship service for a period of 3 months, the Administrative Board may determine to cease corporation activities of NorthStar ministries, Inc. and dissolve and liquidate the corporation by a majority vote of the Administrative Board.

Section 4 Dissolution

Upon the dissolution of the assembly, none of its funds or assets shall be distributed to any officer, Pastor, trustee, or any other individual. The Administrative Board shall, after paying or making provision for the payment of all of the liabilities of the assembly, dispose of all the funds and assets of the assembly. Any such funds or assets not so disposed of shall be disposed of by the Circuit Court of the country in which the principal office of the corporation is then located to such organization as said Court shall determine, which is organized and operated exclusively for religious purposes.

ARTICLE XIIV ARBITRATION OF DISPUTES

In as much as the Scriptures require Christians to take their disputes to the saints and not to the civil court (1 Corinthians 6:1-8), all disputes which may arise (1) between any member of this assembly and the assembly itself, or (2) between any member of this assembly and any pastor, officer, director, employee, volunteer, or other worker of this assembly, shall be resolved by binding arbitration if efforts to mediate or conciliate the dispute have failed. Either party to the dispute may initiate the arbitration process by filing with the other party a written request for arbitration within a reasonable time after the dispute has arisen and efforts to mediate or conciliate have failed.

In such a case, the member and the church shall each name an arbitrator, and the two so selected shall name a third. The third arbitrator chosen by the other two shall disclose, before accepting the appointment, any financial or personal interest in the outcome of the arbitration, and any existing or past financial interest in the outcome of the arbitration, and any existing or past financial, professional, family, or social relationships which are likely to affect impartiality or which might reasonably create an appearance of impartiality or bias. Either of the parties to the arbitration, on the basis of such disclosures, may disqualify such a candidate from serving as the third arbitrator. A third arbitrator who serves without objection from either party has a continuing duty to disclose relationships or interest which may impair his/her impartiality. Either party, regardless of the stage of the arbitration process, may on the basis of such disclosures disqualify such a person from further participation. The arbitration process shall not proceed until the third arbitrator is selected.

The arbitrators shall appoint the time and place for the hearing and cause notification to the parties to be served personally or by registered mail not less than 30 days before the hearing. Appearance at the hearing waives such notice. The arbitrators may adjourn the hearing from time to time as necessary and, on request of a party and for good cause or upon their own motion, may postpone the hearing to a later date. The arbitrators may hear and determine the controversy upon the evidence produced notwithstanding the failure of a

party duly notified to appear. The parties are entitled to be heard, to present evidence material to the controversy, and to cross-examine witnesses appearing at the hearing. The hearing shall be conducted by all the arbitrators, but a majority of them may determine any question and render a final award. If during the course of the hearing an arbitrator for any reason ceases to act, he/she shall be replaced in the same manner in which he/she was originally selected. The arbitrators may in their absolute discretion admit as evidence any affidavit or declaration concerning the matters in dispute, a copy thereof having been given at least 5 days previously to the party against whom the same is offered, but the person whose evidence is so taken shall be subject to cross-examination by such party. The arbitrators shall have the power to order and direct what they shall deem necessary to be done by either of the parties relating to the matters in dispute. Cost of arbitration shall be determined and assessed by the arbitrators. Any submission of a dispute to arbitration shall not be revoked by death or any party to the dispute, and any award will be binding upon such persons, heirs and successors.

The decision of the arbitrators shall be binding on both parties, and both parties submit themselves to the personal jurisdiction of the civil courts in this state (including federal courts), as well as the courts of any other state which may have jurisdiction over any dispute contemplated by this Article, for the entry of a judgment confirming the arbitrator's award.

The arbitration process is not a substitute for any disciplinary process set forth in the constitution or bylaws of the church, and shall in no way affect the authority of the church to investigate reports of misconduct, conduct hearings, or administer discipline. Any matter not provided for herein shall be governed by the provisions of the Uniform Arbitration Act.

If a dispute may result in an award of monetary damages, then use of this arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of the church, and the insurer's agreement to honor any arbitration award up to any applicable policy limits.

ARTICLE XV AMENDMENTS

The bylaws may be amended at any annual or special business meeting of the assembly by a majority vote of the members present, except as otherwise indicated herewith. Proposed amendments must be presented to the Administrative Board at least 2 months in advance to allow review and any research necessary. Proposed amendments will be announced as part of the business meeting announcement and made available in writing if requested after the first announcement. All other amendments shall not be construed without the Administrative Board approval.