

Tree of Life Open Bible Church

1036 Brookline Blvd, Pittsburgh, Pennsylvania 15226

Bylaws

ARTICLE 1. NAME, PURPOSE, MISSION

The name of this corporation is Tree of Life Open Bible Church. The purpose of Tree of Life Open Bible Church, hereafter referred to as the church, is to be REAL in all we do to glorify God and bring people to Jesus Christ. Our vision is to Restore, Empower, Activate, and Love our community, the City of Pittsburgh, and everywhere God would have us make and release disciples. We are committed to missions work, developing leaders and holding corporate worship services with emphasis on families, youth ministry and children's ministry. The church's mission as a nonprofit, religious corporation organized and operated exclusively for religious, charitable, and educational purposes, is to minister to spiritual, emotional, physical, and social needs.

ARTICLE 2. OFFICE AND LOCATIONS

The principal office of the church is in 1036 Brookline Blvd. Pittsburgh, Pennsylvania 15226. The governing board of the church may change the principal office from one location to another. Any such change shall be recorded in corporation minutes but shall not be processed as an amendment to these bylaws. The church governing board may establish places to conduct meetings.

ARTICLE 3. AFFILIATION AND GOVERNANCE

Section 1. Affiliation

Tree of Life is a member church by affiliation with Open Bible Churches, an Iowa corporation, having agreed to abide by the provisions, procedures, and regulations in the Open Bible Manual. Our statement of faith shall be consistent with the Statement of Faith of Open Bible Churches. The church is an integral part of the Open Bible East Region of Open Bible Churches, an Ohio corporation.

Section 2. Governance Documents, Records, and Reports

The church shall keep and maintain at least the following corporate documents:

- A.** Articles of Incorporation and amendments;
- B.** Statement of Faith and amendments;
- C.** Bylaws of the church and amendments;
- D.** Current membership record, with contact information;
- E.** Minutes of meetings of the governing board;
- F.** Minutes of meetings of governing board acting as membership;
- G.** Financial reports and records;
- H.** Open Bible Manual; and
- I.** Policy and Procedure Manual.

Section 3. Availability of Records

All records shall be open at all times to the inspection of the church's senior pastor, governing board, national and regional representatives of Open Bible Churches, and to all other parties as required by state law.

Section 4. Reports

The senior pastor, officers, and members of the governing board shall submit reports requested by the regional board or authorized, national and regional representatives of Open Bible Churches, giving a full and accurate accounting of spiritual activities, attendance, property, and finances.

Section 5. Governance Conflicts and Omissions

When there is a conflict between bylaws of the church and the provisions, procedures, and regulations in the Open Bible Manual, or when the bylaws of the church are silent, the provisions, procedures, and regulations in the Open Bible Manual shall prevail. In the event of a conflict between any provisions in the Open Bible Manual or bylaws of the church between the laws or regulations of the state, county, or city, only the provision in conflict shall be of no effect. The church believes in abiding by the laws and regulations of its country, state, county, and city. However, should a situation arise where any law or regulation of the country, state, county, or city is in opposition to or impinges on the closely held religious beliefs of the church or Open Bible Churches, the church reserves the right to utilize its First Amendment right to the free exercise of religion and to ignore said laws or regulations. (Acts 4:1-21.)

Section 6. Personal Liability

The private property of directors, officers, members, and partners of this church and the members of the regional board shall be exempt from corporate debts and liabilities.

ARTICLE 4. MEMBERSHIP AND PARTNERS

Section 1. Definition

- A. Membership** – Membership in the church is comprised of the senior pastor and the members of the governing board.
- B. Partners** – Partners are individuals who regularly worship with, participate in and support the ministries of the church, have completed a required partnership course, and subscribe to the statement of faith of the church. Partners exercise privileges of participation but have no vote in the governance of the church.

Section 2. Eligibility

Any individual desiring partnership must attend the church on a consistent basis for three months and they shall assume the responsibilities and obligations placed on them by the Word of God and the church. They shall through their witness by life and word, consecrated service, prayer and financial support further the cause of Christ in the local church.

Section 3. Process for Acceptance

- A.** Individuals desiring to be partners of the church shall request to enroll in the partnership class. The senior pastor will evaluate and determine readiness for enrollment. The class shall include, but not be limited to, the purpose and mission, statement of faith, history, bylaws, and governance structure of the church, the responsibilities and privileges of partnership, and relationship with Open Bible Churches.
- B.** Upon completion of the partnership class, participants shall submit a signed affirmation to the senior pastor they are in accord with the purpose, statement of faith, bylaws, and the pastors and leaders of the church.

Section 4. Termination of Partnership

- A.** Partnership will be terminated when the partner moves from the area and/or joins another church.
- B.** The partnership of one who has willfully neglected his duties towards the church shall be subject to termination. (See Section 5)
- C.** Partnership may be terminated as part of discipline for unrepentant sin. (See Section 5)
- D.** Partnership will be terminated upon death of the partner.
- E.** Partnership will be terminated at the partner's request.

Section 5. Discipline

- A. Purpose** - Discipline is a biblical exercise for which God holds the church responsible and accountable. Its design is to preserve Bible standards, protect integrity and anointing, and bring the offender to repentance, redemption, and restoration to God, self, family, and others. (2 Samuel 12:1-14; 1 Corinthians 5; 2 Corinthians 2:3-11; Galatians 6:1-5; James 5:19-20.) In the spirit of Galatians 6:1-2, the church is committed to the healing and restoration of the fallen.
- B. Process** - Members or partners, other than the senior pastor, found guilty of conduct contrary to Scripture, teaching contrary to the statement of faith, causing conflict among the members or partners, or failure to be in harmony or cooperation with the program of the church, the senior pastor,

his delegated representatives or these bylaws, shall be confronted first by the senior pastor and, if necessary, by the governing board or regional board.

- 1. Negligent Partners** – A partner who has willfully neglected their duties or who has not participated in the ministry and the services of the church for one year may be admonished by the Elders for their apparent lack of interest. If this admonition is not heeded, his partnership shall be subject to termination. The Elders may request the governing board dismiss a negligent partner.
- 2. Erring Partners** – A partner known to err in doctrine (according to the Statement of Faith) or conduct shall be counseled according to the procedure outlined in Matthew 18:15-18 and I Corinthians 5. If they do not heed the reproof and counsel of those who appealed to them, the matter shall be brought to the attention of the Elders, who shall in meekness and gentleness seek to restore them. If they fail to heed the counsel of the Elders, with approval of the governing board the error shall be communicated to the church body with the announcement that the erring partner will be removed from partnership in two weeks if they do not express their sincere repentance by testimony to the Elders. Forgiveness and restoration of fellowship and partnership will be offered to any dismissed partner who expresses and demonstrates sincere repentance.
- 3. Erring Members** - A member known to err in doctrine (according to the Statement of Faith) or conduct shall be counseled according to the procedure outlined in Matthew 18:15-18 and I Corinthians 5. If they do not heed the reproof and counsel of those who appealed to them, the matter shall be brought to the attention of the governing board, who shall in meekness and gentleness seek to restore them. If they fail to heed the counsel of the governing board the error shall be communicated to the church body with the announcement that the matters pertaining to the erring member will be brought before the regional board in two weeks if they do not express their sincere repentance by testimony to the governing board. If they fail to heed the counsel of the governing board, the regional board may be asked to intervene by the senior pastor or governing board with member discipline. Members who refuse to repent or receive corrective discipline in the spirit of restoration may be dismissed from membership by the governing board upon recommendation of the senior pastor. Members accused of wrongdoing or under discipline forfeit the right to resign from membership. Resignations from membership are possible only by members not accused of wrongdoing and not under discipline. Members who are dismissed from membership shall be notified by mail by the secretary of the church. Forgiveness and restoration of fellowship and membership will be offered to any dismissed member who expresses and demonstrates sincere repentance.

Section 6. Opportunities and Privileges

Privileges of partnership include but are not limited to:

- A. Spiritual Covering** - Have the benefit of a spiritual covering from those whom God has placed over them in leadership of the church.
- B. Participation** - Along with other worshippers, have opportunity to attend the worship services and functions of the church.
- C. Fellowship** - Have opportunity to receive the intangible benefits of fellowship with this body of believers and the added relationship with the Open Bible family of churches, covenanting to grow together in community, love, and grace.
- D. Instruction** - Have opportunity to benefit from balanced doctrine and teaching from the Word of God.
- E. Spiritual Growth** - Have opportunity to grow in service to the Lord through the church as gifting's are recognized by the senior pastor and church leaders and nurtured and activated through training and teaching.
- F. Outreach** - Have opportunity of involvement in outreach ministries through the church, extending through the Open Bible family of churches in the United States and around the world.
- G. Ministry** - Have opportunity to receive spiritual ministry for needs in their life.
- H. Giving** - Have opportunity to sow financially into the ministries of the church by honoring the Lord with their first fruits - bringing their tithes, offerings, and other gifts of love to the church for His work.
- I. Benevolence Preference** - Have opportunity to receive help from the benevolence fund from a case by case basis.
- J. Building Rental Discounts** - Have opportunity to receive discounts from building use fees as a partner of the church.

Section 7. Accountability

Have the assurance Open Bible Churches provides a covering of accountability for their pastors and governing board.

Section 8. Responsibilities

The Apostle Paul admonishes us to be devoted to brotherly love, honoring one another above ourselves (Romans 12:10). Accordingly, partners of the church shall demonstrate a maturity of understanding that partnership involves more than receiving benefits and privileges. Jesus instructs us, as we have freely received, we must also freely give (Matthew 10:8). The church is one body with many partners each with distinct gifting's and functions, and therefore partners shall accept responsibility to submit their lives and activities (Romans 12:1) through:

- A. Prayer** - Cultivate a personal prayer life and be faithfully devoted to consistently pray for the pastor and leaders, partners, and ministries and participate in the prayer focuses of the church.
- B. Faithfulness** - Be faithful to the doctrines of the church's statement of faith, to assemble for worship, to establish healthy relationships with the church body, and to grow in fellowship.
- C. Love and Care** - Walk in love and demonstrate loving care for the church body, personally making every effort to keep the unity of the Spirit through the bond of peace.
- D. Identification** - Identify with and demonstrate loyalty to the purpose, mission, vision, leadership, and teachings of the church and accept this church body as the focus of their fellowship, prayer, offerings, and teachings.
- E. Teachable Spirit** - Desire to grow in the grace of the Lord, maintain teachable spirits, and follow the teachings of the pastors and church leaders.
- F. Service** - Humbly pursue opportunities for involvement in the ministries of the church as abilities and gifting's are recognized by the pastors and leaders of the church.
- G. Financial Support** - Financially support the church through tithes, offerings, and gifts in like measure as the Lord blesses, recognizing God uses financial support to enable the church to fulfill its purpose, mission, and vision.
- H. Witnessing** - Follow biblical instruction to lead others to Christ and make disciples.

ARTICLE 5. CORPORATE OFFICERS

The officers of the church corporation shall be the senior pastor, who shall serve as president, a secretary, a treasurer, and if so determined by the governing board, a vice president.

Section 1. Eligibility

An officer must be a member or partner in good standing of the church and living a godly, Christian life.

Section 2. Appointment and Term of Office

The senior pastor shall be the president of the corporation for a term concurrent with service as senior pastor. Upon recommendation of the senior pastor, the governing board shall appoint, continue in office, or terminate the other officers of the corporation and determine terms of service.

Section 3. Vacancy or Incapacity

In the event of a vacancy or incapacity of an officer other than the president, upon recommendation of the senior pastor, the governing board shall appoint a successor and determine the term of service.

Section 4. Resignation

Except for the office of president, officers shall provide 14 days written, signed notice of resignation to the president.

Section 5. Accountability

The president shall be accountable to the governing board and the regional board. Other officers shall be accountable to the president for faithfulness and fulfillment of their duties.

Section 6. Duties

- A. President** - The president is the chief executive officer of the church corporation, implements the directives of the governing board, is a member of the governing board, and shall act as chairman of all meetings of the governing board. The president shall serve as member ex-officio of all church bodies and organizations of the church.

- B. Secretary** – The secretary shall keep accurate minutes of all governing board meetings and may act as secretary of any other body or committee as desired by the senior pastor. The secretary shall provide for the safekeeping of all records and documents of the church, sign legal papers, and perform other duties as required by the senior pastor and governing board.
- C. Treasurer** - The treasurer shall supervise the receipt and deposit of all funds of the church in accordance with the finance provisions of these bylaws. The treasurer shall keep accurate records of all receipts and disbursements, maintain and distribute donor receipts according to IRS policy, submit monthly, annual, and other reports requested to the senior pastor. With the approval of the governing board, the treasurer shall establish an accountable plan of internal control. All records shall be open at all times to inspection by the senior pastor, governing board, national and regional representatives of Open Bible Churches, and to other parties as required by state law.

Section 7. Combined Offices

One person may hold two or more offices, except the office of the president.

Section 8. Discipline

The president shall be under the disciplinary authority of Open Bible Churches. Other officers shall be under the disciplinary authority of the governing board and the regional board of directors as prescribed in these bylaws.

ARTICLE 6. SENIOR PASTOR

Section 1. Definition

The senior pastor is the shepherd of the flock. The senior pastor, under the guidance of God, in consultation with the governing board of the church, and in partnership with Open Bible Churches, will provide vision and direction to the church.

Section 2. Eligibility

The senior pastor shall exemplify the characteristics of a godly, Christian life and possess the qualities of a spiritual leader as stated in 1 Timothy 3:1-13. The senior pastor shall be a credentialed minister in good standing with Open Bible Churches. Should the church select a senior pastor who is not a credentialed, Open Bible minister, the church shall automatically be under regional supervision as prescribed in the Open Bible Manual.

Section 3. Pastoral-Selection Process

The pastoral-selection process shall be conducted as prescribed in the Open Bible Manual for churches under the governance of the pastor-board-region governance model. The process will be under the guidance of the regional board.

Section 4. Pastoral Review

The governing board shall biennially review the senior pastor for purposes of providing positive feedback, suggesting areas needing attention or correction, and recommending continuation of service to the regional board.

Section 5. Duties

The senior pastor shall:

- A.** Be the spiritual and corporate leader of the church. The senior pastor shall minister to the spiritual needs of, guard the membership and partnership against dissension, and be devoted to the mission of the church.
- B.** Call and lead meetings of the governing board.
- C.** Consistently work to strengthen Christian life among the members and partners and in the community.
- D.** Have full responsibility for the supervision of all services and meetings of the church, except as otherwise provided in these bylaws, have general supervision over all ministries and auxiliary activities, and be an ex-officio member of all church bodies.
- E.** Be responsible, with the treasurer and governing board of the church, for deposits and disbursements of all funds, records, and reporting of finances.
- F.** Appoint members of the governing board as prescribed in these bylaws.

- G. Appoint all pastoral staff positions and personnel, both paid and unpaid, for approval and appointment by the governing board.
- H. Hire non-ministerial support staff and personnel, both paid and unpaid.
- I. Be responsible, in consultation with the governing board, for biennial reviews and evaluations of staff pastors, members of the governing board, administrative staff, ministry leaders, and network campus pastors.
- J. Provide at least 30 days written notice to the governing board and regional executive director prior to resignation.

Section 6. Financial Support

- A. **Compensation and Benefits** - The senior pastor shall be compensated for services by a compensation and benefits package. The governing board shall review the senior pastor's compensation and benefits package at least annually.
- B. **Housing Allowance** - The senior pastor may annually submit a signed request to the governing board for a portion of his compensation to be classified and recorded in minutes as housing allowance and excluded from federal taxes as provided by the IRS. Housing allowance requests shall always be submitted and approved in advance of implementation.
- C. **Event and Ministry Function Expenses** - The governing board shall give consideration to the payment of expenses incurred by the senior pastor's attendance at regional and national Open Bible Churches' events and other church or ministry functions. The governing board shall pay, reimburse, or provide an offering to help defray such expenses, according to the ability of the church.
- D. **Accountable Reimbursement Plan** - The governing board shall establish an accountable, reimbursement plan for the payment of approved, ministry expenses for pastors and staff personnel upon the presentation of receipts.
- E. **Severance Package** - The governing board shall develop a reasonable severance package and appropriate farewell considerations for the departing senior pastor who has honored Open Bible's ministerial covenant of ethics for departing pastors.

Section 7. Interim Pastor

In a case of emergency or when a church is without a pastor, the regional board, shall have the power to appoint an interim pastor where there is no emergency plan set in place. The appointment shall not exceed two years. An individual who is interested in becoming pastor of the church shall not be eligible to serve as an interim pastor, unless otherwise determined by the regional board.

Section 8. Charges and Violations

- A. **Charges** - A member or partner making a charge against the senior pastor, a staff pastor, a member, or a partner who is a credentialed Open Bible minister, must present it in writing to the governing board, signed by corroborating witnesses.
- B. **Authority** - Charges will be initially investigated by the governing board. The board will determine if a charge involves a violation of the Open Bible Manual.
 - 1. A charge against the senior pastor, any staff pastor, a member, or partner who is a credentialed Open Bible minister, entailing violations of the Open Bible Manual, requires the regional executive director be notified and assume authority over the pastor, member, or partner under provisions of the Open Bible Manual.
 - 2. A charge against the senior pastor, staff pastor, member, or partner who is a credentialed Open Bible minister not entailing violations of the Open Bible Manual shall be overseen by the governing board.

ARTICLE 7. GOVERNING BOARD

Section 1. Eligibility

Members of the governing board shall be individuals whose character is consistent with the qualifications in 1 Timothy 3:1-13 and Titus 1:6-9 and who demonstrate the gifting, ability, and maturity necessary to fulfill their duties. (Romans 12; 1 Corinthians 12:28-31.) A qualified candidate shall be an active partner in good standing of the church for not less than 12 months or a qualified non-Open Bible minister. It is also permitted that an active member of the board may be other Open Bible ministers and or members who are in good standing with the organization.

Section 2. Composition

The governing board shall consist of not fewer than three individuals of legal age according to state law, a majority of whom must be other than related to the pastor or other members of the governing board by blood or marriage. The senior pastor shall serve as chair.

Section 3. Appointment and Ratification Process

Members of the governing board shall be appointed by the senior pastor and ratified by the regional board.

Section 4. Vacancy or Incapacity

In the event of a vacancy or incapacity of a member of the governing board, upon recommendation of the senior pastor, the governing board shall appoint a successor to fulfill the uncompleted term of service.

Section 5. Term of Appointment

The term of appointment shall be one to three years. Terms of office shall commence from the date of ratification by the regional board, or as separately provided by the governing board. Members of the governing board may be reappointed, but no member may be appointed to an indefinite or life term.

Section 6. Responsibilities of Governing Board

The governing board shall:

- A. Serve as the board of directors of the corporation and all Tree of Life campus churches until affiliation.
- B. Work in concert with the senior pastor to pursue the mission of the church.
- C. Approve the annual budget, with salaries for all paid personnel; manage the legal and financial affairs of the church, and provide for the appropriate care, maintenance, and insurance of properties owned by the church. Individual members of the governing board shall not independently make decisions in the name of the church.
- D. Appoint the senior pastor, subject to approval by the regional board.
- E. Conduct a biennial review of the senior pastor as prescribed in these bylaws.
- F. Sign legal papers such as deeds, mortgages, and leases that have been approved in accordance with these bylaws.
- G. Discipline partners as prescribed in these bylaws.
- H. Sell, lease, mortgage or otherwise encumber property of the church upon obtaining counsel of the regional executive director.
- I. Assure accurate, monthly records of the financial receipts and expenditures of the church are maintained and reported. Review all financial reports monthly.
- J. Appoint all pastoral staff pastors and other personnel, both paid and unpaid, upon recommendation of the senior pastor.
- K. Approve the development and discontinuance of church ministries or departments and committees, which shall be appointed by, accountable to, and their responsibilities and authority defined by the senior pastor and governing board.
- L. Communicate and coordinate with the regional executive director in the absence of the senior pastor, a transition between senior pastors, or other emergencies, as prescribed in the Open Bible Manual.

Section 7. Biennial Review

The governing board shall biennially review the senior pastor using tools provided by the regional executive director. Copies of all biennial reviews shall be submitted to the regional executive director.

- A. **Satisfactory** - Upon completion of a satisfactory biennial review, the governing board shall notify the regional executive director of the pastor's continued service.
- B. **Unsatisfactory** - Upon completion of an unsatisfactory biennial review the governing board may refuse to continue the service of the senior pastor. The senior pastor's final day of service shall be no later than 30 days after notice has been given. The senior pastor may appeal to the regional board.
- C. **Conflict** - Upon completion of a biennial review continuing the senior pastor's service but revealing conflict between the senior pastor and governing board or individual members of the governing board, the governing board or senior pastor may request assistance from the regional board in resolving the conflict.

Section 8. Accountability

The governing board shall be accountable to the regional board and senior pastor.

Section 9. Discipline

Members of the governing board shall be subject to discipline as prescribed in these bylaws for members and partners.

Section 10. Dismissal

Members of the governing board may be dismissed for the causes prescribed in these bylaws for members and partners and by adhering to the process prescribed in these bylaws for members and partners.

Section 11. Meetings and Quorum

Meetings of the governing board shall be held at least quarterly at places and times determined by the senior pastor. Notice shall be provided at least seven days in advance by publication in the church bulletin, newsletter, letter, or electronically. A majority of the governing board shall constitute a quorum.

Section 12. Minutes

Minutes shall be kept of all meetings of the governing board and distributed to each board member.

ARTICLE 8. REGIONAL BOARD OF DIRECTORS

Section 1. Definition

Isaiah 33:22 describes the functions of government residing in the Lord. God is the judge, lawgiver, and king. In the governance of the church no man should hold all three governmental functions. In the governance of Tree of Life Church, the senior pastor acts in the executive role, the church board in the legislative role, and the regional board in the judicial role.

Section 2. Responsibilities

- A. Provide a spiritual covering of prayer, counsel, fellowship, instruction, accountability, correction, protection, comfort, and encouragement to the senior pastor and governing board.
- B. Guide the church's governing board in the pastoral-selection process where there is no plan of succession.
- C. Serve as an investigative forum and decision-making body regarding complaints or accusations against the senior pastor and members of the governing board.
- D. Serve as the initial court of appeals for all decisions of the governing board.
- E. Review and ratify all appointments of members to the church's governing board.
- F. Arbitrate conflicts at the request of the senior pastor or governing board.

ARTICLE 9. ELDERS, STAFF PASTORS, AND MINISTRY LEADERS

Section 1. Elders

Elders shall serve with the senior pastor as spiritual overseers of the church.

- A. **Eligibility** - They shall exemplify the characteristics of a godly, Christian life as stated in 1 Timothy 3:1-13 and Titus 1:6-9. Although these attributes will never be fully perfected, elders must be clearly in pursuit of and committed to their development. Elders shall demonstrate they possess gifting's and spiritual maturity necessary for shepherding people toward faithfulness to God and His Word. (Acts 20:28-30; 1 Corinthians 12:28-31; Ephesians 4:14-16; 1 Peter 5:1-4.) Faithful participation in the ministries of the church, spiritual accord with the senior pastor, and financial support through tithing are among indicators of readiness to serve as an elder.
- B. **Appointment** - Elders shall be appointed by and serve at the pleasure of the senior pastor. There shall be no fewer than three nor more than twelve elders.
- C. **Duties** - Elders shall serve in an advisory capacity to and as co-laborers with the pastor in all matters of the church's spiritual life and ministry.

Section 2. Staff Pastors

- A. **Eligibility** - They shall exemplify the characteristics of godly, Christian lives and possess the qualities of spiritual leaders as stated in 1 Timothy 3:1-7. Individuals appointed to full-time ministry roles shall be credentialed or in process of becoming ministers in good standing with Open Bible Churches.
- B. **Appointment & Review** - Staff pastors shall be appointed by the governing board upon recommendation by the senior pastor. They shall serve congruent with the senior pastor's tenure and should anticipate resigning upon the senior pastor's departure. The senior pastor and governing board shall review staff pastors every two years.

- C. **Duties** - Staff pastors will function in a manner consistent with their job descriptions as determined by the senior pastor and governing board.

Section 3. Ministry Leaders

Ministry leaders shall be appointed by the senior pastor, with approval by the governing board, and shall be responsible to the pastor and governing board.

ARTICLE 10. FINANCE

All funds given to or received by the church for operation, development, and maintenance shall be deposited in governing board-approved banks or other federally insured institutions under the supervision of the treasurer. The church may accept gifts of real and/or personal property at the discretion of the governing board.

Section 1. General Fund

All undesignated contributions shall be part of the general fund.

Section 2. Donor-Designated/Restricted Funds

All honor-designated contributions shall be held as restricted funds and expended only according to the designation of the donor.

Section 3. Other Offerings and Fund-Raising Ministries

Other fund-raising ministries of the church may receive offerings and raise funds as authorized by the governing board. Monies shall not be solicited or collected from partners by partners or staff members for any cause without the consent of the pastor or governing board.

Section 4. Handling of Offerings and Receipts

- A. Offerings shall be counted by at least two, authorized individuals, not related by blood or marriage, before the funds are removed from the church facility. An offering-receipts report shall be signed by those counting the offering and submitted to the treasurer or his approved representatives.
- B. Written receipts shall be issued to donors for tithes, offerings, and other monetary contributions per IRS rules for acknowledgment of all cash and non-cash gifts.
- C. Funds shall be deposited as soon as possible after deposit is created.

Section 5. Disbursements

Disbursement of funds shall be under the supervision of the senior pastor and governing board. One approved signature on checks is acceptable only if the monthly bank account statements are reconciled (including review of individual disbursements) within 90 days of the statement date by a non-signer on the accounts and he or she reports the reconciliation results to the president or his or her designee. In the absence of this procedure, two approved signatures shall be required. Signatories shall include the senior pastor and treasurer. Other officers or members of the governing board can be made signatories if desired. Checks shall not be pre-signed nor affixed with a stamped signature.

Section 6. Investments

The church shall not invest its funds in non-governmentally regulated investments or in a business in which a pastor, member of the governing board, officer, or employee has a personal interest. The church may raise revenues through fund-raising activities and contributions consistent with the nonprofit laws of the state and the Internal Revenue Code as it applies to 501(c)(3) corporations.

Section 7. Contracts

The governing board may, by a majority vote and as documented in official minutes, authorize officers to enter into contracts or execute and deliver instruments in the name of and on behalf of the church. Such authority may be general or restricted to specific instances.

Section 8. Fiscal Year

The church fiscal year shall be January 1 through December 31.

Section 9. Audit Review

The church shall have an audit review conducted by an independent auditor every three years.

ARTICLE 11. PROPERTY

All property, real, or chattel, shall be received, held, sold, transferred, or conveyed in the name of the church corporation. Real property owned by the church shall not be sold, leased, mortgaged, or the title otherwise encumbered without first obtaining board approval and submitting written details of the transaction to and receiving counsel from the regional executive director.

ARTICLE 12. RESOLUTION OF DISPUTES

Scripture instructs Christians to handle church disputes within the church, not in civil courts. (1 Corinthians 6:1-8.) If a partner feels there is an offense or misunderstanding with another partner, the pastor, member of the governing board, staff pastor, or ministry leader, he or she shall go to the other individual promptly in love in order to resolve the difference.

- A. Unresolved** - If the offense cannot be resolved on an individual basis, the two parties shall meet together with an appropriate church leader to resolve the dispute.
- B. Church Mediation** - In the event two or more people cannot resolve or agree about a dispute between them with the assistance of a church leader, they shall submit the dispute for mediation or judgment within the church, through the pastor or governing board. They shall refrain from suing one another or the church in a court of law.
- C. Regional Board Mediation** - In the event of a dispute between a member or a partner and the pastor or governing board, the pastor or governing board may request the regional board to mediate the dispute.
- D. Abiding by Mediation** - All individuals involved in the mediation shall agree to abide by the outcome of mediation. Failure to do so may be grounds for discipline.

ARTICLE 13. CESSATION

Section 1. Dissolution

Should the church become extinct or dissolved, all assets remaining after discharging the obligations and responsibilities of the corporation, except those donor-designated assets of the food pantry operated by the corporation, shall be turned over to East Region of Open Bible Churches. In the event the East Region is nonexistent, the assets, except those donor-designated assets of the food pantry operated by the corporation, shall be turned over to Open Bible Churches, an Iowa corporation, or in the event it is nonexistent, to a religious, educational, or charitable organization or organizations whose objectives are in harmony with those of Open Bible Churches. Such recipient organization or organizations must also be exempt from federal income taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code. In no event may any of the assets of the church, including those donor-designated assets of the corporation's food pantry, upon dissolution thereof, be paid to or inure to the benefit of any individual member, member of the governing board, officer of the corporation, or any other private individual. The donor-designated assets of the food pantry operated by the corporation shall be turned over to another food pantry operating under the provision of Section 501(c)(3) of the Internal Revenue Code. Such food pantry must have a mission in harmony with the mission of the dissolving corporation's food pantry.

Section 2. Withdrawal

Should the church desire to withdraw from affiliation with Open Bible Churches the senior pastor and governing board shall consult with and adhere to provisions in the Open Bible Manual prior to initiating action or communicating with partners about withdrawal.

ARTICLE 14. APPEALS AND AMENDMENTS

Section 1. Appeals

Appeals must be presented in writing and signed, to be considered at the next meeting of the body to which the appeal is presented. Appeals of decisions by the senior pastor and governing board shall be submitted to the senior pastor and governing board. Appeals to Open Bible Churches shall be submitted in the following order: church governing board, regional board of directors, and national board of directors.

Section 2. Amendments

The senior pastor and governing board shall submit all proposed, bylaw amendments to the regional board and regional executive director. The proposed amendments must be preapproved by the secretary of Open

Bible Churches prior to adoption by the governing board. Upon approval by the governing board, the proposed amendments shall be filed with the regional executive director and the secretary of Open Bible Churches. Only amendments approved by and filed with Open Bible Churches shall be valid.

ARTICLE 15. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be the parliamentary authority on all points not conflicting with the articles of incorporation or these bylaws.

Tree of Life Church has officially adopted these bylaws by vote of the governing board.

Date of action

Senior pastor's signature

Secretary's signature