

Hagans Christian Church

# Constitution and By-Laws

Revised February 2014

A church is an organization much like any other social group or club. As such, it has a set of rules and regulations by which it abides. Church constitutions lay the groundwork for the organization of the church leadership, elections, missions and other important matters of business.

## Preamble

As members of Hagans Christian Church we shall become familiar with the Constitution and By-Laws, and come into covenant agreement with each other, the body of Christ, to stand by them in the unity of the Holy Spirit for the purpose of growing together until Gods victorious return. This covenant document revolves around our church purpose and serves the body of Christ at Hagans Christian Church in a manner that purposely moves its members through a process of spiritual growth.

Our Church Purpose is to **Encourage** people to walk closer with God, **Embrace** people into the family of God, **Equip** the people with tools of ministry so they can **Engage** their God given talents and skills to ministry to others in their communities and social groups.

---

### Article 1

## The Name of the Church

The name of this organization shall be Hagans Christian Church (HCC) and shall be the only name used in relation to Deeds, Titles, Billing addresses and bank accounts.

---

### Article 2

## Purpose Statement

Our Church Purpose is to **Encourage** people to walk closer with God, **Embrace** people into the family of God, **Equip** the people of God with tools of ministry so they can **Engage** their God given talents to ministering to others in their communities and social groups.

At Hagans Christian Church you will find great Encouragement to walk closer with God through our Sunday worship services and the welcoming environment created by people who care for you so that you can know Jesus Christ as your personal Savior.

---

The next step for you will be to become Embraced into the family of God through your commitment of membership, attendance into our Men's Ministry, Women's Ministry and Senior Ministry. Your next step is to become Equipped for your specific ministry as you attend our Cleansing Stream Ministry, Bait of Satan Bible Study, How to study the Bible groups, taking up a bible study course or by simply volunteering for Youth Ministry. Your final step in our purpose would be to put into action the tools you have learned along this process, into ministry which can be accomplished by leading a small group study of various topics, becoming apart of our Greeting Team, becoming a Youth Leader, working in our Community Missions fields or becoming a Deacon.

---

### **Article 3**

## **Mission Statement**

"The Spirit of the Lord is upon Me, because He has anointed Me to preach the gospel to the poor; He has sent Me to heal the brokenhearted, to proclaim liberty to the captives and recovery of sight to the blind, to set at liberty those who are oppressed; to proclaim the acceptable year of the Lord."

### **Luke 4:18–19**

Hagens Christian Church Mission is to see people saved, healed, set free, encouraged, embraced, equipped and engaged for God's purpose.

---

### **Article 4**

## **Denominational Association**

Hagens Christian Church is a Non-Denominational Church. It is independent of any other church denomination and operates only by the support of it's membership. Hagens Christian Church is a nonprofit, charitable organization that exists to serve it's members and community for the gospel of Jesus Christ as set forth in God's Holy word.

---

---

## Article 5

### Statement of Faith

#### Article 5.1 – The Trinity

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons—Father, Son and Holy Spirit.

##### A. God the Father

God the Father is the creator and sustainer of all things, and He created the universe in love. He created man in His own image for fellowship and called man back to Himself through Christ after the rebellion and fall of man.

##### B. The Son

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

##### C. The Holy Spirit

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism in the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit.

#### Article 5.2 – The Scripture

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final and eternal. It cannot be added to, subtracted from or superseded in any regard. The Bible is the

source of all doctrine, instruction, correction and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct.

### **Article 5.3 – The Atonement**

Christ's vicarious death on the cross paid the penalty for the sins of the whole world, but its benefits are only applicable to those who receive Jesus as personal Savior. Healing—body, soul and spirit—and all of God's provisions for His saints, are provided for in the atonement, but these must be appropriated.

### **Article 5.4 – Salvation**

The Word of God declares clearly that salvation is a free gift of God, based on the merits of the death of His Son, and is appropriated by faith. Salvation is effected by personal repentance, belief in the Lord Jesus (justification) and personal acceptance of Him into one's life as Lord and Savior (regeneration). The new life in Christ includes the privileges of adoption and inheritance in the kingdom of God's beloved Son. Salvation is an act of free will in response to God's personal love for mankind. It is predestined only in the sense that God, through His omniscience, foreknew those who would choose Him. It is secure in the eternal, unchanging commitment of God who does not lie and is forever the same. Salvation should produce an active lifestyle of loving obedience and service to Jesus Christ our Savior.

### **Article 5.5 – The Christian Life**

We believe that the Scriptures portray the life of the saint in this world to be one of balance between what is imputed to us as Christians and what is imparted to us according to our faith and maturity. Hence, God's provision for His children is total, and the promises are final and forever. The shortcomings of the individual and of the Church are because of the still progressing sanctification of the saints. The Christian life is filled with trials, tests and warfare against a spiritual enemy. For those abiding in Christ until their deaths or His return, the promises of eternal blessing in the presence of God are assured. To remain faithful through all circumstances of life requires dependence upon the Holy Spirit and a willingness to die to personal desires and passions.

## **Article 5.6 – The Church**

The goal of the Church is to make disciples of all nations and to present the saints complete in Christ. The five-fold ministry of Ephesians 4 governs the Church, the offices of elder and deacon, as well as other offices mentioned in scripture. Church policy is a balance between congregation and eldership authority, emphasizing the final authority of the Church leadership. It is essential to the life of the Church that scriptural patterns of discipline are practiced and that oversight for Church discipline, individual and corporate, is exercised by the leadership of the Church.

## **Article 5.7 – Baptism & the Lord's Supper**

The Word of God enjoins on the Church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. It is identification with Jesus and is affected in the name of the Father, the Son and the Holy Spirit. The Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our participation in Him. Both institutions are restricted to those who are believers.

## **Article 5.8 – Eschatology**

We affirm the bodily, personal, second coming of the Lord Jesus Christ, the resurrection of the saints, the millennium and the final judgment. The final judgment will determine the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the Bible the final state of the new heavens and the new earth.

*Hagens Christian Church also has "Position Papers" which includes the above articles and other topics of doctrinal stands which are presented to its members at membership classes (see attached document titled "Position Papers").*

## Article 6

### Membership Requirements

Hagans Christian Church values its potential members and membership and strives to promote unity in the Body of Christ. For that reason we require all potential members to review our Constitution and By-Laws, Position Papers and address any questions with the Pastor. We welcome all our potential members to attend church services for as long as they like until they have observed, to their satisfaction, what Hagans Christian Church is all about. We require all potential members to be a believer of Jesus Christ prior to becoming a member.

Once the potential member has understood and agreed with the above noted requirements the potential member may ask to become a member if they so desire. A membership ceremony shall be performed in front of the congregation and a certificate of membership will be presented. Upon becoming a member, the new member shall attend a membership class scheduled by the church leadership and necessary forms shall be completed. If you were previously a member of another church you would ask the church Pastor or Church Secretary of that church to write a letter of "Transfer of Membership" to our church so we can add it to our records.

Once you become a new member of Hagans Christian Church we require that you submit to the process described in Article 2 – Encourage, Embrace, Equip and Engage. We require a member to attend any congregational meetings held by the church as your advice and vote is needed to assist in the movement of the church to its future. We require that you tithe and give from your monthly income, to the church as God blesses you so we can continue providing you with a relevant spiritual place of worship and materials that will help minister to you and your family needs.

We also require that you understand that your membership is defined by your active attendance and not by your absence. If you are absent from the regular weekly Sunday worship services for more than three consecutive months (exceptions; illnesses, job related trips or requirements), the church leadership reserves that right to withhold your voting privileges at the congregational meeting following your absence.

As a member you have the awesome responsibility to elect certain important offices within the church. As a member you have the responsibility to elect the following offices within the church; Church Pastor, Church Board of Trustees, Church Treasurer, Church Secretary, Church Janitor, Church Media Coordinator and Church Piano Player. As a member you also have the privilege to vote on buildings projects and expenders of the

church above \$500.00 dollars. As you can see, a member of Hagans Christian Church is to be an active, caring, participating member regarding church direction and your presence in church is needed and important to help us as we move to our future.

---

## **Article 7**

# **Responsibilities of Church Staff Members and the election process**

### **Pastor Expectations**

Shall be held accountable by the church congregation

To live out the biblical requirements of the call of Pastor, Bishop, Elder or overseer

Bring the messages for all services

Select or approve of all special event speakers

Provides church vision and mission

Trains and leads the spiritual positions in the church which include; Associate Pastor, Deacon(s), Youth Director(s) and all Bible Study Teachers in the church

Visit the congregation when needed

Perform Funerals for the church membership / congregation

Perform Weddings for the church membership / congregation

Perform counseling for church membership / congregational needs

Develops church doctrine

Have 2 weeks paid vacation

Holds accountable all church membership / congregation accordingly to biblical church disciplines

Selects and appoints all spiritual positions in the church which includes; Associate Pastors, Deacons, Youth Director and Bible Teachers

Attends spiritual leadership meetings

Attends congregation meetings when held

Any salary adjustments must go before the Board of Trustees for approval. Once approved, the Board of Trustees will seek a congregational Vote. After congregational approval the adjustment can be made

The Pastor seeks not to be involved in any financial decisions made at the church unless it deals with materials that lead to the spiritual growth of the church. In such cases the Pastor shall not make any financial decisions above \$500.00 dollars, without first reducing the expense to writing and submitting same to the Board of Trustees for approval. Upon approval the Board of Trustees will then seek congregational approval. Upon receiving congregational approval, the expense can be made.

### **Associate Pastor Expectations**

Shall be held accountable by the church Pastor and church congregation

To live out the biblical requirements of the call of Pastor, Bishop, Elder or overseer

Fills in during the Pastor's absence

Performs weddings for the church membership / congregation

Performs funerals for the church membership / congregation

Has the spiritual oversight of small groups in the church which include; Men's Ministry, Women's Ministry, Senior Ministry, Cleansing Stream Ministry, Bait of Satan Groups, Adult Bible Studies onsite and/or offsite of Hagens Christian Church

Appoints and approves of all candidates for small group leaders prior to leading a small group

Attends spiritual leadership meetings

Has 2 weeks paid vacation

Performs visitations as needed for the church membership / congregation

Attends congregation meetings when held

Any salary adjustments must go before the Board of Trustees for approval. Once approved, the Board of Trustees will seek a congregational Vote. After congregational approval the adjustment can be made

The Associate Pastor seeks not to be involved in any financial decisions made at the church unless it deals with materials that lead to the spiritual growth of the church. In such cases the Associate Pastor shall not make any financial decisions above \$500.00 dollars, without first reducing the expense to writing and submitting same to the Board of Trustees for approval. Upon approval the Board of Trustees will then seek congregational approval. Upon receiving congregational approval, the expense can be made.

### **Deacon Expectations**

Shall be appointed by the church Pastor

Shall be held accountable by the church Pastor and Associate Pastor

Shall live out the biblical requirements of the call of Deacon

Shall be a male

Shall take care of the church grounds and buildings

Shall serve communion

Shall receive the weekly tithes and offering

Shall attend the spiritual leadership meetings established by the church Pastor

Shall attend congregation meetings held at the church

Shall submit and participate in any training set forth by the Pastor

Shall assist the church in visiting the sick or elderly

Shall assist in the witnessing events operating in and through the church

Shall not make any financial decisions above \$500.00 dollars

In cases of any building projects, repair projects or any exponders that exceed \$500.00, the Deacons shall reduce the need and expense in writing (insuring that the need for the repair is stated clearly) and submit same to the Board of Trustee's for their review and approval. Upon approval, the Board of Trustees will seek congregational approval

for the expense over \$500.00 dollars. Once the expense is approved by the congregation, the Deacons can proceed with their duties on the matter.

### **Youth Director(s) or Youth Director Board Expectations**

Shall be appointed by the church Pastor and Associate Pastor

Shall be held accountable by the church Pastor and Associate Pastor

Shall live out the biblical requirements of the call of a biblical Leader

Shall teach and lead according to church doctrine and position papers

Shall example a high level of passion for developing the spirituality and commitment toward the youth of the church and in the community

Shall submit to any training that the church pastor implements as necessary for church spiritual leadership

Shall recruit volunteers to sustain the teaching of youth of all ages

Shall provide and work toward the security of our youth during services

Shall make visitations of our youth when hospitalized or in need

Shall produce an annual financial budget for the youth, and provide said budget to the church Board of Trustees for approval, prior to an annual congregational meeting so it can be included in the meeting agenda outline

May meet with church leadership on a quarterly basis for evaluations on how youth ministry is doing.

Shall direct the annual Vacation Bible School for the youth

Shall meet as needed with youth staff to promote youth vision and mission that aligns with the overall church vision and mission

Shall attend and submit to any youth leader training set forth by the church Pastor and or the Associate Pastor

Shall seek out additional youth services that minister to our youth

Shall direct any special seasonal church events directed toward the youth (i.e. Harvest Fest, Holiday Plays ....etc.)

Shall provide mid-week youth services for the youth of the church and community

Shall provide child safe environment in each and every class room

Shall provide statistics of the youth for the annual congregational meetings (i.e. attendances, annual youth budget, goals, vision outlook for the upcoming year)

Shall have the oversight of all youth curriculum being taught to our youth

Shall work with the Church Treasurer in keeping within the youth annual budget

Shall organize special offering months through the church for youth needs and to assist with youth exponders

Shall work with the media coordinator to have updated information on the church web site and church facebook

### **Bible Teachers / Small Group Leaders**

Shall held accountable by the church Associate Pastor

Shall submit to any training set forth by the Associate Pastor

Shall teach in a manner that aligns with biblical church doctrine

Shall not cause or allow discussions that lead to church divisions, fables or offense

Shall maintain a life style that is becoming of a bible teacher

Shall visit the ones they teach if they are hospitalized, elderly or in need

In the event that the bible teacher is confronted with questions concerning biblical doctrine which the teacher may not have an answer to, the teacher will defer the question to the Pastor or Associate Pastor

### **Congregation Membership of HCC**

Shall have had made Jesus Christ their Lord and Savior

Shall be a member of Hagans Christian Church

Shall allow the Pastor to appoint and select the spiritual positions in the church such as Associate Pastors, Deacons, Bible Teachers and Small Group Leaders in the church

Shall submit to the spiritual authority biblically given to the Pastor, Associate Pastor, Deacons and Bible Teachers / Small group leaders

Shall agree and submit to church doctrine as set forth in this document and "Position Papers"

Shall submit to the church leadership regarding any church discipline they are involved in

Shall treat each member or guest with compassion and love as stated in the bible

Shall not give an offense time to fester, but will, at all times, attempt to talk with the offended to work out a resolution so that the offense is dissolved and forgiveness is promoted (Resource: Bait of Satan Bible Study)

Shall strive to willfully tithe from their gross income on a monthly basis

Shall strive to financially support the church ministries as God blesses them

Shall seek out and submit to church counseling during times of marital conflict

Shall strive to follow the church purpose statement and mission of the church

Shall attend all congregation meetings and vote on any issue which may arise

Shall appoint through an election process, a 4 year term, the following positions in the church;

Board of Trustees

Church Secretary (May elect an Assistant Church Treasurer if desired)

Church Treasurer

Media Coordinator

Church Janitor

Church Piano Player

*The election process* shall comprise of the following; at the time of election, the congregation shall have 2 weeks to review the expectation lists and have signups for each of the elected positions. The congregation will then take an additional 2 weeks to

vote on the elected positions via ballots. The election results shall then be tallied and posted in the church bulletin. There will be no absentee ballots except for the following conditions; illness, job related absence or vacations that was prescheduled. If you are serving in the church as Pastor, Associate Pastor.

In cases where the Pastor has reassigned, leaves the church, or is removed by sinful factious behavior the congregation shall establish a pulpit committee through the above election process. The pulpit committee should comprise of spiritually mature members of the church who have displayed a good report from among the church body. Once the pulpit committee has been established they shall seek out pastoral candidates, conduct interviews, invite the candidates for speaking and speak to their references. The pulpit committee will then have a congregation meeting and give their opinions to what they have observed and heard from the pastoral candidates and then the congregation shall vote upon a Pastor. Once the Pastor has been selected, the Pastor shall have the same spiritual authority as was given to the previous Pastor regarding the selecting of the spiritual positions in the church as stated in this Constitution and By-Laws.

### **Church Media Coordinator**

Shall be elected by the church congregation and serve a term of 4 years

Shall be held accountable by the church congregation

Shall maintain the church media equipment in a working order

Shall not make any financial decisions regarding the media equipment outside of regularly used supplies (i.e. Batteries, Recording CD's, Paper, Copier Ink, light bulbs associated with media equipment)

Shall work with the church treasurer regarding any media licensing agreements or annual payments

Shall maintain church web site by updating any church information

Shall train or establish a backup media coordinator in case of absence or illness

Shall work with the Worship Director in the playing of worship songs in the church

Shall maintain the security equipment in the church

Shall maintain the working order of church media equipment in all class rooms

Shall insure that church computers and equipment are available for regular scheduled services in case of absence or illness

May be requested to assist the Pastor or Associate Pastor in Funerals or weddings held at the church

Shall assist the Pastor and Associate Pastor in any media equipment needed to perform any services offsite (i.e. Revivals or speaking engagements)

Shall submit to church doctrine and church disciplines

Shall keep record of serial numbers, pictures, manuals and such like of all church media equipment that are subject to theft and provide such information when necessary. These files are to be given to the church secretary for filing but the media coordinator shall keep a copy of those records in the media booth for easy accessibility

Any salary adjustments must go before the Board of Trustees for approval. Once approved, the Board of Trustees will seek a congregational Vote. After congregational approval the adjustment can be made

### **Church Treasurer**

Shall be elected by the church congregation serve a term of 4 years

Shall have their personal finances in order

Shall be a member of the church

Shall maintain a high level of privacy by not revealing any financial status of any church membership without prior permission by the church member

Shall be held accountable to the Hagans Christian Church Board of Trustee's

Shall cause minutes to be obtained / recorded at each Board of Trustee meetings

Shall provide the Board of Trustees with an annual budget (based from last year's regular bills, and include a projected expense for the new year based from a 3% increase) for the new year prior to the annual congregation meeting for approval

Shall insure the security of all church tithes and offerings received are placed in the appropriate church accounts on a weekly basis

Shall insure all paid church staff are paid in a timely manner

Shall maintain any receipts involving reimbursements on a monthly basis, for review if needed by Board of Trustees

Shall meet with the Hagans Christian Church Board of Trustees on a monthly basis to review the monies received and spent.

Shall insure that all church financial records are filed accordingly at the church and secure such files under lock and key for privacy purposes.

Shall, upon request, provide any church member any financial documents for their tax filing purposes.

Shall, upon request, cause to be viewed, any church financial records by church membership

Shall be available to answer any financial questions at congregation meetings

Shall submit to church doctrine and church disciplines

Shall work with the church secretary regarding the purchase of any church monthly supplies (i.e. communion supplies, bible studies, church stationary, Janitor supplies, cups, plates, forks, spoons or any special need supplies for special services).

### **Board of Trustees**

Shall, 1. Examine all expenses above \$500.00, 2. Approve / disapprove, all expenses above \$500.00, 3. Move to congregational vote if expense is approved by Board, 4. If approved by congregation, cause the expense to occur

Shall be elected by the church congregation and serve a term of 4 years

The congregation may elect to appoint no less than 3 or no more than 7 church members to comprise the Board of Trustees

Shall be held accountable by the church membership

Shall be a member of the church and exemplify a long term commitment to the church

Shall maintain a high sense of privacy regarding any church members financial status in the church

Shall exemplify having their personal finances in order

Shall approve the total church annual budget, which includes youth ministry annual budget. This approval must be sought out first and then the church annual budget can move to congregational vote at every annual congregational meeting

Has complete oversight of Church Treasurer, which includes working / meeting with the church treasurer on a monthly basis and review all church finances for approval and filing

Shall approve all new building projects prior to going to congregational vote

Shall represent the church in any legal action against or for the church

Shall be willing to sign their names to any congregational approved loan, as financial security trustees with banks, Attorneys or other financial institutions

Shall have the oversight (buy or sell) of all church property after obtaining congregational approval for such action.

Shall attend any church congregational meetings and be available to answer any financial questions posed by church membership present

Shall approve all church paid staff raises or compensations, prior to going to congregational vote

Shall seek out modern and updated procedures or training regarding church finances and record keeping (i.e. church financial software, church paid staff financial care packages ...etc.)

Shall review and update church insurances and licensing and insure they are in compliance with state law concerning church properties, and congregational needs

Shall work with the church secretary regarding the purchase of new office equipment to perform their duties and meet church needs

Shall cause meeting minutes to be recorded at each meeting held with board of trustees

In times that the Board of Trustees needs to seek congregational approval for a certain expense, the Board needs to keep in mind the availability of the church membership. The Board of Trustees may elect to do one of the following for the sake of time sensitive expences; 1. have a special congregation meeting after church or 2. Place a voting ballot in the church bulletin and have church membership give their completed ballot to a selected Board of Trustee member as they leave the sanctuary.

## **Church Secretary**

Shall be elected by the church congregation and serve a term of 4 years

Shall be held accountable by the church congregation

Shall maintain the church office equipment in a working order

Shall seek the approval from the Board of Trustees when using church finances to purchase new office equipment or upgrades to existing church office equipment

Shall purchase church stationary as needed to keep office running and does not need to seek approval for such purchases but will provide receipts of such purchases to the church treasurer for annual budgeting purposes

Shall work with the church treasurer regarding the purchase of any church monthly supplies (i.e. communion supplies, bible studies, offering envelopes, church stationary, Janitor supplies, cups, plates, forks, spoons, flowers, holiday dinners, sympathy cards or funeral receptions or any special need supplies for special services).

Shall provide each church member, at annual congregation meetings, the following information; Members received, Baptisms performed, Funerals performed, Weddings performed and number of church rentals received, a diagram of the church organization structure and the church purpose diagram.

Shall work with the Pastor and Associate Pastor with upcoming church events and announcements to be placed into the church bulletin on a weekly basis

Shall record and file all newly added membership at Hagans Christian Church

Shall record and file all baptisms that are performed by Hagans Christian Church

Shall record and file all weddings that are performed by Hagans Christian Church

Shall record and file all funerals that are performed at Hagans Christian Church

## **Church Piano Player**

Shall be elected by the church congregation and serve a term of 4 years

Shall be held accountable by the church congregation

Shall keep and maintain the church piano in a working order (i.e. Piano tuning)

Shall be available during Sunday morning worship

In cases of foreknown absences shall make aware the Pastor or Associate Pastor so services can be adjusted

Shall train a person in helping to play the piano for Sunday services

Any salary adjustments must go before the Board of Trustees for approval. Once approved, the Board of Trustees will seek a congregational Vote. After congregational approval the adjustment can be made

May be requested to play at special services (i.e. Weddings, Funerals or receptions, Holiday services and such like through the church)

### **Church Janitor**

Shall be elected by the church congregation and serve for the term of 4 years

Shall be held accountable by the church congregation

Shall clean the entire church and church ministry center on a weekly basis prior to Sunday Service.

Shall vacuum the church after a Sunday service but prior to a Wednesday service

Shall seek the approval of the Board of Trustees for the purchase of replacement vacuums unless the vacuums are donated by the church membership.

Shall insure that air fresheners are available in the bathrooms and that the air fresheners are in working order throughout the church.

Shall organize and schedule an annual spring cleaning day that invites the whole church to help spring clean the church. The church janitor will be responsible for having all necessary church cleaning supplies on hand either by purchase or donation through the church, items needed to perform the cleaning day. The janitor shall create a cleaning job list for volunteers who show up to help.

Any salary adjustments must go before the Board of Trustees for approval. Once approved, the Board of Trustees will seek a congregational Vote. After congregational approval the adjustment can be made

Shall seek out the help of the Deacons when things are broken that the church janitor is physically unable to repair

Shall, when unable to perform the weekly duties of janitor, due to illness or absence, call upon the Deacons of the church to help clean the church for that time period until the church janitor is able to perform full duties.

---

## Article 8

### Congregation Meeting Agenda and conduct

Hagans Christian church will have annual congregational meetings which are established to help the congregation become aware of church by-law updates, vote on important topics, to learn of church growth, vision and mission of the church. The congregation meetings shall be conducted by the following guidelines;

The Pastor will announce the annual congregation meeting time and date in advance prior to the meeting date

The Pastor, in conjunction with church leadership, and the congregation, shall establish the agenda for the annual congregational meetings

The congregation can submit, in writing either in person or by email, to the Pastor, any topics of discussion for the meeting no later than 2 weeks prior to the date of the meeting

The Pastor will set to have the annual congregational meeting during the month of February of each new year after a Sunday Morning Service

The annual congregation meeting shall open and close in prayer by the Pastor or Associate Pastor or designee.

The congregation meeting agenda will regularly include topics such as church annual budget which includes the youth annual budget, updates on church accounts and a projection of current church financial trends, church growth or decline statistics, church members received, church baptisms performed, church weddings performed, church funerals performed, church rentals obtained, any church upgrades in property or buildings, Pastoral vision and mission for the church, new or projected ministries, Mission outreaches toward our community and abroad, youth updates, youth growth or

decline statistics, new youth ministries, Bus Ministry updates, Board of Trustees statements, ministry leaders statements and or any voting on topics up for discussion.

When voting on topics, there will be a show of hands for or against the vote on the table and the church secretary shall make note of the results. At the discretion of the Pastor, there may be times that a secret ballot vote may be in order, but generally the rule will be, we will vote by a show of hands for or against.

Church members are required to attend the annual congregation meetings. People who attend the church but are not members are allowed to attend the meetings and voice their opinions on the matters being discussed but when a vote is on the table they must reserve their vote.

Members who attend the annual congregational meeting and have been absent from the church for a consecutive 3 months must reserve their vote unless their absence was due to illness or job related tasks

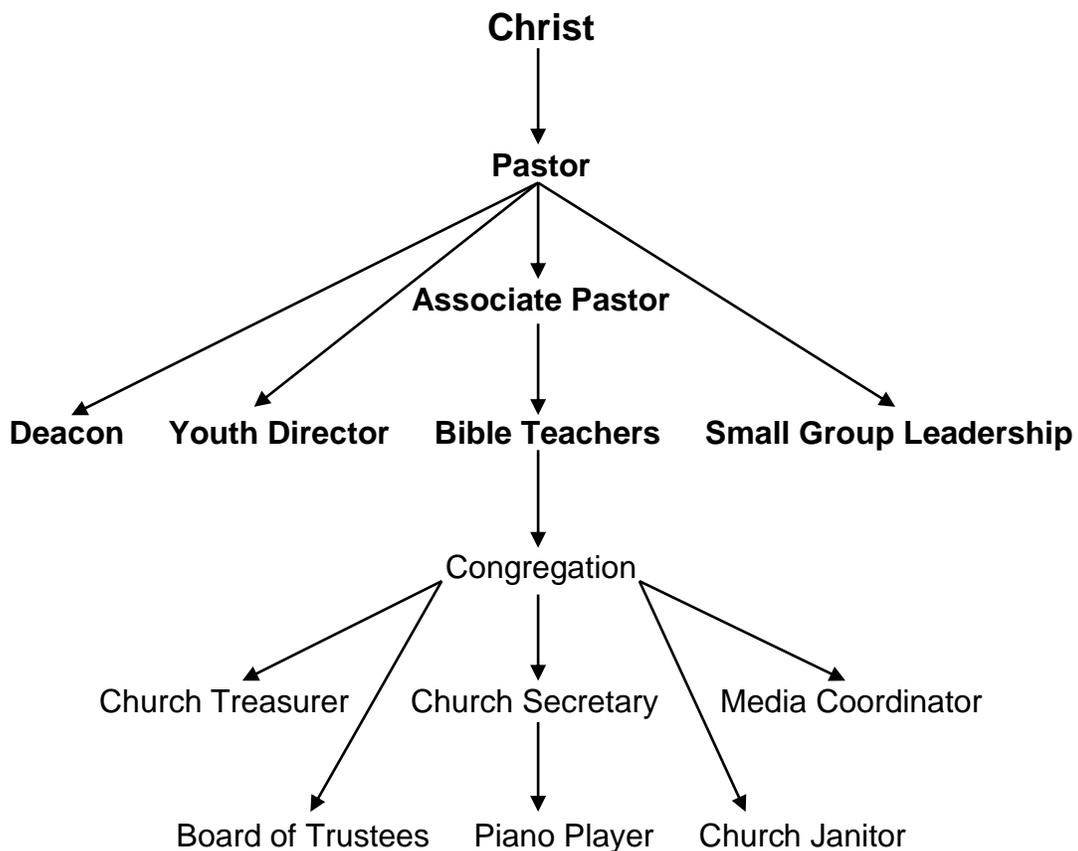
Members are reminded that we all serve one another and our conduct during the meeting should reflect a Christ like attitude. All members must be respectful when other members give their comments and should guard themselves from rash behavior or rudeness. Everyone shall be treated with equality and all opinions are welcome. Members should be reminded that we all want to contribute to the growth and creativity of the church and promote an environment that is conducive to that growth. One body, one spirit, one Lord of us all

All congregation meetings shall be recorded and reduced to compact disc for church records and may be viewed by the church membership at any time upon request to the church secretary but at no time will the membership be allowed to take any original copy of the meeting CD home with them

## Article 9

# Church Organization Chart

This diagram below assists the church member, visually, and aids in their understanding of how the church structure / organization is set up at Hagans Christian Church.



The positions that are **bold** are the spiritual positions that the Pastor and Associate Pastor personally selects and the positions under the congregation is the one that the congregations selects

---

**Article 10**

**Amendments to the Hagans Christian Church Constitution  
and By-Laws**

As the church grows so will our Constitution and By-Laws. In cases of any amendments the following rules shall apply;

Amendments regarding to the spiritual leadership only are at the discretion of the church Pastor and Associate Pastor and updated copies reflecting these amendments shall be distributed to the congregation upon completion or at an annual congregation meeting.

Amendments to all other areas of this document shall be made at any annual congregation meeting by a majority vote of those present and updated copies reflecting these amendments shall be distributed to the congregation upon completion.

**END of By-Laws**