

Fellowship Chapel

"That which we have seen and heard declare we unto you, that ye also may have fellowship with us: and truly our fellowship is with the Father, and with his Son Jesus Christ." 1 John 1:3

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CONSTITUTION

ARTICLE I

Organization

This assembly shall be known as Fellowship Chapel. Its principal place of worship shall be 3821 Federal Hill Road, Jarrettsville, MD 21084, but not limited to that location. In its organization it shall be independent and in all matters of discipline, order, and policy the Holy Scriptures (the Bible) as traditionally translated, shall be the final authority.

ARTICLE II

Purpose

Fellowship Chapel is established for the purpose of offering to the community an assembly where the Head of the Church, the Lord Jesus Christ is manifested and glorified to the greatest degree possible. We believe that this purpose should be realized primarily through the functions listed below:

1. To worship, praise, and bring glory to the triune God in all that we say and do as individual believers and as a church.
2. To preach and teach the whole counsel of God as found in the Scriptures, to the end that believers grow in the grace and knowledge of our Lord Jesus Christ.
3. To equip and assist believers as the Lord leads in the work of their individual ministries as well as the corporate ministries of the church.
4. To fellowship with and support in Christian love believers of like faith to the extent and in proportion to the measure of love and grace showered upon us by our Lord Jesus Christ.

5. To share the Gospel of our Lord Jesus Christ in our community and around the world through the witness of individual believers and the support of evangelical mission endeavors.

ARTICLE III

STATEMENT OF FAITH

I. The Bible

We believe that the Bible, consisting of the sixty-six books of the Old and New Testaments,

- (1) is the written revelation of God to mankind,
- (2) is verbally and fully inspired by Him,
- (3) is sufficient as the repository of knowledge of God and of His will that is necessary for the eternal welfare of mankind,
- (4) is infallible and inerrant in the original manuscripts, and
- (5) is the supreme and final authority for all Christian faith and conduct.

Deuteronomy 29:29; John 10:35; II Timothy 3:15,16; II Peter 1:21.

II. God

We believe that there is but one God, whose essential nature is that of a living, personal Spirit. He is infinitely perfect in all of His attributes. He is the Creator and Sustainer of all things and eternally existing in three persons—Father, Son and Holy Spirit—each equally deserving of worship and obedience. He is sovereign in creation, providence, and redemption.

Genesis 1:1; Matthew 28:19; John 4:24; John 5:26; I Corinthians 8:4; II Corinthians 13:14; Colossians 1:16,17.

III. Father

We believe that God the Father, the first person of the Trinity, orders and disposes all things according to His own purpose and grace. He is the only absolute and omnipotent ruler in the universe. His fatherhood involves both His designation within the Trinity and his relationship with mankind. He is Father to all men because He is their Creator, but He is spiritual Father only to those born-again by His Spirit. He has decreed for His own glory all things that come to pass. He continually upholds, directs, and governs all creatures and events. In His sovereignty, He is neither author nor approver of sin, nor does He abridge the accountability of moral, intelligent creatures. He has graciously chosen from eternity past those whom He would have as His own children spiritually. He saves from sin all who come to Him through Jesus Christ. He adopts as His own all those who come to Him; and becomes Father to His own.

Genesis 1:1-31; Psalm 103:19; Psalm 145:8-9; I Chronicles 29:11; Habakkuk 1:13; John 1:12; John 8:38-47; Romans 8:14,15; Romans 11:36; I Corinthians 8:6; 2 Corinthians 6:18; Galatians 4:5; Ephesians 1:4-6,11; Ephesians 3:9; Hebrews 12:5-9; I Peter 1:17.

IV. Jesus Christ

We believe that Jesus Christ is true God, the second person of the Trinity, and true man. He preexisted eternally with the Father, was conceived by the Holy Spirit and born of the virgin Mary. He lived a perfect life, and died a substitutionary death for the sins of mankind. We believe that He arose bodily from the grave, that He ascended to heaven, where He is presently High Priest and Advocate for His people. We believe that He will return personally and bodily to the earth at the close of this age. He is the world's only Savior and is Lord of all.

Matthew 1:11-25; John 1:1; Acts 4:12; Romans 8:34; I Corinthians 15:3,20; Philippians 2:5-11; I Timothy 2:6; Hebrews 4:14-16; I Peter 2:22; I John 2:1.

V. The Holy Spirit

We believe that the Holy Spirit is a divine person, the third person of the Trinity. We believe that He was sent from the Father by the Son to convict the world of sin, righteousness and judgment, to regenerate the unbeliever, and indwell those who trust in Christ, to baptize them into the body of Christ. He seals them for the final day of redemption, guides them into the truth, fills them for a life of holiness and victory, and empowers them for witness and service. We believe that He gives spiritual gifts to believers for the proper functioning of the Body of Christ, which is the Church.

John 3:5-8; 14:16,26; 16:7-14; Acts 1:8; Acts 5:3-4; Romans 12:1-6; I Corinthians 2:9-12; I Corinthians 3:16; I Corinthians 12:3-13, 28-31; Galatians 5:16-25; Ephesians 1:13,14.

VI. Man

We believe that all men are the descendants of Adam, the first man who was originally created by a definite act of God in His own image. Man is therefore dependent upon, and accountable to His Creator. Through disobedience, the first man sinned and fell from his original state of moral perfection. As a consequence, he brought upon himself and upon the whole human race the penalty for sin, which is spiritual and physical death. Since Adam, every person is born with an inherently sinful nature and becomes a sinner in thought, word and deed. Every person, therefore, stands under the just damnation of God and is unable to save himself or to present deeds worthy of merit before God.

Genesis 1:26, 27; Genesis 2:7; Matthew 5:20-48; John 3:36; Romans 2:6-16; Romans 5:12-21; Romans 6:23.

VII. Salvation

We believe that a person is saved from eternal damnation as a free gift of God through God's sovereign grace alone, apart from works. This salvation is made possible through the shed blood of Christ for the forgiveness of sins, whereby He died a substitutionary death on the cross for mankind, was buried, and was resurrected the third day. Salvation becomes effective when a person, by God's grace, through an act of faith, repents towards God of sin, and receives Jesus Christ as his personal Savior. The benefits of this salvation include the forgiveness of sins, a righteous standing before God, the impartation of Christ's life, and all the privileges that accompany a new family relationship with God. The assurance of everlasting salvation as a present possession is the birthright of every believer in Christ.

Ezekiel 36:25-27; John 1:12;29; John 3:16; Acts 3:19; Acts 16:31; Romans 3:21-28; Romans 10:9; I Corinthians 15:3-4; Ephesians 2:8,9; Philippians 1:6.

VIII. Sanctification

We believe that it is God's desire to manifest His Life to the world through every believer. As a believer presents his entire being to God, he is conformed to the image of the Son and transformed by the renewing of his mind. As he abides in the Son and walks in the Spirit, the fruit of the Spirit is manifested in and through the believer. A believer who resists the working of the Holy Spirit will be disciplined in love by his Heavenly Father.

John 15:5; John 17:21,23; Romans 8:29, 12:2; Galatians 5:16,22; Hebrews 12:5-14.

IX. The Church

We believe that the Church of Jesus Christ is the universal company of God's redeemed people. It is His spiritual family with God as the Father. The Church is the body of Christ, Christ being the Head of His body. The Church is Christ's Bride, whom He loves infinitely, and it is His Temple, in which He dwells through the Holy Spirit. The universal body of Christ is visibly expressed in local assemblies whose focus is God. The local church assembly is to seek the glory of God through the practice of spiritual functions, which include instruction in God's word, fellowship, observing the ordinances, and prayer, resulting in spiritual maturity in edification, evangelism, and exaltation (worship).

Acts 2:42-47; I Corinthians 3:16; Ephesians 1:22,23; Ephesians 2:21-22; Ephesians 3:10; Ephesians 5:15-27; Hebrews 10:25; I Peter 2:9; I John 4:17.

X. The Future Life

We believe in the imminent, pre-millennial return of Christ to take His people to be with Him. We further believe that He will return with His Church to judge and rule the

earth in righteousness. We believe in the resurrection of the body for both believers and unbelievers. We believe that the believer goes to be with Christ in conscious blessedness immediately after death, having escaped the condemnation for his sins through the death of Christ. All believers will, however, stand before God to receive rewards for good works (which were ordained by God beforehand) or to suffer loss for those works done independently from God. The believer will live eternally in the immediate presence of God. The unbeliever will face God as the eternal and holy Judge who will sentence him for his sin. The unbeliever will experience the conscious punishment of eternal separation in hell from the presence of God.

John 14:3; Romans 8:1; I Corinthians 3:11-15; I Corinthians 15:20; II Corinthians 5:10; Ephesians 2:10; I Thessalonians 4:15, 17; Revelation 11:15; Revelation 20:11.

XI. Satan

We believe in the personality and depraved character of Satan, who is the chief enemy of God and man. We believe that he, along with the company of demonic beings serving him, works out his evil plans through the ungodly world system though limited by the sovereign rule of God. We believe that his power was broken by Christ at the cross. Satan will ultimately experience eternal punishment in the lake of fire.

Matthew 4:3-11; John 8:44; II Corinthians 4:4; Revelation 12:9,10; Revelation 20:10.

ARTICLE IV

CHURCH MEMBERSHIP

Section 1. Membership

A member of Fellowship Chapel is any person who

- (1) professes faith in the Lord Jesus Christ,
- (2) gives satisfactory evidence to the elders of having been born again,
- (3) has completed the Inquirer's Seminar,
- (4) desires to be a member, and
- (5) willingly submits themselves to the Purpose and Statement of Faith as presented in the By-laws of Fellowship Chapel. Eligibility to serve in a leadership or permanent teaching capacity or to vote at the annual business meeting shall be confined to members of Fellowship Chapel who are 18 years of age or older.

At all meetings of Members where votes are taken, each Member entitled to vote shall have one (1) vote. This vote may be cast either in person or by proxy appointed by an instrument subscribed by the Member or his duly authorized agent, bearing a date no more than three (3) months prior to the meeting. Proxies shall be dated, but need not be witnessed.

All elections shall be had and all questions shall be decided by a majority of the votes cast at a duly constituted meeting, except as otherwise provided by law, in the Articles of Incorporation or by these By-laws. (Unless otherwise stated.)

Section 2. Responsibilities of Members

Members shall seek to exercise their spiritual gift under the leadership of the Holy Spirit for the mutual benefit of the church body. They shall support the purpose and ministries of Fellowship Chapel through interest, prayer, love, participation, and giving as the Spirit leads.

The members shall be willing to submit to the loving rule of the Elders, in the Lord, realizing that God has appointed the Elders to watch over their souls and must give an account of that oversight.

Section 3. Discipline of Members

The purpose of Church Discipline is to bring about a return to a biblical standard of conduct and doctrine in a member who errs (Galatians 6:1), to maintain purity in the local church (I Corinthians 5:6), and to deter sin (I Timothy 5:20). Members of Fellowship Chapel who fall into serious error in doctrine or conduct shall be subject to dismissal according to Matthew 18:15-18. Before such dismissal, however, the following steps should be expected:

- (1) it shall be the duty of any member of this church who has knowledge of a member's heresy or misconduct to warn and to correct the erring member in private, seeking his or her repentance and restoration. If the erring member does not heed this warning and repent
- (2) the warning member shall again go to the erring member accompanied by one or two witnesses to correct, warn and appeal to the erring member, seeking his or her repentance and restoration. If the erring member still refuses to heed this warning, then
- (3) it shall be brought to the attention of the Elders. It is understood that this process will continue to conclusion whether the erring member leaves the church or otherwise seeks to withdraw from membership to avoid the discipline process. The Elders, upon careful and prayerful investigation, shall tell it to the church. If said erring member refuses to heed the warning of the Elders and the church,
- (4) he or she shall be publicly dismissed from the church. There shall be no appeal to any court of law regarding that decision (since agreement with this provision is evidenced by acceptance of membership granted by the Elders of Fellowship Chapel). If said member, after dismissal, heeds the warning, demonstrates repentance, and requests reinstatement, he or she shall be publicly restored to membership.

Section 4. Removal From the Role

A person's name can be removed from the membership role during the course of a year for the following reasons at the discretion of the Elders:

- (1) when a member willfully absents themselves from the services of this church (inactivity), or moves from the area,
- (2) for disciplinary reasons or
- (3) death of the member.

ARTICLE V

SCRIPTURAL LEADERS

Section 1. Scriptural Offices

Following the New Testament pattern, the Scriptural Offices shall be the Elders and the Deacons.

A. The Elders

1. The Elders in the body of Christ are chosen by the Holy Spirit (Acts 20:28) and are recognized as such by the body. The qualifications of an Elder are described in (I Timothy 3:1-7) and (Titus 1:5-9) (see Appendix II). The Elders shall be responsible for the shepherding and guidance of the Body in all matters: (I Timothy 5:17; Hebrews 13:17; I Peter 5:1-5).

2. A Scriptural objection against an Elder in doctrine or conduct must be supported by two or more witnesses (I Timothy 5:19) and shall be dealt with according to the principles of church discipline outlined above (Matthew 18:15-20).

3. THE GROUND OF THEIR AUTHORITY: THE SCRIPTURES

The Head of the church (Colossians 1:18), through His apostles (Ephesians 2:20; I John. 4:6), has given to His church the Scriptures as an inerrant and unchanging rule of practice (Matthew 28:20; I Corinthians 7:17, Colossians. 4:16; II Thessalonians 2:15, 3:14, I Timothy 3:14-15), unto which all church officers are always bound to function according to its teachings (I Corinthians 14:36-38). Where the Scriptures give explicit or implicit direction to the church on a topic, this direction is never to be compromised. When no such explicit word from Christ is given, church officers are subject to the general principles of Scripture, their conscience before God (I Corinthians 14:40).

4. THE LIMITS OF THEIR AUTHORITY. The word of God defines the limits and boundaries of the authority of church officers and of the congregation. The eldership as a body is authorized and responsible to give comprehensive oversight to the church (Acts 20:17-35; I Pet. 5:1-2), including the preaching and teaching of the whole counsel of God (Acts 20-21, 27; Titus 1:9); the watching out for the welfare of the soul of every member of the church (Ephesians 4:11-16; Col. 1:28; I Thessalonians 2:11; Hebrews 13:17); and the direction of the church in all its tasks by setting general policy and by making specific decisions (I Timothy 3:4-5; Hebrews 13:17; I Pet. 5:1-2). Nonetheless, the Elders must exercise this authority with sensitivity to the consensus of the

congregation (Ezekiel 34:4; I Timothy 3:4-5; I Peter 3:7) with a posture as servants and examples (Matthew 20:25-28; I Peter 5:3). Therefore, the Elders will seek the counsel and support of the congregation respecting any major endeavor or expenditure. (Ephesians 5:21).

5. **PLURALITY OF ELDERS.** The Scriptures indicate that there should be a plurality of Elders in the local church (Acts 14:23; 20:17; Philippians 1:1; Titus 1:5). The church should endeavor therefore to discover and then formally to recognize all the men whom the Holy Spirit has endowed with the requisite gifts and graces, but only such men.

Should it come to pass, in the providence of God, that Fellowship Chapel has only one man qualified for the office of Elder, the church must wait upon God with fervent prayer that He might remedy this abnormality (Matthew 9:37-38). In such cases, the sole Elder should seek spiritual oversight for himself and his family from the Eldership of another church of like structure and beliefs as Fellowship Chapel. He should seek counsel for matters of importance and guard against being self-willed or tyrannical in his attitudes or rule (Ephesians 5:21; 1 Peter 5:3,5). The sole Elder bears full authority in and responsibility for the affairs of the church.

In the event there is no Elder, the Deacons shall be responsible for the spiritual affairs of the church. They shall obtain pulpit supply and act as the search committee until an Elder is approved by the congregation, at which time they shall resume their role as Deacon.

6. **PARITY AND DIVERSITY OF ELDERS.** The Elders are all equal in office and authority (Acts 20:28; Hebrews 13:17) but diverse in gifts and function. Each Elder must be apt to teach, engaged in private instruction and admonition, and engaged in the administration and government of the church (Acts 20:28; I Timothy 5:17). However, some will be more experienced, involved, and proficient than others in executing various dimensions of the pastoral function. In view of the God-given diversity of gifts, some Elders should be more engaged in formal public preaching and teaching than the others (Ephesians 4:11, I Timothy 5:17). In view of this diversity of gifts as well as the numerous and serious responsibilities, it is highly desirable that at least one Elder shall demonstrate to the Elders, the spiritual gift of pastor-teacher and devote himself to the full time work of the ministry. The church is responsible to give financial support to those who devote themselves to the work of the ministry in this role or other roles of full time ministry as the need arises. (Matthew 10:9-10; Acts 18:3-5; I Corinthians 9:9-11; I Timothy 5:17-18).

Should none of the Elders have this calling, then another man who is recognized by the Elders to possess the gift of pastor teacher and who has sensed God's call on his life may be selected by the Elders and confirmed by the members of the church at a special business meeting to become an Elder of the church and assume the function of the pastor teacher. Announcement of that meeting shall be made at the services on two consecutive Lord's days preceding the meeting. Such confirmation shall be a (3/4) majority of all the votes cast.

The church family shall be given the opportunity to hear the individual under consideration teach and shall be made aware of his background prior to hearing him.

Such an individual, called from outside Fellowship Chapel, must be in full agreement with the Statement of Purpose and the Articles of Faith of Fellowship Chapel.

7. The Elders shall also function as a Board of Trustees (as defined in the Articles of Incorporation) which shall exercise all powers permitted under the Maryland Corporation law.

B. The Deacons

1. The qualifications for deacons are described in I Timothy 3:8-13 and Acts 6:3. (See Appendix III)
2. They shall be responsible to assist the Elders in the work of the ministry including the care of the family, finances, and facilities of the church, as well as any additional areas of ministry so designated by the Elders.

C. Elders and Deacons

1. Number - The number shall be a function of the number of men scripturally qualified and called and confirmed by the Holy Spirit to serve Fellowship Chapel.
2. Duration of service shall be from confirmation to confirmation on a yearly basis, as long as they remain qualified, able and willing to serve.
3. The recommendation, confirmation and appointment of spiritual leaders.

a. THE TASK OF RECOGNITION. The local church, under the guidance of the Holy Spirit, is responsible to nominate men to the Elders (I Timothy 3:1; I Peter 5:2) for consideration for the office of Elder or Deacon (Acts 6:3-6g.p.) (according to the guidelines set forth in Appendix II and III). Each potential officer should have an inward conviction that the Lord is calling him to this particular office, and the church should recognize that call as it observes the evidence of the gifts and graces which Scripture requires for the particular office in the individual (I Thessalonians 5:24). In no case may a man be nominated to either office without his knowledge and prior consent.

The responsibility to recognize the gifts of Christ to His church is a matter of such gravity that it should be accompanied by much prayer and waiting on God for guidance, a careful perusal of the relevant passages of Scripture, and an objective evaluation of each man considered for a particular office. These activities are the responsibility of each individual member of the church as well as of the church as a whole (Acts 6:1-6; I Timothy 3:10).

b. THE PROCESS OF RECOGNITION. Recognition of spiritual leaders occurs through appointment by the Elders with congregational confirmation and installation.

(1) RECOMMENDATIONS. Appointments to the office of Elder or Deacon shall be made by the Elders. In order to assist the Elders in their task of appointing men, members are expected to participate in the process of seeking out those men who may be qualified for office by supplying at any time their recommendations to the Elders (Acts 6:1ff; I Timothy 3:10). The Elders will consider the recommendations and come to a decision, after careful examination and prayer, by the leading of the Holy Spirit. Members are free at any time to suggest to the Elders the names of men whom they consider qualified for leadership.

(2) CONFIRMATION. Following nominations by the Elders, congregational confirmation will be sought (Acts 15:22g.p.). The names of the men nominated by the Elders will be submitted to the congregation at least three weeks prior to their appointment. During this three week period members should express to the Elders in person any Scriptural objections to the appointment of these men. These objections will be carefully weighed by the elders prior to their official appointment, in order to determine whether or not they are qualified for service.

These men will be confirmed by a vote of the church family (see Article VI, Section 2,H).

(3) APPOINTMENT. Following confirmation, the spiritual leaders shall be installed in their offices at a regular worship service by the prayer of the whole church and the laying on of hands by the Elders (Acts 6:6; 14:23; I Timothy 4:14; Titus 1:5).

(4) Any Elder or Deacon may be removed from office if he becomes unable to function physically, if he becomes spiritually unqualified, or his inability to serve is discerned by the Elders or remaining Elders.

Section 2 - Other Offices and Committees

Other offices and committees may be established to assist in the orderly and effective functioning of the Chapel, subject to the approval of the Elders. They shall be formed and exist only as long as they perform a vital function in the Chapel.

1. Financial Secretary

The Financial Secretary shall receive all funds, gifts, and offerings, make a recording of such and bank deposit and submit appropriate reports to the Chapel Treasurer.

2. Chapel Clerk

The Chapel Clerk shall keep an accurate and complete record of the proceedings of the Chapel in its meetings for business, and shall keep an accurate record of the members of the Chapel. The Clerk shall be nominated by the Elders and subject to the approval of the congregation.

3. Terms of Office

Except where stated otherwise, the term of office shall be a period of one year, but not limited to one year.

4. Reports

It shall be the duty of the Financial Secretary, Chapel Clerk, and all committee chairmen to make a report of their work in writing to the Elders at least two weeks prior to the annual business meeting at the Chapel.

5. Responsibility

The Financial Secretary, Chapel Clerk, committees, and organizations that represent Fellowship Chapel are responsible to the Board of Elders for the conduct of their respective business and witness.

ARTICLE VI

Meetings

Section 1 - Meetings for Worship

- A. Following the New Testament pattern, the Chapel shall regularly meet for proclamation of the Word of God, partnership, partaking of the Lord's supper, and prayer (Acts 2:42).
- B. Each member is encouraged to be baptized and to meet at least once during the week for prayer, Bible study, and fellowship with other members of Christ's Body.
- C. The Ordinance of the Lord's Supper shall be observed as often as the Lord directs.

Section 2 - Meetings for Business

- A. Annual Meeting. The annual meeting of the Members of the Religious Corporation of Fellowship Chapel shall be held on a day duly designated by the Elder/Trustees in November of each year, for the election of Elder/Trustees and for the transaction of such other corporate business as may come before the meeting. The annual business meeting shall be moderated by the President of the Trustees.
- B. As a minimum, the annual business meeting will include:

1. Electing corporate officers (i.e., president, treasurer, and secretary)
2. Voting on housing allowance(s) per IRS requirements
3. Other matters as determined by the Elders/Trustees for which proper notification has been rendered as provided by these by-laws.

C. Quorum for Voting Business Meetings

The attendance of 50% of the adult or voting members of the church at a business meeting shall constitute a quorum.

D. Votes Required to Pass a Matter

Approval by a 2/3 majority of the voting members present at a meeting is required to pass a matter unless otherwise stated.

E. The fiscal year shall be the calendar year.

F. Voting business meetings may be called by the Board of Trustees provided that a public announcement is made on two consecutive Sundays prior to each meeting.

Section 2 - Meetings for Business (cont.)

G. Special meetings of the Members may be called at any time for any purpose or purposes as determined by a majority of the Board of Elders/Trustees. Special meetings shall also be called upon the request in writing of a majority of all the members entitled to vote on the business to be transacted at such meeting. Such request shall state the purpose or purposes of the meeting. Business transacted at all special meetings of Members shall be confined to the purpose or purposes stated in the notice of the meeting.

H. The Board of Trustees will convene a voting business meeting to: confirm or dismiss any member of the church staff (paid position) or scriptural leaders; purchase or sale of real estate; incurring of a long-term debt (over 5 years); amending or revising the by-laws, and approval or adoption of annual budget.

I. Any member of the Chapel shall have the opportunity to voice his opinion on any question properly presented.

ARTICLE VII

Corporation Officers

Section 1 - Officers and Election

The following shall be the corporate officers for Fellowship Chapel, Incorporated. The Elders are the trustees of the corporation and such trustees shall be nominated by and out

of the Elders and voted on by the congregation at the corporation's annual business meeting.

A. President

The president shall preside over the corporation's annual business meeting and all other corporate business meetings called by the trustees. In his absence, one of the other trustees shall preside. He shall be responsible for ensuring compliance by Fellowship Chapel with all applicable federal, state, and local laws. He shall perform other duties as designated by the board of trustees.

B. Treasurer

The treasurer shall be responsible for the management of the financial affairs of Fellowship Chapel. This shall include, but not be limited to, the receiving of tithes, offerings, and gifts, the depositing of all such monies received to the bank account of Fellowship Chapel; the paying of all Fellowship Chapel bills, reimbursements, donations, gifts, etc.; the control and maintenance of the church checkbook; payroll preparation including applicable tax withholding and payment to federal, state, and local authorities; the issuing of year-end receipts for tithes, offerings, and gifts from donors; preparing financial statements and reports as required; assisting in the preparation of the annual budget; maintaining accurate accounting records in compliance with applicable requirements; and other duties as designated by the board of trustees. Other personnel, as approved by the trustees, may assist the treasurer with his duties.

C. Secretary

The secretary shall be responsible for the recording the minutes of all official business meetings called by the board of trustees. An accurate and complete account of the proceedings of all such meetings shall be contained in the corporate minute book. The minutes of each meeting shall be signed by all corporate officers and all other trustees present and be maintained by the secretary for future reference and audit purposes. The secretary shall perform other duties as designated by the board of trustees.

D. Terms of Office

The terms of office for the trustees shall be the same terms as for the elders of Fellowship Chapel. The terms for the officers of the corporation are to be for one (1) year. Those trustees acting as corporate officers may continue in their respective offices for more than one term if approved by the congregation at a voting business meeting.

Section 2 - Lines of Communication

The spiritual leadership of Fellowship Chapel cannot function effectively without a continuous input from the congregation relative to the needs of the body as they perceive them.

All members are vigorously encouraged to contact their shepherding Elder or Deacon and discuss openly any matter that they feel needs attention.

A. Specific Requests

Specific requests which require action by the Elders shall be submitted to the Elders for consideration. Such requests will be kept in the strictest confidence if so desired by the contributing party.

B. Action on Requests

All requests will be prayerfully considered and no conclusions will be reached until the Elders are unanimous in their decision. A lack of unanimity will be taken as an indication that the matter needs further study and prayer and will be considered again at a future time. The parties concerned will be notified as soon as a decision has been reached or if additional time is needed.

ARTICLE VIII

Amendments and Revisions

These By-laws are open for review and may be amended or revised by the membership (1) when any of them is found to be in conflict with the Bible or (2) when any of them hinders the fulfillment of God's stated purposes or principles for His local church. They may be amended or revised at any meeting called for such a purpose, provided that the amendment or revision has been fully discussed at a business meeting at least one month before action is to be taken. Such proposed amendments or revisions shall be posted and made available to all members for study and prayer.

The By-laws may only be amended or revised by an affirmative vote of 75% of the voting members attending the meeting called for that purpose, provided that a quorum is reached at the meeting.

ARTICLE IX

Statement Of Intent

If the Lord should bless numerically, and it seems right to the Holy Spirit and us, it is our intent that as the membership of Fellowship Chapel approaches 250, consideration is to be given to establish a mission church around a nucleus of willing members of the Chapel.

ARTICLE X

Matters of By-law Interpretation

The Board of Elders shall be responsible for all matters of interpretation relative to these By-laws, and in all matters of controversy the decision of the Elders shall be final.

ARTICLE XI

INDEMNIFICATION

Section 1. Definitions

As used in this Article XI, any word or words that are defined in Section 2-418 of the Corporation and Associations Article of the Annotated Code of Maryland, as amended from time to time, (the Indemnification Section) shall have the same meaning as provided in the Indemnification Section.

Section 2. Indemnification of Elders/Trustees and Officers

The Corporation shall indemnify and advance expenses to a Trustee or officer of the Corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification Section.

Section 3. Indemnification of Employees and Agents

With respect to an employee or agent, other than an officer, of the Corporation, the Corporation may, as determined by the Board of Trustees of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification Section.

APPENDIX I

ELDER RESPONSIBILITIES AND QUALIFICATIONS

I. ELDER RESPONSIBILITIES

Does the man under consideration manifest the maturity necessary to carry out many or all of the responsibilities of an Elder?

A. Administrative (management)

1. Rule - I Tim. 3:5; 5:17; I Thess. 5:12
2. Lead/guide - I Thess. 5:12
3. Supervise finances - Acts 11:30

B. Pastoral (shepherd) - I Pet. 5:2; Acts 20:20

1. Protect - Acts 20:29; Titus 1:9
2. Admonish - I Thess. 5:12
3. Exhort - Titus 1:9
4. Pray - James 5:14
5. Teach - I Tim. 3:2 (able to teach)

C. Teaching

1. Some Elders taught (spiritual gift), publicly receiving double honor while others teach as led by the Holy Spirit. - I Tim. 5:17; Titus 1:7-9

II. ELDER QUALIFICATIONS

To what degree does the man under consideration consistently manifest the following qualities from I Tim. 3:1-7 and Titus 1:6-9?

1. He must be above reproach (blameless, irreproachable).
2. He must be the husband of one wife (a legal husband who is faithful to his wife).
3. He must be temperate (self-controlled).
4. He must be prudent (sensible, disciplined).
5. He must be respectable (well-ordered, honorable).
6. He must be hospitable (willing to share his home with others).
7. He must be able to teach (but not necessarily a gifted teacher).
8. He must not be addicted to wine (one who is an alcoholic or quickly approaching this state).
9. He must not be pugnacious (not quick to resort to physical violence).
10. He must be gentle (yielding, kind).
11. He must be peaceful.
12. He must be free from the love of money (his material things in proper perspective).
13. He must manage his own household well, keeping his children under control with all gravity (respectfulness).
14. He must not be a new convert (one who is recently saved or a babe in Christ).
15. He must have a good reputation with those outside the church (a good testimony before the unsaved).
16. He must have believing children who are not accused of incorrigibility or rebelliousness while members of the household.
17. He must not be self-willed (stubborn, headstrong, demanding one's own way).
18. He must not be quick-tempered (easily angered).
19. He must love what is good (loves what is good in general as opposed to what is bad).
20. He must be just (upright).
21. He must be holy (devout, pious, pleasing to God).
22. He must hold fast the faithful Word (he must agree with the sound doctrine of Scripture so that he is able to use it to exhort and refute those who do not..

APPENDIX II

DEACON RESPONSIBILITIES AND QUALIFICATIONS

I. DEACON RESPONSIBILITIES

Does the man under consideration manifest the maturity necessary to carry out many or all of the responsibilities of a Deacon?

The specific duties of a Deacon are not clear in the New Testament. However, Acts 6:1-6 and I Tim. 3:8-13 point out the servant or helper nature of the office. They shall be given practical responsibilities as assigned by the Elders.

II. DEACON QUALIFICATIONS

To what degree does the man under consideration consistently manifest the following qualifications from I Tim. 3:8-13?

1. He must conduct himself and his affairs with dignity (worthy of respect or honor, serious, dignified).
2. He must not be double-tongued (insincere).
3. He must not be addicted to much wine (occupied with, devoted to).
4. He must not be fond of sordid gain (dishonest gain).
5. He must hold the mystery of the faith with a clear conscience (know and accept the doctrines of the faith and live in accord with them).
6. He must have been examined (tested over the years) and found beyond reproach (blameless, irreproachable).
7. He must be the husband of one wife (a legal husband who is faithful to his wife).
8. He must rule well (manage) his children (with mutual respect) and his household.
9. His wife must conduct herself in a dignified manner (worthy of respect or honor).
10. His wife must not be a malicious gossip (slanderer).
11. His wife must be temperate (sober in judgment, moderate and balanced in all areas).
12. His wife must be faithful in all things (absolutely reliable).