



# **HARVEST BIBLE CHAPEL**

## **BYLAWS**

EFFECTIVE JANUARY 7, 2020

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## **ARTICLE I. NAME**

The name of this corporation is Harvest Bible Chapel Des Moines. This corporation will be further referred to in these Bylaws as the “Church” and also may be referred to in these Bylaws by and may do business as “Harvest Bible Chapel,” “Harvest,” and such other names as the Board of Pastors, as defined in Article 8, shall determine.

## **ARTICLE II. MISSION**

The mission of Harvest Bible Chapel is to glorify God through the fulfillment of the Great Commission in the spirit of the Great Commandment (Matthew 28:18-20, 22:37-39).

## **ARTICLE III. PURPOSES**

Harvest Bible Chapel shall have such purposes as are now or may hereafter be set forth in the Articles of Incorporation and shall be stated more specifically to spread the Gospel of Jesus Christ by the following means:

Harvest Bible Chapel is organized and operated exclusively for religious purposes in accord with Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law and referred to herein as the “Code”). More specifically, its purpose is to be a church and to glorify God through the conduct of public worship, Bible studies, and related religious education and Christian fellowship services designed to communicate the Gospel of Jesus Christ.

## **ARTICLE IV. AFFILIATIONS**

The Church is autonomous and maintains the right to govern its own affairs, independent of denominational control. Recognizing, however, the benefits of cooperation with other churches in the fulfillment of its purposes, the Church may voluntarily affiliate with other churches and conventions when approved by the Board of Pastors.

## **ARTICLE V. ARTICLES OF FAITH**

### **SECTION A. STATEMENT OF BIBLICAL AUTHORITY**

At the center of Christian faith and practice stands the belief that God has spoken to the world in the person and work of Jesus Christ, which is accurately and authoritatively revealed in the Christian Bible (“the Bible,” “Scripture” or “the Scriptures”). The Bible is the inspired, inerrant and sufficient Word of God and is thus the ultimate authority for life, faith and morals. Though the various theological statements of the Church reflect succinct summaries of biblical boundaries, it is the Bible itself to which we are in ultimate submission.

Members have the responsibility and opportunity to engage Pastors and Church staff on areas of theological disagreement. However, membership carries with it the implicit understanding that

the Pastors shall function as the interpretive authority on biblical meaning and application for the purpose of Church doctrine, practice, policy and discipline.

## **SECTION B. STATEMENT OF DOCTRINE**

The Statement of Doctrine represents the core orthodox beliefs of the Church from a biblical and historical perspective. While Church Members are not required to fully understand or articulate all aspects of the Statement of Doctrine, the explicit rejection of any part of it disqualifies one from membership. Revisions to the Statement of Doctrine in order to more clearly align to Scripture shall be at the sole discretion of the Board of Pastors, with the understanding that such changes will be communicated to the Members of the Church.

### **The Scriptures**

We believe in the Scriptures of the Old Testament and New Testament as verbally inspired by God and inerrant in the original writing. We believe the 66 books of the Old Testament and New Testament are God's completed and sufficient revelation for the total well being of mankind (Psalm 119:97-104, 119:160; Matthew 5:18; John 5:46-47, 10:35; 2 Timothy 3:15-16).

### **God**

We believe in the only true God (John 17:3), the Father, the Son, and the Holy Spirit (Matthew 28:19-20). He created all things (Revelation 4:11) and upholds all things by the Word of His power (Hebrews 1:3). In Him we live and move and have our being (Acts 17:28). He is a God of truth and without iniquity, just and right is He (Deuteronomy 32:4) and He shall judge the world (Psalm 9:8).

We believe that the Godhead eternally exists in three persons, the Father, the Son, and the Holy Spirit; and that these three are one God, having precisely the same nature, attributes, and perfection's, and worthy of precisely the same homage, confidence, and obedience (Matthew 29:19-20; Mark 12:29; John 1:1-4; Acts 4:3-4).

### **Jesus Christ**

We believe in the total deity of the Lord Jesus Christ. We believe He is the manifestation of God in the flesh. We believe He was conceived by the Holy Spirit and born of the virgin Mary. We believe Him to be true God and true man (John 1:1, 1:14, 1:18, 14:8-9; 1 Timothy 3:16).

### **Holy Spirit**

We believe in the total deity of the Holy Spirit and that His ministry is to glorify the Lord Jesus Christ (John 16:14). The Holy Spirit regenerates the sinner upon belief in Christ, baptizing the believer into one body of which Christ is the head. The Holy Spirit indwells, guides, instructs, fills, comforts and empowers the believer for godly living (Mark 13:11; John 14:26, 16:13; Romans 5:5; 1 Corinthians 3:16). The Holy Spirit convicts the world of sin, of God's righteousness and of coming judgment (John 16:8-11).

### **Man**

We believe man was created in innocence under the law of his Maker but, by voluntarily transgressing, fell from his sinless and happy state. Consequently, all mankind is sinful. All people are sinners not only by inheritance, but by their own choice and therefore are under just condemnation without defense or excuse. We believe that without exception every man and

every woman is totally depraved and needs a Savior (Genesis 3:1-6; Romans 1:18, 1:32, 3:10-19, 5:1-2).

### **Salvation**

We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice. We believe that salvation is a gift of God solely by his grace and not our works. We believe that all who by faith receive Him as their personal Savior are justified on the basis of His blood shed on Calvary. They are born again of the Holy Spirit and thereby become eternally secure as children of God. We believe the Holy Spirit baptizes a person who believes into the body of Christ at the moment of salvation (Romans 8:37-39; 1 Corinthians 12:13, 2 Corinthians 5:21).

### **Heaven and Hell**

We believe in the bodily resurrection of both the saved and the lost. The saved are raised to eternal, conscious bliss in heaven (Matthew 25:34; John 14:2; 2 Corinthians 5:1; Revelation 2:7) the lost are raised to eternal torment in hell in conscious separation from God. (Matthew 8:11, 10:28; 13:49-50; Mark 9:47-48; Luke 12:5; Revelation 21:8).

### **Resurrection**

We believe in the resurrection of the crucified body of our Lord Jesus Christ, His ascension into heaven, and His present life for us as High Priest and Advocate (Acts 1:3, 1:9; Hebrews 7:25-26).

### **Return of Christ**

We believe in the “blessed hope”, the personal, premillennial, and imminent return of our Lord Jesus Christ. His return has a vital bearing on the personal life and service of the believer (1 Thessalonians 4:13-18).

### **Baptism and Communion**

We believe Christian baptism is a public declaration of and identification with Christ in His death, burial, and resurrection signified by immersion in water.

The Lord’s Supper is the commemoration by believers of Christ’s death until He comes and should be preceded by a careful self-examination (Acts 4:13; Romans 6:3-6; 1 Corinthians 11:20-29).

### **The Church**

Upon accepting the Lord Jesus Christ as Savior, all believers have therefore become part of His body, the church. There is one church universal, composed of all those who acknowledge Jesus Christ as Savior and Lord. The Scriptures command believers to gather together to devote themselves to worship, prayer, teaching of the Word, observance of the ordinances (baptism and communion), fellowship, service to the body through the development and use of talents and gifts, and outreach to the world in fulfillment of the command of Christ to make disciples of all believers (Matthew 28:18-20; Acts 2:42-46; Romans 12:1; 1 Corinthians 14:26; Ephesians 5:23).

Wherever God’s people meet regularly in obedience to this command there is the local expression of the church – under the watch-care of pastors and other supportive leadership. Its members are to work together in love and unity, intent on the one ultimate purpose of glorifying Christ (Ephesians 4:16).

## **Missions**

Realizing that the cause of Christ extends beyond any one local fellowship, we commit ourselves to an ongoing ministry of extending the call of Christ to make disciples around the world (Matthew 28:19-20).

## **Christian Living (Concerning Conduct)**

The Bible teaches that all believers are saints, set apart unto God and are thus responsible to live in such a manner as not to bring reproach upon their Savior and Lord (Romans 21:1-2; 2 Timothy 2:19; Titus 2; 1 Peter 1:14-19) lest the Word of God be blasphemed (1 Timothy 6:1; Titus 2:5). As Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, and accept as our responsibility the duty and privilege of bearing the Gospel to a lost world (1 John 2:3; Colossians 3:1; Ephesians 5:23; Matthew 29:19-20). A victorious and fruitful Christian life is possible only for those who have presented themselves wholly to Christ and walk by the power of the Holy Spirit, which all believers are called to do (Romans 12:1-2; Galatians 5:16; Ephesians 5:18; Romans 6-7).

## **SECTION C. PILLARS**

At the outset of Harvest Bible Chapel, pillars were established as the biblical priorities for this ministry. These pillars are:

1. Bold Preaching (2 Timothy 4:2)
2. Passionate Worship (John 4:24)
3. Fervent Prayer (Jeremiah 33:3)
4. Courageous Evangelism (Ephesians 6:19-20)
5. Purposeful Discipleship (Matthew 4:19)
6. Compelling Community (John 13:35)

## **SECTION D. STATEMENT ON MARRIAGE AND HUMAN SEXUALITY**

We believe marriage is a monogamous, heterosexual union instituted and ordained by God (Genesis 2:18-25; Ephesians 5:22-33). As such, it is to be an exclusive covenantal union of one biologically-born man and one biologically-born woman for the purpose of a lifetime of mutual commitment and companionship. A civil government's sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with this belief.

We believe that the term "marriage" has only one meaning - it is a union sanctioned by God which joins one biologically-born man and one biologically-born woman in a single, exclusive relationship, as delineated in Scripture.

We believe that God intends sexual intimacy to only occur between a biologically-born man and a biologically-born woman who are married to each other.

We believe that God has commanded that no intimate sexual activity is to occur outside of a marriage between a biologically-born man and a biologically-born woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God.



We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by our church in any capacity, or who serve as volunteers, should abide by and agree to this Position Statement on Marriage and Human Sexuality and conduct themselves accordingly.

We believe the recognition of same-sex or transgendered marriages, civil unions, or domestic partnerships are prohibited by Scripture. Rather than promoting the family and the common good of a community, the recognition and sanction of same-sex marriage, civil unions, or domestic partnerships is detrimental to a society. Such a redefinition of marriage devalues the institution, the family, and the unique role of both a biologically-born man and a biologically-born woman in a child's life.

We believe that God offers redemption and restoration to one's created identity as male or female to all who confess and forsake their sin, seeking forgiveness and mercy through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Scriptures nor the doctrine and practices of this church.

The Bible explains the original intention and core elements of marriage. In the New Testament, various epistles give explicit instructions on the union of a biologically-born man and a biologically-born woman. In light of this revelation from God, Harvest Bible Chapel views marriage as a profound spiritual institution established by God. Due to the nature and importance of marriage in the biblical record, Harvest Bible Chapel adopts the following policy:

#### Clergy

- Only licensed or ordained pastors or directors of Harvest Bible Chapel shall officiate at marriage ceremonies conducted on church property.
- Clergy not employed by Harvest Bible Chapel may officiate weddings on church premises only after agreeing to follow the marriage beliefs and policies of Harvest Bible Chapel, including this document. Such clergy need the approval of the Senior Pastor, or his designee, before officiating at any wedding on the church premises.
- Pastors or directors employed by Harvest Bible Chapel shall not officiate at a same-sex, transgender, or trans-sexual marriage ceremony regardless of where it is held.

#### Applicants

- Applicants desiring to participate in a Harvest Bible Chapel premarital course, have a ceremony performed by a pastor or director employed by Harvest Bible Chapel, and/or use the facilities of the church, shall affirm their agreement with the Position Statement and Policy on Marriage and Human Sexuality of Harvest Bible Chapel, and shall conduct themselves in a manner consistent therewith.

- Applicants shall receive the necessary premarital counseling as required by Harvest Bible Chapel before a ceremony may be performed by a pastor or director.

#### Premises

- We reserve the right to decline the request of any person to use Harvest Bible Chapel facilities or property for a ceremony when, in our judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred union of marriage for theological, doctrinal, moral, or legal reasons.
- We reserve the right to decline the request of any person to use Harvest Bible Chapel facilities or property to host or house any group, function, or event (i.e., wedding, marriage vow renewal, funeral, baptism, child dedication, etc.) inconsistent with the biblical standards for marriage and this policy on Marriage and Human Sexuality.

## **ARTICLE VI. MEMBERSHIP**

### **SECTION A. NATURE OF MEMBERSHIP**

The New Testament clearly indicates that groups of people who were followers of the Lord Jesus Christ identified themselves with and committed themselves to a particular local body.

In order to implement the principles of accountability and commitment to the local body of Christ, as defined in the New Testament and practiced in the early churches, Harvest Bible Chapel recognizes the need for formal membership. Membership at Harvest Bible Chapel is for all who are believers in the Lord Jesus Christ and have visibly demonstrated that commitment through believer's baptism.

Members are not members as that term is described in the law in that they have no voting rights related to the governance of the Church. The Church is governed by a self-perpetuating Board of Pastors.

### **SECTION B. MEMBERSHIP COMMITMENT**

The effectiveness of joining together will be determined by the level of the commitment we make. In a society where so few make commitments and fewer still keep them, Harvest Bible Chapel is seeking a group of people who are determined to know the joy Christ intended for His body, the Church.

Membership within the Church is first predicated on one becoming a genuine follower of Jesus Christ through having responded by faith by the drawing of the Holy Spirit to the message of the gospel. In addition, members shall have completed all of the requirements of membership as defined by the Board of Pastors. Additionally, members shall have signed the Church's Member Covenant, as it is revised, amended, or restated from time to time, thus committing themselves to the responsibilities therein assigned. Upon signing the Church's Member Covenant, the prospective member shall be considered a member of Harvest Bible Chapel.

## **SECTION C. RESPONSIBILITIES**

Membership within a local church carries both privileges and responsibilities. Members of the Church are held accountable to the responsibilities of general Christian obligations comprehensively though not exhaustively outlined within the Church's Member Covenant. These responsibilities include praying for and pursuing both corporate health and individual holiness. In signing the Church's Member Covenant, Members attest that they have completed the membership process as instructed, read the Member Covenant, and are willingly covenanting:

- To maintain consistent spiritual disciplines (i.e. prayer, Bible study, etc.) (Matthew 4:4; 1 Thessalonians 5:17)
- To passionately worship the Lord at weekend worship services. (Hebrews 10:25; Acts 2:42-47)
- To walk with Christ in the fellowship, community, and accountability of a Harvest Small Group. (Acts 2:42-47; Hebrews 10:24-25)
- To pursue an active way to Work for Christ within the body at Harvest Bible Chapel. (Ephesians 4:11-12)
- To not gossip or listen to gossip concerning any member of this body, and when personally offended, will speak directly and lovingly with those involved. (Matthew 18:15-20; 1 Timothy 5:13)
- To support the teaching of this church and uphold its doctrinal statement. (Acts 2:42)
- To financially support Harvest Bible Chapel by giving back to the Lord regularly, sacrificially, and joyfully. (2 Corinthians 9:6-15)
- To thankfully receive correction and instruction from the leaders through all levels of church discipline for my good and my church's purity. (Matthew 8:15-20; 1 Corinthians 5)

## **SECTION D. CHURCH DISCIPLINE**

Harvest Bible Chapel is a body of Christian believers who hold certain beliefs and standards in common. On occasion, Members of the Church may conduct themselves in a manner contrary to the Statement of Faith and unworthy of membership at the Church. It will be a high priority for the Church to restore such persons into conformity with the fellowship as outlined in Matthew 18:15-17. However, because of God's holy nature and the believers' high calling, Scripture teaches and commands personal and ecclesiastical separation from religious apostasy (2 John 7-11; Romans 16:17; Titus 3:10), from all worldly and sinful pleasures, practices, and associations (1 John 2:15-17; James 4:4; 2 Timothy 3:1-5), and from professing believers living in willful disobedience to the Word of God (2 Thessalonians 2:15, 3:6, 3:14-15; 1 Corinthians 5). This does not include separation from unbelievers who need the Word of God to penetrate their world with the Gospel of Jesus Christ.

Should the need for Biblical discipline arise, any such authority will be entrusted to the Board of Pastors; they will have the authority to place individual(s) under church discipline (including suspension of membership if necessary). Any Member who is absent for all services of the Church without giving a satisfactory reason for a period of one year may be removed from the roll of membership by the Board of Pastors as an act of church discipline.

Members currently under the process of church discipline may not present accusations against others until their own process is determined resolved by the Board of Pastors.

#### **SECTION E. TRANSFER OF MEMBERS**

If a Member is considering transfer from Membership, he/she is to meet with the Board of Pastors first in the spirit of Matthew 18, if possible offenses are involved, or in the spirit of 1 Peter 5 recognizing that the Pastors are the shepherds and should be involved in such a decision with any of their Members. Whether reconciliation needs to occur and unity is preserved or a blessing by the Pastors is given to a Member to go, meetings should be held in this process.

A Member should not simply give a letter of transfer to the Pastors without such meetings first. A Member's transfer could be accepted or denied by the Board of Pastors at their discretion. A Member in the process of church discipline is not able to transfer their membership.

#### **SECTION F. MEETINGS OF MEMBERS**

There will be no regular meetings of Members for governance purposes, as members do not have a role in the governance of the Church.

### **ARTICLE VII. CHURCH GOVERNMENT**

#### **SECTION A. TWO CHURCH OFFICES**

The biblical teaching on the subject of two church offices, Pastors and Deacons, is found in 1 Timothy 3:1-16 and Titus 1:5-9. Though there are three terms used for the offices of the church (i.e. bishop, elder, and deacon), a careful analysis of these terms indicates that bishop and elder are used interchangeably, with the bishop simply being the 'ruling' or leading elder. "Pastor" can also be argued from the Scriptures as a term for this same top office of local church leadership. "Pastor" is also the most used contemporary term used today. Therefore, Harvest Bible Chapel chooses to only use this term and not "elder" or "bishop". Deacons are a second office and are under the leadership and authority of the Board of Pastors.

#### **SECTION B. WOMEN IN MINISTRY**

Harvest Bible Chapel affirms the God-ordained and significant role that women should play in establishing and leading the local church. Every leadership opportunity is open to women except those that are excluded by Scripture. The Scriptures clearly state that men are to serve in the office of Pastor and that women are not to serve in church positions in which they exercise authority over men or in which they teach doctrine to men (1 Timothy 2:12, 3:1-2; Titus 1:6-9). We do not see this as an issue of equality, for men and women are equal under God. The Bible is clear that men and women do not have the same roles. Qualified women should serve in any leadership position that is not forbidden in the Scriptures.

## **ARTICLE VIII. BOARD OF PASTORS**

### **SECTION A. GENERAL POWERS**

The business, legal, and spiritual matters of the Church will be managed by its Board of Pastors. All decisions affecting the overall doctrine, direction, and discipline of the church will be the responsibility of the Board of Pastors.

The Scriptures are clear that the pastor's responsibility is the spiritual oversight of the congregation. The pastor's responsibility can be broken down into three main areas:

1. Ensuring that the doctrine of the church remains purely biblical; all doctrinal issues in the church will be settled by the Board of Pastors.
2. Ensuring that the direction of the church remains consistent with the statement of purpose and the Article of Faith statements.
3. Administering in love and humility the biblical process of church discipline as outlined in Matthew 18:15-20 and Galatians 6:1-4.

### **SECTION B. QUALIFICATIONS**

The minimum qualifications for Pastors shall not be less than those listed in 1 Timothy 3:1-7 and Titus 1:6-9, including without limitation the requirement that Pastors be men. In addition to the minimum qualifications given in Scripture, Pastors must be Members who fully subscribe to Church's Articles of Faith and are actively involved in the ministry of the Church. The Pastors may at any time create, alter, amend, repeal or restate resolutions establishing additional qualifications outside of those listed in the above scriptures.

### **SECTION C. STRUCTURE**

The Scriptures teach that a plurality of pastors governed individual New Testament churches (Acts 14:23, 20:28; Titus 1:5; Philippians 1:1). Scripture does not mention any congregations featuring a stand-alone pastor and leader. A plurality of godly pastors, exercising their individual giftedness, squares with the Scripture's teaching that wisdom is found in a multitude of godly counselors (Proverbs 11:4, 12:15, 15:22, 19:20, 24:6.).

The Senior Pastor will work in cooperation with the Board of Pastors to ensure healthy ministry development and strong accountability. A pastors' meeting may not be held without a majority of the pastors present and the entirety of the pastors informed. The Pastor Board Chairman will be selected by consensus decision of the Board of Pastors with no fixed term and shall be a non-vocational pastor. The Pastor Board will consist of the Chairman, the Senior Pastor, the Chairman of the Deacons Board and additional pastors, who will assume responsibility as agreeable and necessary.

### **SECTION D. NUMBER AND TENURE**

The number of Pastors serving on the Board of Pastors is to be a minimum of three (3) by resolution of the Board of Pastors.

When a man who meets the qualifications outlined in Section B of Article VIII arises in the church, the existing Board of Pastors may nominate him for the office of Pastor. An in-depth

interview process will ensue to determine if the nominee is biblically qualified. Upon completion of the interview process, the congregation will be reminded of the biblical requirement for pastors and given 30 days to speak personally with the nominee if they are aware of any disqualifying characteristics. If the matter remains unresolved, the nominee and church member should approach the Board of Pastors to engage in a process of evaluation and counsel regarding the unresolved matters. Confirmation and appointment of the new pastor shall be at the sole discretion of the Board of Pastors and effected upon their consensus.

The Board of Pastors is to be composed of the following appointed persons:

1. The Church's Senior Pastor automatically serves as a Pastor for as long as he remains employed by the Church.
2. Scripture indicates no fixed terms for a Pastor, therefore we do not set a timeframe for how long a Pastor can serve. The Spirit calls and removes the call and we will diligently strive to follow His leading in this way.

All officers are to be elected by the Board of Pastor at its annual meeting. The commitments for newly elected officers will begin on January 1 of the fiscal year for which they are elected.

#### **SECTION E. RESIGNATION AND REMOVAL**

Any member of the Board of Pastors may resign if they move away from the area or are incapacitated. A pastor may resign by written notification to the remaining pastors. Such resignation, which may or may not be made contingent on formal acceptance, is to take effect on the date of receipt or at any later time specified therein.

Any pastor may be removed from office by the unanimous decision of the remaining pastors for any of the following reasons:

- Physically incapacitated
- Spiritually or morally unqualified or fails to fulfill his responsibilities or meet the qualifications outlined in this document.
- Doctrinally unqualified - fails to agree with the doctrinal statement outlined in this document.

If a pastor is unqualified, but refuses to resign, he may, at any time, be removed by unanimous decision of the remaining pastors.

If his removal is because of sin and he refuses to repent, he is to be dealt with as outlined in Article VI Section D Church Discipline and is to be "rebuked in the presence of all, so that the rest may be fearful of sinning" (1 Timothy 5:20).

#### **SECTION F. COMPENSATION**

Lay Pastors will not receive any stated salaries for their services, but by resolution of the Board of Pastors expenses of attendance, if any, may be allowed for each regular or special meeting. Nothing herein contained will be construed to preclude any Pastor serving the Church in any other capacity and receiving reasonable compensation for that service. This Section will not preclude the vocational Pastors receiving compensation, which will be determined by the remaining Pastors.

## **ARTICLE IX. MEETINGS OF THE BOARD OF PASTORS**

### **SECTION A. ANNUAL MEETING**

An annual meeting of the Board of Pastors is to be held in December of each year, or at such other time and place as may be designated by the Chairman or Secretary of the Board in accordance with the notice provisions herein, for the transaction of such business as may come before the meeting.

### **SECTION B. REGULAR MEETING**

The Board of Pastors shall meet not less than monthly.

### **SECTION C. SPECIAL MEETINGS**

Special meetings of the Board of Pastors may be called by or at the request of the Chairman or any of the Pastors. The person or persons authorized to call special meetings of the Board of Pastors may determine the location of the special meeting called by them.

### **SECTION D. NOTICE**

Notice of any meeting of the Board of Pastors is to be delivered not less than five (5) days nor more than sixty (60) days prior to the date of the scheduled meeting. The attendance of a Board of Pastors member at any meeting will constitute a waiver of notice of such meeting except where a Board member attends a meeting for the expressed purpose of objecting to the transaction of any business because the meeting is not lawfully called or convenient. Neither the business to be transacted nor the purpose of any regular or special meeting of the Board of Pastors need be specified in the notice or waiver of such meeting unless specifically required by law or by these bylaws.

Whenever under the provisions of these Bylaws notice is required to be given to any Pastor or other officer, such notice may be given in writing, by mail, by depositing the same in the post office or letter box, addressed to such officer, at such address as appears on the books of the Corporation or by electronic means such as electronic mail or facsimile transmittal. Such notice shall be deemed to be given at the time when it is mailed or transmitted. Any notice required by these Bylaws may be waived in writing by the person entitled to receive such notice.

### **SECTION E. QUORUM**

A majority of the Board of Pastors will constitute a quorum for the transaction of business at any meeting of the Board of Pastors.

### **SECTION F. MANNER OF ACTING**

The Book of Acts reveals that the authority for the direction of the affairs of the church was vested in the pastors. The pastors are responsible to be sensitive to the leadings of the Holy Spirit and to discern on behalf of the congregation the Holy Spirit's direction. It is the intent of the Board of Pastors to employ the method of Consensus as the most appropriate decision-making model. Consensus means either unanimity among the board members or a general--although not necessarily uniform--agreement after all present board members have had a fair and reasonable opportunity to be heard. Consensus will have been achieved if most board members are in agreement and the board members in the minority are willing to support the view of the majority.

Consensus requires that each and all pastor publicly support the decision of the entire Board of Pastors.

When the Pastors believe an issue is sufficiently significant to require congregational input, the pastors will present the pertinent information to the congregation. The congregation will have opportunity to give input to the pastors. It is the responsibility of the pastors to discern the direction of the Holy Spirit through the truth of the Scriptures, prayer, an understanding of the pertinent issues at hand and input from the congregation.

#### **SECTION G. TELEPHONE MEETING**

Any meeting of the Board members may be conducted in simultaneous multiple locations if the various locations are effectively connected by telephone conference call lines. In the event any meeting will be so held the results of any decision reached will be reduced to writing.

#### **SECTION H. INFORMAL ACTION BY PASTORS**

Any action required by law to be taken at a meeting of the Board of Pastors, may be taken without a meeting if a consent in writing, setting forth the action so taken, is to be reduced to writing in the subsequent meeting's minutes with respect to the subject matter thereof.

#### **SECTION I. CHURCH COUNCIL**

At the discretion of the Board of Pastors, a Church Council meeting may be called to provide input to the Board of Pastors. The Church Council consists of the three divisions of church leadership: the staff, which is responsible for the day to day operation of the church; the Deacons, who direct the financial, benevolent, ordinance, and facility operations of the church; and the Pastors, who oversee the doctrine, direction, and discipline of the church. The Pastors may also include, when needed, small group coaches and/or leaders or other key ministry leaders who are not on staff in a Church Council meeting. All are to be under the authority of, and in submission to, the Board of Pastors.

### **ARTICLE X. COMMITTEES**

#### **SECTION A. STANDING AND SPECIAL COMMITTEES**

The Board of Pastors will have power to appoint committees or councils for the purpose of conducting certain aspects of the corporate business not otherwise delegated. If any committee of the Board will have authority in excess of merely advising the Board of Pastors, then that committee will have two or more Pastors, a majority of its membership will be Pastors, and all committee or council members will serve at the pleasure of the Board. Members of the committees may be any person deemed to be qualified by the Board who has actively demonstrated a willingness to work toward the goals of the Church. The term of office for committee or council members will be one year unless otherwise specifically designated in the resolution appointing the committee.



## **SECTION B. COMMITTEE MEETINGS**

Meeting of a committee may be called by the Chairman of the Board of Pastors, the chairperson of the committee, or a majority of the committee's members. Notice of the time and place of any meeting of a committee is to be given at least three (3) days prior to the meeting.

## **SECTION C. RESIGNATION AND REMOVAL**

Any member of a committee may resign at any time by giving written notice to the chairperson of the committee or to the Secretary of the Church. Such resignation, which may or may not be made contingent on formal acceptance, is to take effect on the date of receipt or at any later time specified therein. Any member of a committee may be removed at any time by resolution adopted by a consensus of the Board of Pastors.

## **SECTION D. QUORUM**

Unless otherwise provided in the resolution of the Board designating a committee, the act of a majority of any committee will be the act of the committee. All committee members, including the Chairman of the Board of Pastors, are to be notified in advance of all meetings of the committee.

## **SECTION E. RULES**

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board.

# **ARTICLE XI. OFFICERS**

## **SECTION A. OFFICERS**

The officers of the Church are the Chairman, a Secretary, and a Treasurer. The Chairman, Secretary, and Treasurer will be appointed by the Board of Pastors. Such other officers and assistant officers, agents and assistant agents as may be deemed necessary may be elected or appointed by the Board of Pastors. Any two (2) or more offices may be held by the same person, except that the offices of Chairman or Secretary may not be held by the same person concurrently.

## **SECTION B. CHAIRMAN**

The Chairman will be the principal officer of the Church, and, subject to the control of the Board of Pastors, will preside at all meetings of the Pastors as Chairman of the Board. The Chairman will chair all Board of Pastors meetings, unless otherwise stipulated by the consensus of the Board of Pastors. The Chairman may sign, with the Secretary or any other officer of the Church authorized by the Board, such documents and deeds of the Church as necessary or appropriate including, but not limited to, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof will be expressly delegated by the Board or by these bylaws to some other officer or agent of the Church, or will be required by law to be otherwise signed or executed, and, in general, will discharge all duties incident to the office of Chairman and such other duties as may be assigned by the Board from.

#### **SECTION C. SECRETARY**

The Secretary will have the following responsibilities: (a) be responsible for the keeping of the minutes of the Board and Committee meetings; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records; and (d) in general, discharge all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chairman or by the Board.

#### **SECTION D. TREASURER**

The Treasurer will have the following responsibilities: (a) monitor the financial books of the Church; (b) keep regular books of account; c) render to the Board of Pastors from time to time as may be required, an account of the financial condition of the Church; and (d) in general, discharge all duties incident to the office of Treasurer, and such other duties as may be assigned by the Chairman or by the Board.

#### **SECTION E. COMPENSATION**

Officers will not receive any stated salaries for their services as officers, but by resolution of the Board of Pastors expenses of attendance, if any, may be allowed for each regular or special meeting of the Board, provided that nothing herein contained is to be construed to preclude any Officers serving the corporation in any other capacity and receiving compensation for that service.

#### **SECTION F. VACANCIES**

Any vacancies occurring in any office to be filled by reason of any increase in the number of Board members or resignation or termination are to be filled by the Board of Pastors as soon as practical.

#### **SECTION G. DELEGATION OF AUTHORITY**

In case of the absence of any officer of the Church, or for any other reason that it may deem sufficient, the Board of Pastors may, by consensus, either delegate the powers or duties of such officer to any Pastor or employee of the Church, for the time being, or may eliminate some or all of such powers or duties of such officer.

#### **SECTION H. ELECTION AND TENURE**

The Board of Pastors will appoint officers of Treasurer and Secretary annually at its annual meeting. Each officer will hold office until the first of the following to occur: until their successor has been duly elected and will have qualified; or until death, incapacity, or if he moves out of the area; or until removal in the manner hereinafter provided.

#### **SECTION I. REMOVAL**

Any officer or agent may be removed by the Board of Pastors whenever, in its judgment, the best interest of the Church is to be served thereby, but such removal will be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent will not in itself create contract rights.

## **SECTION J. QUALIFICATIONS**

The Chairman and Secretary must be a Pastor. The Treasurer must be either a Pastor or a Deacon of the Church.

## **ARTICLE XII. DEACONS**

### **SECTION A. QUALIFICATIONS FOR DEACONS**

The Bible teaches that Deacons lead by serving and Pastors serve by leading (Acts 6). The qualifications of the office of Deacon are clearly described and explained by God's word in 1 Timothy 3:8-13 and Acts 6:1-7.

### **SECTION B. STRUCTURE**

The Board of Deacons will consist of a chairman, who will be a member of the Board of Pastors. The remainder of the Deacons will assume responsibilities as agreeable and as needed. Those holding the office of Deacon are directly responsible to the Board of Pastors. The administration of the office of Deacon is primarily worked out through semi-regular meetings and communication with the Deacon Board Chairman, who serves as the liaison between the two boards. While each Deacon may be given primary oversight and responsibility for a specific ministry area, all Deacons are expected to be able to fill in and fully serve out all responsibilities of any Deacon office at any time as they are able to and as needed.

### **SECTION C. SELECTION**

When the need arises for Deacons, the Board of Pastors will recommend a nominee from the membership of the church. Following an independent interview process to determine if the Deacon nominee is biblically qualified, and upon consensus approval of the Board of Pastors, the nominee will enter into a Deacon Candidacy program. The Candidacy program is developed and principally carried out by of the Deacon Board Chairman and/or a member(s) of the current Deacon Board. Upon completion of the Candidacy program, and consensus approval of the Board of Pastors to a specific office, the Deacon Selection process will begin.

The selection process consists of the Deacon nominee being presented to the congregation. Each Deacon Candidate must commit to a 2-year term before being announced to the congregation for selection. At that time the congregation will be reminded of the biblical requirements for Deacons from 1 Timothy 3:8-13 and Acts 6:1-7 and also (in the spirit of Matthew 18:15-17) given up to 30 days to speak personally with the nominee if they are aware of any disqualifying characteristics, and for the matter to be resolved. If the matter remains unresolved, the nominee and church member should approach the Board of Pastors to engage in a process of evaluation and counsel regarding the unresolved matters. Confirmation and appointment of the new Deacon shall be at the sole discretion of the Board of Pastors and effected upon their consensus.

An individual's service as a Deacon may be discontinued by his own decision or by the consensus decision of the Board of Pastors. A person leaving the Board of Deacons would not necessarily preclude his service as a future Deacon, subject to the regular selection process.

## **ARTICLE XIII. FINANCIAL POLICIES**

### **SECTION A. FISCAL YEAR**

The fiscal year of the Church is to begin on the first day of January each year.

### **SECTION B. SALE OF ASSETS**

A sale, lease, exchange, mortgage, pledge or other disposition of property or assets of the Church may be made by the Board upon such terms and conditions and for such considerations, which may consist in whole or in part of the money or property, real or personal, as may be authorized by the Board of Pastors.

### **SECTION C. CONTRACTS**

The Board may authorize any officer or officers, agent or agents, to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the Church, and such authority may be general or confined to specific instances.

### **SECTION D. SEAL**

The Church shall not maintain a corporate seal.

## **ARTICLE XIV. INDEMNIFICATION**

### **SECTION A. INDEMNIFICATION OF OFFICERS, PASTORS, AND AGENTS.**

The Church shall indemnify its pastors, officers, and agents to the full extent as provided by law.

## **ARTICLE XV. MISCELLANEOUS**

### **SECTION A. CORPORATE OFFICE**

Harvest Bible Chapel shall maintain a registered agent and a registered office within the State of Iowa. Harvest Bible Chapel may have other offices within or outside of the state and need not be identical with the office of the registered agent in the State of Iowa. The address of the registered office and registered agent may be changed from time to time by the Board of Pastors.

### **SECTION B. AMENDMENTS**

The Articles of Incorporation and these bylaws may be altered, amended, or repealed and new articles and bylaws may be adopted by a consensus of the Pastors present at any regular meeting or any special meeting of the Pastors called for that purpose. Notice of the proposed amendment (including the suggested text of the change) shall be given in writing to all board members at least 20 days before the meeting at which the vote thereon is to be taken, and shall identify the persons proposing the amendment.

### **SECTION C. DISSOLUTION**

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, distribute all assets, both real and personal, to another such organization or organizations organized 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 Code, and shall use said assets exclusively for the purposes of the corporation in such manner, or as the Board of Pastors shall determine. Any such assets not so disposed of shall be disposed of by the appropriate court of law located in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for exempt purposes.

## **CERTIFICATION OF ADOPTION OF BYLAWS**

The undersigned, being the duly elected Secretary of Harvest Bible Chapel, an Iowa State Nonprofit Corporation, does hereby certify that the attached Bylaws of said Church were adopted by the official act of the Board of Pastors on January 7, 2020 and the same do now constitute the Bylaws of the Church.

Dated this 7 day of January 2020.

Chris Zepp  
Secretary