

# BYLAWS

## UNITY CHRISTIAN MINISTRIES

(REVISED/AMENDED 10/25/96, 07/26/00, 10/06/06, 07/11/16, 04/03/17, 9/21/22)

### PREAMBLE

We, the members of Unity Christian Ministries, are a non-denominational, 501C3 organization assembled to spread the gospel of Jesus Christ, with the goal of making and equipping disciples of Christ. It is our sincere desire to deepen and strengthen the moral and spiritual life of all people as we reflect our faith in our Lord and Savior Jesus Christ. As servants of Christ, we feel it is necessary to provide various forms of ministry that will promote spiritual and natural growth and maturity as we teach people to embrace God, people, and purpose. We accept and believe that the Bible is the infallible Word of God.

### PURPOSE OF THE DOCUMENT

The Bylaws, as stated herein, will serve as the governing rules and regulations for the Corporation.

### ARTICLE I Name and Location

Section 1. The name of this Corporation shall be Unity Christian Ministries, herein also known as Unity Church of Jesus Christ (UCJC).

Section 2. The location of the registered office of this Corporation is stated in the Articles of Incorporation. This office is currently located at 2280 Commercial Blvd., State College, PA.

### ARTICLE II Vision and Mission

**Section 1.** The Vision and Mission of UCJC is to be a lighthouse of unconditional love.

**Section 2.** The mission of UCJC is to embrace God, embrace people, and embrace purpose.

### ARTICLE III Purpose

UCJC has been called by the Lord Jesus Christ to be a redemptive, restorative, healing community, full of the mercy and grace of God, full of the faith, hope, and love which spring from the gospel of Jesus Christ. (Matthew 28:18-20, I Corinthians 13:4-7). Our emphasis shall, therefore, be on grace rather than on law (Ephesians 4:2, Colossians 3:13), on mercy rather than on judgment, on people rather than on structure, (Proverb 3:5-7), on being the Lord's workshop rather than on being a showcase, on believing and acting on the Word of God rather than on trusting in our own fluctuating feelings and emotions.

Our purpose shall include, but not be limited to, the following:

- a) To expound the Word of God by preaching and teaching (Acts 5:42, I Timothy 4:11-13)
- b) To be an example through its members of righteousness and Godly character (Matthew 13:43, Philippians 3:9)
- c) To proclaim the Word of God until we all reach unity in the faith, in the knowledge of the Son of God, and become mature, attaining the whole measure of the fullness of Christ (Acts 5:42, I Timothy 4:11-13, Isaiah 54:13, Ephesians 4:13)
- d) To strengthen the life of the family so that the home of each member is healthy and fruitful (Ephesians 4:11-12, Hebrews 10:24-25)
- e) To establish and maintain a place for the worship of our God and Father and the exaltation of our Lord Jesus Christ and the manifestation of the Holy Spirit (Hebrews 10:24-25, Luke 24:52-53)

- f) To regularly assemble together the members of this church for praise, worship, training, ministry, and fellowship one with another, both in large public congregations and in small fellowship groups in homes or other places (Ephesians 4:11-12, Hebrews 10:24-25, Luke 24:52-53)
- g) To evangelize our community and our world (Matthew 28:18-20, Mark 16:15-16)
- h) To act with charitable concern to help feed the poor, to heal the sick, to comfort all that mourn, to care for the widows, orphans and homeless, and to help all who are in need (Deuteronomy 24:19-21, Isaiah 61:1, Matthew 22:39)
- i) To pray for all people, for local and national leaders, for government, and for all that are in authority (I Timothy 2:1-3)
- j) To ordain ministers as necessary (Titus 1:5). This shall include, but not be exclusive to, Pastors, Elders, and Deacons
- k) To adhere to, promote, and support the Biblical view of marriage and family, that is, the uniting of one man and one woman in a single, exclusive relationship. (Genesis 2:18-25) While we love the members of the LBGTQ+ community, according to the Bible this identity is not in line with the will of God. (Leviticus 18:22; Romans 1:24-27)
- l) To teach and promote that all human life is sacred and created by God, in his image. We believe that human life begins at the moment of conception and is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically disabled, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

## ARTICLE IV The Executive Committee

**Section 1.** The Executive Committee shall be the administrative body of UCJC. The responsibilities of the Executive Committee include, but are not limited to the following:

- a) Stewardship of finances
- b) Maintenance of physical plant
- c) Facilitating the vision through organizing and maintaining present and future programs
- d) Scheduling the timing for special events
- e) Stewardship over all functions that represent or utilize all aspects of the Corporation
- f) To help to enforce the “House Rules and Etiquette Guidelines of the Church” (refer to appendix a)

**Section 2.** The Executive Committee shall consist of eight members: the Senior Pastor, one (1) President, one (1) Vice-President, one (1) Secretary, one (1) Treasurer, and one (1) Assistant Treasurer, plus two (2) members appointed by the Senior Pastor, which shall be, at minimum, one (1) member of the Advisory Council. Of the eight (8) members, the Assistant Treasurer will be a non-voting member.

**Section 3.** Qualifications of an Executive Committee member are:

- a) Member of the church in good standing for at least two (2) years
- b) Member should be at least eighteen (18) years of age, having made a clear personal profession of saving faith in our Lord Jesus Christ, holding to the Biblical truths of sound Christian lifestyle and conduct.
- c) Member should be in agreement with the church’s statement of faith (appendix b) and bylaws.
- d) It is preferred that the treasurer has a degree and/or experience in one or more of the following areas:

1. Accounting;
2. Finance; or
3. Business Administration with an emphasis in Accounting
4. Computer skills

e) It is preferred that the Assistant Treasurer has an aptitude for Accounting, and computer skills.

## ARTICLE V Duties of the Officers of the Executive Committee

**Section 1.** President of the Executive Committee shall assist in policymaking decisions and the implementation of the programs of UCJC. This person shall preside at all Executive Committee meetings and be responsible for setting of the agenda for said meetings. This person shall perform all duties incident to such office and such other duties as may be prescribed in these Bylaws.

**Section 2.** Vice-President of the Executive Committee shall perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will perform such other duties as may be prescribed from time to time by the Executive Committee.

**Sections 3.** Secretary of the Executive Committee shall record, or cause to be recorded, all business meetings of the Executive Committee and the general congregation. This person shall keep, or cause to be kept, an up-to-date and accurate copy of the Bylaws of UCJC, and maintain an attendance record of the Executive Committee. Secretary shall ensure that a copy of meeting minutes be submitted to the administrative assistant for archiving. Minutes are to be submitted within a week after approval by the Executive Committee. Secretary shall have oversight for the consistency of document handling and maintenance to conform to the policies and Bylaws of the Corporation.

**Section 4.** Treasurer of the Executive Committee shall have charge or custody of all funds and securities of this Corporation, will deposit, or cause to be deposited, the funds and securities in such banks, or depositories as required by the Executive Committee, will sign checks made by this Corporation, will keep and maintain, or cause to be maintained, adequate and correct accounts of the Corporation's properties and business transactions, will render reports and accounts to the Executive Committee and to the congregation as required by the Bylaws. This person is responsible for corporate compliance with all IRS and other pertinent rules and regulations, and will perform in general all duties incident to the office of Treasurer and such other duties as may be required. The Treasurer shall prepare financial statements semi-annually and financial statements shall be shared with the congregation annually after review and approval by the Executive Committee. A budget shall be prepared annually, and that budget shall be approved by the Executive Committee.

**Section 5.** Assistant Treasurer of the Executive Committee shall assist the Treasurer in performing all required duties of the office of Treasurer. The Assistant shall have all duties and responsibilities of the Treasurer in the event of the Treasurer vacating his or her position.

## ARTICLE VI Election of Officers of the Executive Committee

**Section 1.** Election of officers shall be held in December of every year (vice-president and secretary on even years and president, treasurer and assistant treasurer on odd years), with installation of officers held the fourth Sunday of the following January. Holding elections every year will ensure that the entire board of elected officers does not change at the same time. A term is two years. A member shall not serve no more than two (2) consecutive terms in the same position. In the event there is no one to run for the position, the current serving member shall be allowed to run for the office.

**Section 2.** Nominations of officers shall be made by a member of the church on the second Sunday in November. The nomination list shall be distributed on or before the first Sunday in December. The election shall be held on the second Sunday in December.

**Section 3.** A vacancy occurring in the Executive Committee shall be filled temporarily by Executive Committee appointment until the next election, or a special meeting may be called to elect another individual to the vacant post.

**Section 4.** All members of the church, eighteen (18) years or older, are eligible to vote in person, electronically, or by absentee ballot. All ballots must be received by designated deadline specified at the time of the initial vote.

**Section 5.** In order for a ballot to be valid, it must be verified by the Executive Committee that the person voting is a member.

**Section 6.** In case of a tie occurring in any elected position, a run-off election shall occur one week after the regular election. In the case of a tie for any position during the runoff election, the final decision will be rendered by the Advisory Council.

**Section 7.** Outgoing officers shall be available to assist and advise incoming officers for a period of a minimum of four (4) months.

## ARTICLE VII Removal and Resignation of Executive Committee Member

**Section 1.** Removal of an Executive Committee member shall result from, but not be limited to, any of the following conditions:

- a) Any member falls into un-repented sin as so defined in the Bible.
- b) Continued poor attendance at meeting after two (2) written warnings by the President /Vice President with consultation of the Advisory Council
- c) An established pattern of dereliction of responsibilities.
- d) No longer a member of the church

**Section 2.** Resignations from the Executive Committee must be submitted to the President /Vice President who shall make a recommendation to the Executive Committee for appointment of a new member for the remainder of the designated term. Refer to Article VI, section 3.

## ARTICLE VIII Procedure

**Section 1.** UCJC shall use the Robert's Rules of Order for Executive Committee Meetings.

**Section 2.** Meeting by Telephone or Similar Communications Equipment. A committee member may participate in a meeting by means of a telephone conference or similar communications equipment provided all members participating in the meeting can hear and respond to each other, and participation in such meeting shall constitute presence in person by any such committee member at such meeting.

**Section 3.** The Executive Committee shall meet each month, or as often as required to implement the programs of UCJC.

**Section 4.** A quorum shall consist of five (5) voting members. All resolutions and motions must be passed by an affirmative vote of at least four (4) voting members.

## ARTICLE IX Amendments

All amendments shall be proposed by the Executive Committee and ratified by four (4) of the seven voting members of the Executive Committee. Further ratification will be by majority vote of the church members in attendance at the meeting called for such purposes. The bylaws will be reviewed at least once every five years by the Executive Committee.

## ARTICLE X Financial Matters

**Section 1.** UCJC shall operate under a fiscal year that corresponds with the calendar year

**Section 2.** The Compensation Package for the Pastor and paid staff shall be approved by the Executive Committee at the time that the budget is approved.

**Section 3.** During the first quarter of each year, UCJC will have a financial review of its financial records performed by an independent auditor. After three annual financial reviews, a full financial audit will be performed by an independent auditor or CPA.

**Section 4.** The Executive Committee shall approve all legal, official, and financial documents.

**Section 5.** All purchases or financial commitments of any kind, where the total of such related transactions would exceed \$10,000, shall require prior approval of the Executive Committee, and such transactions exceeding \$30,000 must be approved by the voting members of the congregation by a majority of votes cast.

**Section 6.** Executive Committee member(s), who hold responsibility for the various financial functions of the Corporation, shall follow policies and procedures set forth in the document entitled "Cash Handling Procedures and Treasurer Duties for Unity Church of Jesus Christ." A copy of said document shall remain on file in the Office of the Treasurer.

**Section 7.** Budget must be prepared and approved by the Executive Committee one month before the end of the fiscal year (calendar year). The annual budget meeting should be held within three months of the end of the fiscal year.

## ARTICLE XI Indemnification Rules

The Corporation shall indemnify any Officer of the Corporation against expenses (including legal fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by him/her, to the fullest extent now or hereafter permitted by the law in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, brought or threatened to be brought against him/her, including actions or suits by or in the right of the Corporation, by reason of the fact that he/she is or was Officer of the Corporation, its parents, or any of its subsidiaries, or acted as an Officer in any other capacity on behalf of the Corporation, its parent or any of its subsidiaries, or is or was serving at the request of the Corporation as Officer of another corporation, partnership, joint venture, trust or other enterprise.

The Executive Committee, by resolution, may similarly indemnify any person other than an Officer of the Corporation, to the fullest extent now or hereafter permitted by law for liabilities incurred by him/her in connection with services rendered by him/her for or at the request of the Corporation, its parent or any of its subsidiaries. The provisions of this section shall be applicable to all actions, suits or proceedings commenced after its adoption, whether such arise out of acts of omissions which occurred prior or subsequent to such adoption and shall continue as to a person who has ceased to be an Officer or to render services for or at the request of the Corporation and shall insure to the benefit of the heirs, executors and administrators of such a person. The rights of indemnification provided for herein shall not be deemed the exclusive rights to which any Officer of the Corporation may be titled.

## ARTICLE XII The Senior Pastor

**Section 1.** The Senior Pastor is the head elder/chief shepherd responsible for leading and spiritually feeding the congregation. The Senior Pastor shall carry out all duties consistent with Scripture and pastoral responsibilities necessary to minister to the congregation.

The responsibilities of the Senior Pastor shall include, but are not limited to the following:

- a) To oversee church activities with the aid of the Advisory Council in fulfilling the church's mission and vision
- b) To fulfill or delegate preaching and teaching functions at scheduled church services
- c) To articulate the church's vision, mission and purpose to the body at large
- d) To encourage and facilitate participation in church functions

- e) To provide and supervise spiritual counseling to individual church members and families, including the assumption and supervision of long-term counseling commitments to members
- f) To preside over the Advisory Council
- g) To provide or delegate spiritual direction to church ministries
- h) To oversee community liaison functions to other churches, community groups, institutions/corporations and individuals

**Section 2.** Qualifications of the Senior Pastor shall be as follows:

- a) Ephesians 4:11-16; I Timothy 3:1-7, 11; II Timothy 2: 22-26; Acts 6:4; Titus 1:6-9
- b) The Senior Pastor shall have had a salvation experience as outlined in Romans 10:8-13
- c) The Senior Pastor shall be a member of the church
- d) The Senior Pastor shall be in agreement with the church's "Statement of Faith", bylaws, vision and mission.
- e) The Senior Pastor shall model financial generosity to the congregation by tithing.

**Section 3.** Appointment of a Senior Pastor

The appointment of the Senior Pastor shall be predicated on the call by God to Pastoral ministry and recognized and confirmed by the pastoral search committee (see section 4a).

**Section 4.** Filling a Vacancy for Senior Pastor

In the event that the Senior Pastor's position becomes vacant, governance for UCJC will devolve to the Advisory Council. The following steps shall be taken to fill such vacancy:

- a) The assistant pastor(s) shall take on all duties of the senior pastor on a temporary basis. A search committee shall be formed consisting of the Advisory Council, Executive Committee, and two members at large who have been selected by the Advisory Council. This committee, here forward called The Pastoral Search Committee, will be responsible for handling all activities to fill the pastoral vacancy.
- b) The Pastoral Search Committee shall prayerfully consider all recommendations.
- c) Recommendations will be accepted from the existing Senior Pastor if appropriate.
- d) The search committee will submit two candidates for the position of senior pastor. Final selection and approval of a new senior pastor must be made in accordance with Article VI, Section 4 & 5. The candidate selected must receive a majority vote of the church members. For the vote to be valid 51% of the members must participate. If the vote is tied, or 51% of the members do not participate, the committee's options will include, but not be limited to: Further discussions with the congregation about the candidates; taking another vote; inviting the candidates in for another visit; or begin a new search. Refer to Appendix C for details on the search process.

**Section 5.** Removal of the Senior Pastor shall result from, but not be limited to, either of the following conditions:

- a) Unrepented sin as defined in the Bible
- b) Overt and prolonged dereliction of pastoral duties as determined by the Advisory Council, Executive Committee and two members at large selected by the Advisory Council

**Section 6.** Procedure for Removal of Senior Pastor

- a) The Advisory Council and Executive Committee shall convene to discuss and pray about the matter in question

- b) The Advisory Council and Executive Committee shall take the recommendation before an assembly of church members, who will be asked to discuss, pray, and fast regarding the recommendation, before either confirming or rejecting the recommendation or asking the Advisory Council to further consider the recommendation.
- c) For a vote to remove a senior pastor from office to be valid the following must occur: A. Fifty one percent of the church members must participate; B. Seventy five percent of the members participating must vote in favor of the senior pastor's removal. The congregation shall be notified at least two weeks prior to the scheduling of a vote to remove the senior pastor.
- d) In the event that there are not enough votes to remove the senior pastor, a process of reconciliation must be entered into by the senior pastor, Advisory Council, Executive Committee, and the congregation in the prayerful hope to resolve all issues. The Advisory Council and Executive may agree to seek council and direction from church leaders outside of UCJC. If the issues are not resolved another vote can be taken.

### **Section 7.** Compensation

The Senior Pastor will be compensated on an annual basis, paid in monthly stipends. Salary increases will be determined by the Executive Committee during budget discussions held in the fourth quarter of the year. Any increases will be paid starting in the month of January. If the Senior Pastor's services are terminated, the Senior Pastor shall be given such notice as may then be required under applicable employment standards and legislation. Severance compensation, if any, will be determined by the Advisory Council and Executive Committee.

### **Section 8.** Resignation of the Senior Pastor

Resignation from the appointment as Senior Pastor must be submitted in writing to the Advisory Council and Executive Committee who will proceed in accordance with Article XII, Section 4a.

### **Section 9.** Leave of Absence

Requests for a leave of absence shall be made to the Advisory Council in writing. The length of time shall be discussed and agreed upon by the Advisory Council and Executive Committee.

## **ARTICLE XIII Assistant Pastor(s)**

**Section 1.** Assistant Pastor(s) shall serve as an undershepherd to the Senior Pastor and report directly to the Senior Pastor. The responsibilities of an Assistant Pastor shall include, but are not limited to the following:

- a) To support and assist the Senior Pastor in directing church activities in fulfillment of the church's purposes and functions
- b) To fulfill or delegate (under the direction of the Senior Pastor) preaching and teaching functions at scheduled church services
- c) To assist and support in the articulation of the church's vision, mission and purpose to the body at large
- d) To encourage participation of the church body in church functions
- e) To support and assist the Senior Pastor in providing spiritual counseling and direction to individual church members and families, including the assumption and supervision of long-term counseling commitments to members
- f) If the Senior Pastor is on a leave of absence, or is unable to carry out his/her duties the assistant pastor(s) shall perform such duties until the senior pastor is able to resume his/her functions.
- g) If the position of senior pastor is vacated, see section 4a of Article XII.
- h) To advise and provide spiritual direction to church ministries in the Senior Pastor's stead

- i) To serve as a community liaison to other churches, community groups, institutions/corporations and individuals
- j) To attend meetings as designated by the Senior Pastor
- k) To serve as a member of the Advisory Council
- l) To perform all duties incidental to that of the Senior Pastor and such other duties which are not prohibited by these Bylaws

**Section 2.** Qualifications of Assistant Pastor(s) shall be the same as those prescribed to the Senior Pastor. (Article XII section 2)

**Section 3.** Appointment of Assistant Pastor(s)

Appointment of Assistant Pastor(s) shall be predicated upon the recognition of call to the ministry, followed by recommendation by the Senior Pastor and the following:

- a) Elder shall be appointed to the position of Assistant Pastor barring no objections of the Advisory Council or church member who cites issues from 1 Timothy 3:1-7 as a reason
- b) Elder shall assume the position of Assistant Pastor barring no objections due to moral or integrity related issues as cited in 1 Timothy 3:1-7 or Titus 1:6-9.

**Section 4.** Removal of an Assistant Pastor

Removal of an Assistant Pastor shall result from, but not be limited to, either of the following conditions:

- a) Un-repented sin as defined in the Bible
- b) Recommendation of the Senior Pastor with concurrence of the Advisory Council

**Section 5.** Resignation

Resignation from the appointment as an Assistant Pastor must be submitted in writing to the Senior Pastor who shall make a recommendation to the Advisory Council for appointment of a new Assistant Pastor if deemed appropriate.

**Section 6.** Leave of Absence

Requests for a leave of absence shall be made to the Advisory Council and Executive Committee in writing.

## ARTICLE XIV Advisory Council of Elders

**Section 1.** The Advisory Council shall serve the church as the deliberative body of UCJC, charged with seeking and discerning the tone and tenor of God's directives and communication to the Church. Responsibilities of the Advisory Council of Elders shall include, but are not limited to:

- a) To support and assist the Pastor(s) in directing church activities in fulfillment of the church's purposes and functions
- b) To fulfill or delegate -- under the direction of the Pastor(s) -- preaching and teaching functions at scheduled church services
- c) To assist and support in the articulation of the church's vision, mission and purpose to the body at large
- d) To encourage participation in church functions
- e) To support and assist the Pastor(s) in providing spiritual counseling and direction to individual church members and families, including the assumption and supervision of long-term counseling commitments to members

- f) To advise and provide spiritual direction to church ministries as appointed by the Senior Pastor
- g) To serve (when called) as a community liaison to other churches, community groups, institutions/corporations and individuals

**Section 2.** Qualifications of an Advisory Council member are:

- a) Member shall meet the qualifications as outlined in the Word of God: I Timothy 3:1-7, Titus 1:6-9, Acts 6:4
- b) Member of the church, in good standing for at least two (2) years
- c) Member should be at least eighteen (18) years of age, having made a clear personal profession of saving faith in our Lord Jesus Christ. Member shall be in agreement with the church's statement of faith, bylaws, vision, and mission.
- d) An elder shall help model financial generosity to the congregation by tithing.

**Section 3.** Appointment of an Advisory Council member

- a) Appointments to the Advisory Council shall be made upon recommendation of the Senior Pastor
- b) Member shall be appointed to the Advisory Council barring no objections of moral or integrity related issues from the Advisory Council and/or Church members
- c) Prospective elders (Elders in Training) shall attend the training class for prospective elders. Upon completion of that class, they shall be formally ordained as an elder. During their training period, they shall attend and participate in all elder's meetings and activities. A prospective elder must fulfill these requirements in order to be ordained.

**Section 4.** Removal of an Advisory Council Member

Removal of an Advisory Council member shall result from, but not be limited to, either of the following conditions:

- a) Unrepented sin as defined in the Bible
- b) Recommendation of the Senior Pastor with concurrence of the Advisory Council

**Section 5.** Resignations

Resignations from Advisory Council membership must be submitted in writing to the Senior Pastor.

## ARTICLE XV Executive Pastor

**Section 1.** This administrative role works closely with the Senior Pastor and represents him at community and campus events. The Executive Pastor also assists the Executive Committee with the general oversight of the business function of the church. Responsibilities of the Executive Pastor shall include, but are not limited to:

- a) To represent the Senior Pastor at community and campus activities
- b) To supervise office staff and volunteers in daily activities
- c) To serve in the administration of the business function of the church, working closely with other leadership groups in the Church
- d) To oversee daily purchases and ensure they follow policies and budget
- e) To act as purchasing agent with all outside suppliers and contractors to assure the job is being done safely, timely, and fiscally prudent
- f) To oversee management, maintenance, and development of all equipment, facilities, and grounds
- g) To oversee all forms of communication generated by UCJC

**Section 2.** Qualifications of the Executive Pastor shall be as follows:

- a) UCJC Membership is strongly preferred
- b) Relevant administrative and leadership skills
- c) Ability to adapt to a changing environment and handle multiple priorities
- d) Excellent communication skills
- e) Ability to make good business judgments
- f) Work well within a team
- g) Experience with purchasing and contract negotiations
- h) Knowledge of website building and various computer programs
- i) Ministerial experience
- j) Proficient in the use of software to manage documentation, staff, bookkeeping, social media and scheduling

### **Section 3. Removal of the Executive Pastor**

Removal of the Executive Pastor shall result from, but not be limited to, either of the following conditions:

- a) Unrepented sin as defined in the Bible
- b) Recommendation of the Senior Pastor with concurrence of the Advisory Council and Executive Board

### **Section 4. Resignation**

Staff member should give adequate notice prior to the effective date of resignation. Ordinarily, this should be at least four months, but a minimum of 90 days is expected.

Resignation from the role of Executive Pastor must be done by submission of a letter of resignation to the Senior Pastor and Executive Board president.

## **ARTICLE XVI The Office of Deacon**

Deacon shall work to serve the church under the authority of the Advisory Council. He/she shall be the arms and legs of the Executive Committee. The Board of Deacons shall consist of a minimum of eight members. The Advisory Council will actively pursue the appointment of new Deacons if the number falls below the eight-member minimum.

**Section 1.** Deacons shall perform all duties pertaining to the office and have general supervision of the work of committees appointed to assist in carrying out the duties of the office. Deacons shall encourage the full participation of the church body. The responsibilities of the Board of Deacons include, but are not limited to the following:

- a) To oversee the benevolence ministry
- b) To oversee the physical maintenance and upkeep of the church property
- c) To oversee providing emergency assistance to the community and the church body
- d) To oversee the serving of the Lord's Supper to the church body
- e) To monitor and maintain inventory of church property and keys
- f) To make recommendations to the Advisory Council and Executive Committee on matters to improve church operations

### **Section 2. Appointment of a Deacon**

- a) Member of the church shall be recommended for appointment by the Senior Pastor or the Advisory Council
- b) Member shall be appointed to office of Deacon barring no objections of the Advisory Council and/or church members

c) Candidate shall serve as Deacon-in-Training (refer to section 7)

**Section 3.** Qualifications of a Deacon

a) A Deacon shall meet the qualifications as outlined in the Word of God : 1 Timothy 3: 8-13

b) Member of the church in good standing for at least two (2) years or upon written recommendation of their former Pastor to the Advisory Council of Elders

c) Deacon shall be at least eighteen (18) years of age having made a clear personal profession of saving faith in our Lord, Jesus Christ

d) A deacon must be in agreement with the church's statement of faith, bylaws, vision, and mission

e) A deacon shall model financial generosity to the congregation by tithing

**Section 4.** Removal of a Deacon shall result from, but not be limited to, either of the following conditions:

a) Unrepented sin as so defined in the Bible

b) Recommendation of the Senior Pastor with concurrence of the Advisory Council

**Section 5.** Deacons shall elect their own chairperson and form subcommittees as needed to handle the affairs of the church, which may consist of (but not exclusive to):

a) Drywall and Construction

b) Heating, Plumbing, and Electric

c) Auxiliary Services

d) Publications, Storage, and Supplies

e) Member Services

**Section 6.** Resignations

Deacon must submit a letter of resignation in writing to the Senior Pastor who shall make a recommendation to the Advisory Council for appointment of a new member where deemed appropriate.

**Section 7.** Deacons-in-Training shall assist the Deacons in duties related to the office of Deacon. Deacons-in-Training may be appointed to the Office of Deacon provided the following criteria are met:

a) He/She shall adhere to the roles of a Deacon prescribed in Article XV, Section 2b

b) Deacons- in-training shall attend the training class for prospective deacons. Upon completion of that class they shall be formally ordained as a deacon. During their training period they shall attend and participate in all deacon's meetings and activities. A prospective deacon must fulfill these requirements in order to be ordained.

## ARTICLE XVII Church Membership

**Section 1.** Eligibility for church membership shall be determined by the following criteria:

a) While we love and welcome all people, regardless of their faith, or religious affiliation, a person must have made a commitment to Jesus Christ as Lord and Savior in order to be eligible for church membership. (Romans 10:9-10)

b) A prospective member shall enroll and complete the New Members Class (history, doctrine, vision, mission)

c) A prospective member shall be in agreement with the church's Statement of Faith, bylaws, vision and mission.

d) A permanent member is encouraged to tithe to the church as prescribed in the Word of God (Malachi 3:10-12)

**Section 2.** Member in good standing shall be afforded certain rights and privileges:

a) Member shall be allowed to elect members to the Executive Committee

b) Member shall be allowed to participate in the selection of members of the Advisory Council of Elders and Deacon Board (Article XIV section 3b, Article XV section 2b)

c) Member shall be allowed to participate in business meetings and shall vote on decisions for the church

d) Member shall be allowed to hold office and serve as heads and members of church ministries and service ministries. Any State or Federal clearances must be obtained where necessary

e) Member shall be allowed to vote on amendments to the Bylaws of the Corporate body

**Section 3.** Member may elect to hold Watch-Care (temporary) membership if he/she chooses to maintain permanent membership in his/her home church.

a) Watch-Care member shall be allowed to participate in business meetings and shall vote on decisions for the church

b) Watch-Care member may not hold Executive office, or be appointed as an Elder or Deacon, but may serve as head of church ministries.

c) Watch-Care member shall be allowed to vote on amendments to Bylaws of the Corporate body

d) Watch-Care member shall be encouraged to share his/her gifts and talents to suggest active participation in the church

e) Prior to leaving the State College area, Watch-Care member shall notify the church office and complete the electronic Relocation Form at least 30 days prior to their departure date.

**Section 4.** Permanent Member may elect to maintain his/her membership in the Corporation if he/she will temporarily relocate out of the State College region.

a) Prior to leaving the State College area, permanent member shall notify the church office and complete the electronic Relocation Form at least 30 days prior to their determined departure date.

Section 5. Permanent or Watch-Care Member may elect to terminate his/her membership in the Corporation for any personal reason.

a) Prior to permanently ending his/her membership, the permanent or Watch-Care member shall notify the church office and complete the electronic Relocation Form within 30 days of their determined departure date.

**Section 6.** Removal of a Permanent or Watch-Care member shall result from, but not be limited to:

a) Unrepented sin as defined in the Bible

b) In such cases, this determination shall be made by the Advisory Council, i.e., the pastors and elders, after having made repeated efforts to get said member to repent of their sin.

## ARTICLE XVIII Dissolution of the Corporation

In the case of division of the church, all property and assets of the church shall belong to the Corporation. In the case of dissolution of the church organization, the property and all assets shall be sold, either through private or public sale. From the proceeds, firstly all current and long-term obligations of the church shall be paid. Secondly, all remaining funds shall be directed to such one or more Christian organizations qualified under Section 501(c) (3) of the Internal Revenue Code, for the benefit of the church's supported missionaries and/or such other Christian endeavors as the permanent

members shall determine. The church shall be considered dissolved if so decided by the congregation, or when less than six permanent members remain.

## APPENDIX A

### CHURCH ETIQUETTE

Welcome to Unity Church of Jesus Christ (UCJC). We hope you will join in praising and worshiping our Lord and Savior Jesus Christ. We strive to make your experience BLESSED. We also ask to please observe the following when you enter to WORSHIP:

- ❖ Please do not enter the sanctuary when the scripture or prayer is being given. The usher will let you know when to enter. Please do not leave the sanctuary during scripture or prayer unless it is an emergency.
- ❖ Please do not bring water/beverages and food in the sanctuary (with the exception of Pastors and guest on the rostrum and praise and worship team).
- ❖ Please limit movement during the sharing of the Word. Such movement disturbs the solemnity of the service and is a distraction to those who seek communion with God.
- ❖ Before leaving please be sure you have taken all your personal belongings with you, (ex. bible, tissues, and bulletin).
- ❖ There is an unattended nursery area for little ones that may become restless.
- ❖ Please do not congregate in the multipurpose room during the sharing of the Word.
- ❖ Please make sure cell phones are on vibrate and unless it's an emergency, please, no texting.
- ❖ Please signal for an usher if you need assistance during the service.

## APPENDIX B

### Unity Church of Jesus Christ

Vision: Be a Lighthouse of unconditional love.

Mission: Embrace God, embrace people, and embrace purpose.

### Statement of Faith

The purpose of our Statement of Faith is to communicate our basic beliefs regarding a relationship with our Lord Jesus Christ. We truly desire to walk in the love of Jesus Christ with all people according to John 13:34-35.

("A new command I give you: Love one another. By this all men will know that you are my disciples, if you love one another.")

1. We believe in one God Father, Son, and Holy Spirit ( Deut. 6:4, John 1:1, Eph. 4:6, I Tim. 2:5, I John 5:7, Col. 2:9)
2. We believe that the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit; born of the Virgin Mary; crucified, died, buried and resurrected. He ascended into Heaven and is now seated at the right hand of God the Father, and is true God and true man. (Is. 9:6, Lk. 1:34-35, I Cor. 15:15, Heb. 4:15, Eph. 1:20 & 22, Heb. 12:2, I Cor. 15:3-4)
3. We believe the Bible is the Word of God, inspired by the Holy Spirit, infallible and complete in its entirety, and is our rule of faith and practice. (II Tim 3:16, Deut. 4:2)

4. We believe that all have sinned; that the Holy Spirit convicts of sin; that the Lord Jesus Christ paid the price for sin by shedding His precious blood on the cross as the atonement for sin; that those who refuse to accept His sacrifice for their sin are eternally lost; and that those who repent of their sins and personally accept and confess the Lord Jesus Christ as Savior receive forgiveness of sin, everlasting life, and become children of God. ( Rom. 3:23, Luke 13:3, John 16:8, John 14:6, Rom. 10:9 )

5. We believe each born-again Christian should be baptized in water by immersion in accordance with the following scriptures. (Matt. 28:19, Matt. 3:13-16, Acts 2:38, John 3:5, Acts 10:47-48, Rom. 6:3-11, Col.2:12, Acts 8:36-38)

6. We believe in the baptism in the Holy Spirit with the evidence of speaking in tongues as the Spirit of God gives utterance; that all of the gifts of the Holy Spirit (such as prophecy and healing) are valid and operative today; and that the fruit of the Holy Spirit should be increasingly evident in a Christian's life. (Acts1:4-8, Acts 2:14, Acts 8:14-18, Acts 19:1-7, Luke 11:13, I Cor. 12:1-11, Rom. 12:4-8, Gal. 5:22-23)

7. We believe that the redemptive work of the Lord Jesus Christ provides healing for our spirit, soul and body. (Is. 53:5, I Pet. 2:24, 3 John 1:2, James 5:14-16)

8. We believe that we should obey Jesus' command to preach the gospel to the world and to disciple people. (Matt. 28:19-20, Acts 1:8)

9. We believe in and look for the second coming of the Lord Jesus Christ. (Acts1:11, I Thes. 4:14-17)

10. We believe in glorifying God through free praise and worship in our worship services as outlined in the Scriptures and as led by the Holy Spirit:

- Lifting hands -- Ps. 134:2
- Clapping hands -- Ps. 47:1
- Singing in the Spirit -- I Cor. 14:14-15
- Dancing -- 2 Sam. 6:14, Ps. 150:4
- Musical Instruments -- Ps. 150:35

11. We believe in and support the Biblical view of marriage and family, that is, the union of one man and one woman in a single, exclusive relationship. (Genesis 2:18-25) While we love the members of the LGBTQ+ community, according to the Bible this identity is not in line with the will of God. (Leviticus 18:22; Romans 1:24-27)

12. To teach and promote that all human life is sacred and created by God, in his image We believe that human life begins at the moment of conception and is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically disabled, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139:13-16)

## Appendix C

Search for a Senior Pastor:

The Pastoral Search Committee will be responsible for handling all activities related to filling the pastoral vacancy, including but not limited to:

1. Establishing a search process using the various forms of media available.

2. Vetting all applications and applicants with the goal of a maximum number of eight moving forward to phone interviews.
3. Conducting phone interviews with viable candidates with the goal of selecting two for an onsite visit.
4. Onsite visit and interview:
  - a. The candidates will interview with the Pastoral Search Committee.
  - b. The candidates will prepare and share a sermon during the Sunday morning service.
  - c. The candidates will participate in a Q & A meeting with the congregation.
5. Voting process as noted in Article 12, Section 4d.