

Living Water Community Church

BYLAWS

ARTICLE I – CHURCH MEETINGS

SECTION 1 - SERVICES

A. Unless otherwise determined by the Elders, the Church should meet each Sunday morning for public worship and at least once during the week for Bible study and/or prayer. Subsequent meetings may also occur at the discretion of the Elders.

B. The Church shall regularly observe the two biblical ordinances of baptism and the Lord's Supper at times determined by the Elders. An Elder shall administer such observances or shall designate another man to do so in his place.

SECTION 2 – ITEMS REQUIRING A MEMBERSHIP VOTE

The following business items must be brought before the members on a Sunday for a vote of the membership present and eligible to vote:

A. The Calling of a new Senior Pastor, Elder or other staff

B. New budget or change in the total dollar amount of a previously approved budget.

C. Acquisition or disposition of property

D. Incurring of indebtedness

E. Affirmation of membership

F. Nomination and confirmation of all lay leadership positions and servant ministers.

G. Amendments to the Constitution and/or Bylaws

Items A, B, C, D, E and F all require at least two (2) week's notice given prior to the vote. Item G requires a four (4) week notice prior to the meeting where the amendment will be presented. Then an additional four (4) weeks must pass before the vote to approve or reject the amendment(s). Announcement from the pulpit during a Sunday morning service shall constitute public notice. Items A and F above always require a ballot vote. Ballots shall be filled in during the business meeting called for such purpose and should be immediately handed into the custody of those appointed by the moderator to tally the results. No absentee ballots shall be accepted.

The remaining items may be voted on by oral affirmation of the members or other like means as determined by the moderator, unless a ballot vote is requested by a member in good standing.

SECTION 3 – QUORUM AND VOTES NEEDED FOR PASSAGE

A. 25% of the church membership present and eligible to vote shall constitute a

quorum necessary for all matters presented for a vote (with the exception of discipline or removal of the Pastor or Elders. See Article II Section 3).

B. A simple majority shall be required for passage on all items except for those specifically listed in Article I, Section 2. These items must be brought before the members for a vote on a Sunday with a 75% affirmative vote of those present and eligible to vote required for passage. Amendments specifically excluded in Article V, Section 1 of the accompanying Constitution require a 90% affirmative vote of the members present and eligible to vote at a properly called business meeting, provided the amendment proposal shall have been offered at a properly called business meeting at least 30 days prior to the day of the vote.

SECTION 4 - MEETINGS FOR CHURCH ADMINISTRATION

A. There will be at least two Administration/Planning Meetings annually. One will meet in November, or if necessary, early December and will include voting on the proposed budget for the following fiscal year. The other will be held in May. Additional meetings may be called by an Elder, or by the Church Clerk at the request of at least five members in good standing.

B. Meetings are generally open to all who wish to attend although only members may vote. When necessary, meetings may be open to members only, as announced in advance by an Elder or by vote of the members at the meeting.

C. An Elder shall serve as moderator of all church meetings or shall name someone to moderate in his place. The moderator is responsible for maintaining order in such meetings.

D. The meetings will follow Living Water Community Church Simplified Rules of Order, which accompany these Bylaws.

E. Affirmation of members will occur as follow:

1. Upon completion of membership class prospective members names will be published in the church worship bulletin the following Sunday.
2. The vote will take place within 30 days in a business meeting of the membership.

ARTICLE II – OFFICE OF THE SENIOR PASTOR

Purpose: The senior pastor is to oversee the church body and its functions. He is to provide educational, visionary, and administrative leadership for its members. He is to preach/teach the Word of God regularly, oversee the ordinances, and watch over the spiritual interests of the membership. He is to lead in the functions of the church and live his life as an example for others to follow.

SECTION 1 – QUALIFICATIONS

The Senior Pastor:

A. Must be a male (1 Tim. 3:1-2)

B. Must be blameless/above reproach, having made right what he has done wrong (1 Tim 3:2; Titus 1:6)

- C. Must be a lover of outsiders (1 Tim 3:2; Titus 1:8)
- D. Must be able to teach, and be teachable (1 Tim 3:2; Titus 1:9)
- E. Must not be violent/must be gentle (1 Tim 3:3; Titus 1:7)
- F. Must not be greedy/lover of money (1 Pet 5:2; 1 Tim 3:3)
- G. Must not be quarrelsome (1 Tim. 3:3)
- H. Must not be a recent convert (1 Tim. 3:6)
- I. Must be self-controlled (1 Tim 3:2; Titus 1:8)
- J. Must have a good reputation with outsiders (1 Tim. 3:7)
- K. Must be temperate and respectable, not given to drunkenness (1 Tim. 3:3,8; Titus 1:7)
- L. Must be able to manage his family and children well (1Tim. 3:4,5,12; Titus 1:6)
- M. Must be humble (1 Pet. 5:3)
- N. Must be eager to serve (1 Pet. 5:2)
- O. Must be an example to others (1 Pet. 5:3)
- P. Must be married in accord with Biblical teaching on marriage. Thus, if married, the pastor may not be married to an unbeliever nor have had an unscriptural divorce (1 Tim. 3:2,12; Titus 1:6; Luke 16:18; Matt. 5:31-32; Matt. 19:1-10; 1 Cor. 7)
- Q. Must become a member of the church upon acceptance of his call to the position and in agreement to the statement of faith and constitution and bylaws.

SECTION 2 – DUTIES OF THE SENIOR PASTOR

- A. Educational – to teach and equip the church and all its members as an under-shepherd of God (Eph. 4:12-13; 1 Tim. 3:2)
- B. Vision – to lead the church in areas of ministry and provide direction to the future of the church
- C. Administrative – to supervise the ministries and direct the affairs of the church. (1 Tim. 5:17)
- D. Pastoral – to Shepherd the church (1 Pet. 5:2)
- E. Officiating – to lead in the functions of the church (1 Tim. 5:17)
- F. Representative – to represent the church
- G. Overseer – to oversee the ordinances of the church and watch over the spiritual interests of the membership (James 5:14)
- H. Preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God, as the Lord leads him. (2 Tim. 3:16-17; 2 Tim. 4:2)
- I) The Pastor shall have the final say as to the selection of anyone to fill the pulpit in his absence. In the case of an absence due to disciplinary action see Article II, Section 5.

SECTION 3 – DISCIPLINE & REMOVAL

Removal of the pastor can be done at any regular church administration meeting, provided notice to that effect has been given from the pulpit, to the church, two consecutive weeks before a regular church administration meeting.

- A. Events leading to discipline

1) 50% of the church membership present and eligible to vote shall constitute quorum necessary for considering discipline or removal of the Pastor.

2) If the congregation determines by a 75% vote that the pastor no longer meets the spiritual, moral and/or doctrinal qualifications of the pastorate as outlined in Section 1, severance of the pastor may be considered.

3) Disciplinary Process

a) In the discipline section (Constitution, Article IV, Section 5, D,2), the second member would be selected from the membership

b) The disciplinary team is appointed by the congregation, made up of those whom the congregation deem as spiritually "mature" (Gal. 6:1) (Constitution, Article IV Section 5, C).

c) During the time of investigation by the disciplinary team, at the discretion of the team, the Pastor will be on paid administrative leave with no responsibilities assumed during such time.

B. Disciplinary termination

1) If allegations are proven, then in line with (Constitution, Article IV Section D,3) of the discipline process, disciplinary removal of the pastor from office automatically terminates his membership.

2) A restoration to membership after disciplinary removal will be subject to the requirements of (Constitution, Article IV Section D,1).

C. Non-disciplinary termination

1) The relationship between the Pastor and the Church can be dissolved at the request of either party. In such case of non-disciplinary termination by the Church, the Pastor shall be given at least 30 days notice, unless otherwise agreed upon. Reasons for non-disciplinary termination include:

a) Physical incapacitation

b) Negligence in fulfilling his responsibilities

SECTION 4 – TERM OF SERVICE

The relationship between the Pastor and the church members shall be permanent unless dissolved either by the church members with a ballot vote of 75% at a specially called business meeting for such purpose, or by a one month written notice by the Pastor.

SECTION 5 – PASTORAL VACANCY

Should the office of Senior Pastor become vacant, the membership shall appoint a team for the purpose of filling the vacancy.

ARTICLE III- OFFICE OF ELDER

Purpose: Subject to the will of the church membership, the elders will oversee the ministry and resources of the church. In keeping with the principles set forth in Acts 6: 1–6 and I Peter 5: 1–4, the elders will devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God's flock.

SECTION 1 - QUALIFICATIONS:

- A. Must be a male (1 Tim. 3:1-2)
- B. Must be blameless/above reproach, having made right what he has done wrong (1 Tim 3:2; Titus 1:6)
- C. Must be a lover of outsiders (1 Tim 3:2; Titus 1:8)
- D. Must be able to teach, and be teachable (1 Tim 3:2; Titus 1:9)
- E. Must not be violent/must be gentle (1 Tim 3:3; Titus 1:7)
- F. Must not be greedy/lover of money (1 Pet 5:2; 1 Tim 3:3)
- G. Must not be quarrelsome (1 Tim. 3:3)
- H. Must not be a recent convert (1 Tim. 3:6)
- I. Must be self-controlled (1 Tim 3:2; Titus 1:8)
- J. Must have a good reputation with outsiders (1 Tim. 3:7)
- K. Must be temperate and respectable, not given to drunkenness (1 Tim. 3:3,8; Titus 1:7)
- L. Must be able to manage his family and children well (1Tim. 3:4,5,12; Titus 1:6)
- M. Must be humble (1 Pet. 5:3)
- N. Must be eager to serve (1 Pet. 5:2)
- O. Must be an example to others (1 Pet. 5:3)
- P. Must be married in accord with Biblical teaching on marriage. Thus, if married, the elder may not be married to an unbeliever nor have had an unscriptural divorce (1 Tim. 3:2,12; Titus 1:6; Luke 16:18; Matt. 5:31-32; Matt. 19:1-10; 1 Cor. 7)
- Q. Must become a member of the church for a minimum of 1 year and in agreement to the statement of faith, constitution and bylaws

SECTION 2 - DUTIES OF ELDERS

- A. Educational - to teach and equip the church and all its members as under-shepherds of God (Eph. 4:12-13; 1 Tim. 3:2).
- B. Vision - to lead the church in areas of ministry, provide direction, and provide oversight of the churches finances (1 Tim. 3:5).
- C. Administrative - to supervise the deacons and committees of the church. (1 Tim. 5:17)
- D. Pastoral - to shepherd the church (1 Pet. 5:2)
- E. Officiating - to lead in functions of the church (1 Tim. 5:17)
- F. Overseer - to oversee the ordinances of the church, watch over the spiritual interests of the membership, and protect sound doctrine. (James 5:14; 2 Tim. 4:2)

SECTION 3 – SELECTION

- A. A prospective elder will be nominated by the other elders as a candidate for the church membership to vote on; or the church membership may nominate candidates for the consideration of elders.
- B. Prospective elder candidate will undergo a course of training supervised by the Lead Pastor or an Elder before being presented to the church.
- C. The vote for an elder candidate must be held at least 3 months after his nomination at a member meeting.
- D. An elder candidate must be voted in by a 3/4 majority of the church membership.

- E. Those voted in as elders will be brought before the church for an ordination service.
- F. Any person called by the church membership with the title of pastor will be an elder.

SECTION 4 – TERM OF SERVICE, COMMISSIONING AND REMOVAL

- A. The term of the elder (excluding the lead pastor and pastoral staff) will be 3 years. Once a 3 year term is completed the elder will either step down or go before the members for a vote for another 3 year term. After 2 consecutive terms the elder must take a 1 year sabbatical. Once the sabbatical year is completed he may again be voted in by the church membership as an elder.
- B. If the eldership determines by a majority vote that the elder no longer meets the biblical qualifications outlined in Section 1 of this Article, the said elder will be removed as an elder.
- C. Any elder under disciplinary action by the church will be immediately put on probation until the matter is resolved by the church membership.

ARTICLE IV– OFFICE OF DEACON

Purpose: Deacons were originally the helpers of the Church. As modeled in Acts 6.1-4, the responsibility of a Deacon is to serve by providing ministry and administrative support and assistance as directed by the Elders. The basic concept underlying the word ‘deacon’ is that of a voluntary, love-prompted service for the benefit of others. A deacon’s job description is to expand and extend the ministry of the Elders by maintaining unity in the body and by performing ministry-oriented tasks.

SECTION 1 – QUALIFICATIONS

- A. The Deacon will be a male (1 Tim 3:11-12):
- B. He must be above reproach (1 Timothy 3:9).
- C. He must be tested (1 Timothy 3.10)
- D. He must be the husband of one wife, this marriage being in accord with biblical teaching on marriage (1 Timothy 3:2,12; Luke 16:18, Matthew 5:31-32, 19:1-10, 1 Corinthians 7) Let His wife be reverent, temperate, and faithful in all things (1 Timothy 3:11,12).
- E. He must be temperate and respectable, not given to drunkenness (1 Timothy 3:8).
- F. Must be able to manage his family well (1 Timothy 3:12).
- G. He must have obedient children (1 Timothy 3:12).
- H. Deacons must be members of the Church, and in full agreement with our statement of faith, and constitution and bylaws.

SECTION 2 – DUTIES

- A. To help the tangible needs of the congregation. The deacons shall work with the church to help it’s own needy, as well as to help in maintaining unity in the body (Acts 6:1-6, Matt. 18:15-17, 1 Cor. 6:4-5, Titus 3:9-11)

B. The deacons shall maintain stewardship over the benevolence fund, including its collection and distribution according to need.

C. To assist the Elders in the work of the ministry. This pertains to a number of ministries that allows the Elders to continue their emphasis on the spiritual direction of the body (Acts 6:1-4)

D. When necessary, the deacons shall serve with the Elders to appoint a disciplinary team as per Constitution, Article IV, Section 5,D with the purpose of addressing individual deviations from the statement of faith and/or the church members covenant.

SECTION 3 – SELECTION

A. The Elders shall determine the number of deacons needed based on the size and current needs of the congregation.

B. Annually, assuming vacancies exist in the deacon body, a list of qualified candidates for deacon selection shall be generated by the Elders and the active deacons, who will then interview the candidates to determine who is qualified and willing to serve as deacon. Approved candidates will be presented to the membership for a vote. Those receiving a three-fourths (75%) affirmative vote will become deacons.

(Acts 6:1-6)

C. Those approved as deacons will be properly called out at an ordination service for such purpose.

D. Deacons shall annually select one of their own to serve as the Chairman of the deacon body. This position requires a simple majority and has a two-year term limitation.

SECTION 4 – TERM OF SERVICE, COMMISSIONING AND REMOVAL

The general term of a deacon will be for three years.

A. A deacon may be re-elected, but may only serve for a maximum of two consecutive terms. After two consecutive terms, the deacon is required to take a one-year sabbatical from the position before becoming eligible for nomination again. This guideline may be waived at the discretion of the Elders and the active deacons.

B. The rotation of deacons will be staggered such that all the deacons will not be changing at once.

C. Should the deacon body determine by a majority vote of its own active membership, including the Elders, that a deacon, either active or inactive, no longer meets the biblical qualifications as outlined in Section 1 of this Article, said deacon shall be removed from deacon service. Any deacon under disciplinary action by the church shall be immediately placed on inactive deacon service. Should the disciplinary action result in the removal of the deacon from church membership, then his status as a deacon is also severed per Section 1,H of this Article.

ARTICLE V -- OFFICERS/ TERMS & ELIGIBILITY

SECTION 1 – CORPORATE OFFICERS

As an accommodation to legal relationships outside the church, the corporate officers are:

1. Senior Pastor who shall serve as President of the corporation
2. Treasurer/Clerk (Treasurer of the corporation)
3. Three (3) trustees

A. Maine law requires a minimum of three (3) trustees. Trustees shall be authorized to execute all legal and financial documents required by law. Under Maine law, individuals can hold more than one office, provided a minimum of three persons holds the required positions.

SECTION 2– OFFICE OF SERVANT MINISTER

Purpose: Servant Ministers are designed to be helpers of the Church. Their responsibility is to serve in “building up” their area of ministry by providing support, and assistance as directed by the Elders. In conjunction with the Elders, they are responsible for the recruitment of team members to their area, and the implementation of activities that pertain to their particular area. They are to operate within their budgeted guidelines as approved under the church budget. The concept underlying this office is that of voluntary, love-prompted service for the benefit of others, and the expansion and extension of the church’s ministry.

A. DUTIES

Once determined that the servant minister is suitable to serve in their focus area of ministry, the servant minister is to have responsibility over that respective area of service. Each servant minister is to be held accountable by the other servant ministers and the Elders. They are to develop methods by which the gifts of the congregation can be used for Christ’s service in their particular area of ministry. They are to look into ways of furthering the gospel of Christ, accentuating worship experience, or deepening others relationship with Christ in their area of service.

B. TERMS OF SERVICE

The term of service for servant ministers should be as long as that person is willing to serve in the position, or as long as he/she performs the duties. If a servant minister is viewed as not meeting their duties then the pastor should try to encourage the servant minister towards completing their duties. If the servant minister continues in neglecting their duties, the pastor should encourage the servant minister to seek help in meeting the needs in their area of service (Gal. 6:2) If the servant minister continues in neglecting their area of service, then the pastor should ask them to step down from the position and seek a replacement.

SECTION 3– MINISTRY TEAMS

A. Various ministry teams may be necessary to perform the necessary functions of the church. The Elders may establish such ministry teams as they deems necessary based on the needs of the ministry.

SECTION 4- ADDITIONAL STAFF

A. The Senior Pastor may bring other paid staff candidates before the Elders for consideration. The team shall question the candidate in order to determine the candidate’s ability to serve, given the qualifications and duties outlined. Upon approval

of the Senior Pastor and Elders, said candidate will be brought before the membership for a vote, per Article I, Section 2, A.

B. All church staff, whether paid or volunteer, shall be under the supervision of the Senior Pastor.

ARTICLE VI- TAX-EXEMPT PROVISIONS

SECTION I - PRIVATE INUREMENT

A. No part of the net earnings of the Church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons.

B. The Church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, Section 2 of the accompanying Constitution.

SECTION 2 - POLITICAL INVOLVEMENT

A. No substantial part of the activities of the Church shall be for the carrying on of propaganda or otherwise attempting to influence legislation.

B. The Church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 3 - DISSOLUTION

Upon the dissolution of the Church, the corporate officers shall, after paying or making provisions for payment of all liabilities of the Church, dispose of any remaining assets to Southern Baptist organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the officers shall determine.

SECTION 4 - NONDISCRIMINATION

The Church shall have a nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, gender, color, or national or ethnic origin. However, one's sexual orientation would be cause for refusal of such considerations because of the teaching of the Bible and the statements in the Baptist Faith and Message adopted by the Southern Baptist Convention on June 14, 2000.

ARTICLE VII - DESIGNATED CONTRIBUTIONS

A. From time to time, the Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals.

B. No financial obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes stated in Article II of the accompanying Constitution.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended by a three-fourths (75%) affirmative vote of the members present and eligible to vote at a properly called business meeting, provided the amendment proposal shall have been offered at a properly called business meeting at least four (4) weeks prior to the day of the vote.

ARTICLE IX

Anything not covered in these bylaws can be addressed at a properly called business meeting.

ADOPTION

This constitution and bylaws was adopted and agreed upon by on April 18, 2004.

This constitution and bylaws supersedes any other constitutions and/or bylaws of the church.