

CONSTITUTION AND BYLAWS  
OF  
LOCKWOOD COMMUNITY CHURCH

**Adopted May 19, 2026**

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# CONSTITUTION AND BYLAWS

## ARTICLE I. NAME AND PURPOSE

1. NAME: The name of this church shall be Lockwood Community Church (“LCC”).
2. PURPOSE: LCC exists to be a people committed to Christ, to Christ-likeness, to each other, and to the world. LCC is an independent Christian church and maintains the right to govern itself and to conduct its own affairs, including, without limitation, the calling of a Senior Pastor, the selection of leadership, and the implementation of its own ministries. LCC shall also have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, lease, or otherwise dispose of any real estate or property as may be necessary for the furtherance of its purposes, and to exercise all other powers conferred upon it by its State of Michigan, and other applicable laws of the State of Michigan. LCC is, and shall remain, independent but may from time to time voluntarily join itself to others for the purpose of fulfilling their ministry objectives. LCC shall not be subject to any governing associations with others at any time.

## ARTICLE II. TENETS OF FAITH

1. There is one God, eternally existing in three persons: the Father, the Son, and the Holy Spirit. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; Heb. 9:14)
2. God is sovereign in creation, revelation, redemption, and final judgment. (Gen. 1:1; Deut. 29:29; 1 Cor. 1:30; Acts 17:31)
3. The Bible, as originally given, is the inspired and infallible Word of God. The entire Bible is the supreme authority and is sufficient in all matters of belief and behavior. (2 Tim. 3:16-17; 2 Pet. 1:20-21; Ps. 19:7-11)
4. Man was created in the image of God, but Adam disobeyed God and sinned. Since the fall, the whole of mankind is sinful and guilty, so that everyone is subject to God’s wrath and condemnation. (Rom. 3:23; Rom. 1:18-20; Rom. 5:12)
5. The Lord Jesus Christ, God’s incarnate Son, is fully God. He was born of a virgin; His humanity is real and sinless; He died on the cross, was raised bodily from death, and now has authority over heaven and earth. (Col. 1:19-20, 2:9; Matt. 1:23; Rom. 8:3; Heb. 7:26; 1 Cor. 15:1-7; Matt. 28:18-20)
6. Christ has obtained eternal redemption for sinful human beings. Through His sacrificial death, He has redeemed people from the curse of the law, from wickedness, and from their empty way of life so they can experience blessing now and in the age to come. (Tit. 2:14, 1 Pet. 1:18, Gal. 3:13-14, Rom. 3:23-24)
7. Those who believe in Christ are forgiven, justified before God, and accepted by Him. This justification is God’s act of undeserved mercy, received solely by faith in Christ Jesus and not by their own efforts. (1 Jn. 1:9; Rom. 3:23-24; Eph. 1:6-7; Eph. 2:6-9)
8. It is the Holy Spirit who makes the work of Christ effective to individual sinners. He empowers them to turn to God from their sin and to trust in Jesus Christ. (Jn. 16:7-11)

9. The Holy Spirit lives in all those He has given spiritual birth. He enables them to become increasingly Christ-like in character and behavior and gives them power and gifts for their witness in the world. (Gal. 5:22-25, Acts 1:8)
10. The only holy, universal church is the Body of Christ to which all true believers belong. This universal church finds expression in local fellowships, who gather for worship, edification, and proclamation of the gospel. (Eph. 4:4; Acts 2:41-42)
11. The Lord Jesus Christ will return in person to judge everyone; to receive the redeemed into eternal glory and to execute God's just condemnation on those who have not believed and repented. (Acts 1:11; 2 Thess. 1:7-10; Matt. 25)
12. Marriage is the exclusive, God-ordained covenant relationship between one man and one woman. God intends sexual intimacy to only occur between a man and a woman joined in marriage. Marriage is symbolic of the union between Christ and the church. God creates each person with an immutable biological sex—male or female—that reflects the image and nature of God. (Gen.1:26-27, 2:24, 19:5, 13, 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; Eph. 5:23-32; 1 Thess. 4:1-8; Heb. 13:4)
13. God endows all human life with inherent dignity at every stage of development, and human life should be respected and protected from conception to natural death. (Gen. 1:26-27; Ps. 51:6; 139:14-16; Luke 1:39-45)
14. All People are created in the image of God, and every person must be afforded compassion, kindness, and respect. We also believe that the greatest commandments are (1) to love God and (2) to love our neighbors as ourselves. Therefore, we believe that we should demonstrate love toward all people. (Gen. 1:26-27; Ps. 139:14-16; Matt. 22:36-40; Mark 12:28-31; Luke 6:27-31)
15. These Tenets of Faith are not a complete or final explanation of our faith. Rather, it is a summary of our core beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning faith and life. It is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline, the Elders are this church's final interpretive authority on the Bible's meaning and application. (Isa. 40:8; Matt. 5:17-19; 1 Thess. 2:13; 5:12-13; 1 Tim. 5:17; 2 Tim. 3:16; Heb. 13:17; 1 Pet. 5:1-4)

### **ARTICLE III. ORDINANCES OF THE CHURCH**

The ordinances of the church are Baptism and the Lord's Supper. These are not prerequisites for salvation.

### **ARTICLE IV. CHURCH COVENANT**

We believe that the church exists to bring God glory (Eph. 1:6) and that we may do so by EXALTING God in worship, by EDIFYING one another, by EVANGELIZING our community and world, and by EQUIPPING ourselves for God's service. We covenant together:

1. To regularly attend the worship gatherings at LCC (Heb. 10:24) and earnestly seek God's aid to exalt Him in worship in spirit and truth.
2. To edify one another to live distinctively Christian lives (Eph. 1:4; 2 Cor. 7:1) by devoting ourselves to developing loving relationships with our Christian family (Rom. 12:10), by accepting one another

in the spirit of Christ (Rom. 15:7), by serving one another (Gal. 5:13), especially in times of need, by bearing with those with whom we have differences (Eph. 4:2), and by encouraging one another (1 Thess. 5:11) to be true to God and His purpose in our lives.

3. To evangelize our world by sharing God's love and forgiveness with those outside Christ (2 Cor. 5:19; 1 Jn. 3:17), and by supporting the church with prayers and contributions in its effort to advance the Gospel locally and internationally through its missionary outreach.
4. To be equipped to serve God by regular Bible study (2 Tim. 3:16) and prayer (Eph. 6:18), and by developing the spiritual gifts God has given through involvement in church ministry. (Eph. 4:11-16)

## **ARTICLE V. CHURCH GOVERNANCE AND LEADERSHIP**

The church is under the authority of Jesus Christ, in accordance with the Scriptures.

1. **COVENANT PARTNERS:** The Covenant Partners shall function under the authority of Christ, in keeping with the will of God as expressed in the Scriptures. The Covenant Partners, under the authority of Christ and Scripture, bear and exercise final responsibility for LCC's fellowship under Christ and participate in governance through the rights and duties described herein.

At LCC, Covenant Partners shall be all people who officially covenant together and agree to fulfill the vision of LCC. The term "Covenant Partner" shall not be deemed to hold any ownership in LCC. Likewise, the term "Covenant Partner" reflects only spiritual unity and shall not be deemed to have any legal status under state law except what is provided therein.

- a. **EXPECTATIONS:** Covenant Partners shall be expected to faithfully attend the regular meetings of the church, support its ministry with their prayers and resources, and submit themselves in the Lord to its Elders' oversight and direction. They shall maintain a life that brings praise and honor to Jesus Christ, engage in mutual edification with others in the church, and participate from time to time in evangelistic/mission opportunities among the unsaved.

Covenant Partners shall provide advice and give or withhold confirmation, as the case may be, with respect to proposals made by the Elders for matters that affect the spiritual health and mission of LCC. Regarding all major decisions of LCC, the Elders may seek advice from the Covenant Partners. Furthermore, Covenant Partners shall cast their vote on church matters presented to them at Covenant Partner Meetings.

Covenant Partners may also be called upon to serve the congregation in leadership or support roles, including but not limited to service as Elders, Deacons, on ministry teams, or members of committees such as Finance, Search, or Nominating. While not every Covenant Partner will serve in such a role, the expectation is that all will remain willing to be considered for service as the Lord provides opportunity.

- b. **ELIGIBILITY:** Individuals at LCC may become Covenant Partners if they satisfy the following criteria:
  - i. Are at least eighteen years of age.
  - ii. Give satisfactory evidence of being a true believer and follower of Jesus Christ.
  - iii. Give indication that they desire to be a regular and responsible part of the life and ministry at LCC. (See EXPECTATIONS above.)

- iv. Publicly declare (either verbally or in writing) their intention to become a Covenant Partner to the Elders.
- v. Are baptized.
- vi. Have attended LCC regularly for at least 6 months immediately preceding their application for Covenant Partnership.
- vii. Are in full agreement with the LCC Tenets of Faith.

In addition, all individuals who were members of LCC prior to the inception of Covenant Partnership in 2008 shall automatically be considered Covenant Partners of LCC.

- c. **APPOINTMENT:** Eligible individuals must present their names to the Elders. The Elders will approve such eligible individuals for Covenant Partnership. Following Elder approval, Covenant Partners will be presented to the entire congregation during a Sunday worship service. At such time, the names of the recognized Covenant Partners will be added to the Covenant Partner roster.
- d. **DISMISSAL:** Covenant Partnership may be dissolved at the request of the Covenant Partner or at the discretion of the Elders when living in willful sin and refusing to forsake his or her sin, or when neglecting to fulfill the expectations of a Covenant Partner.

In addition, the names of all Covenant Partners who fail to express their interest either through attendance or in writing for a period of twelve months shall be notified by letter that their names will be put on an inactive list. (This shall not apply to Covenant Partners who are physically unable to attend.) Inactive Covenant Partners will have no voting privilege.

An inactive Covenant Partner can be put back on the active Covenant Partnership list by attending services regularly for a period of three months and requesting to have their Covenant Partnership status reestablished. If the Elders determine that everything is in order and the requirements have been fulfilled, Covenant Partnership will be reinstated.

- 2. **ELDERS:** The Elders are called to oversee LCC and to protect it and provide spiritual guidance. The Lord Jesus Christ is the head of the Church, and LCC is a local expression of His universal body. The Elders are to submit to Christ's leadership in everything. They will, therefore, never knowingly contradict biblical principles when making decisions that affect His work in and through LCC. They will strive to discern God's plan for LCC through prayer and the study of Scripture, with watchful attention to God's activity in the church. The Elders shall serve as the Board of Directors of LCC.
  - a. **QUALIFICATIONS:** An Elder must be a Covenant Partner of LCC for the full year prior to his nomination and must meet the qualifications stated in 1 Timothy 3:1-7 and Titus 1:5-9.
  - b. **SELECTION:** Whenever it appears God may be calling a qualified man to the office of Elder, the existing Elders shall approach the suggested individual(s) to determine their interest in serving. Suggestions of potential Elders may be given to the Elders by the congregation or may originate with the Elders. Potential Elders will be invited to meet with the existing Elders for a period not to exceed six months. During this time, potential Elders may assist with Elder ministries and further explore whether God may be calling them to this service. After this time, if the Elders and potential Elder(s) believe God has called them to this office, their name(s) shall be submitted to the Covenant Partners for affirmation at a duly called meeting. At any time of the year, the Elders may prayerfully submit to the church qualified men for affirmation

of their calling to serve as an Elder. The church will be given 30 days to submit to the Elders in writing any reasons why they doubt either the qualifications or the calling of the person(s) proposed. If the Elders find no sufficient cause for disqualification, they will ask the church to affirm by ballot the proposed Elder's calling. The Covenant Partners may affirm the calling of an Elder by at least a seventy-five percent (75%) majority vote of the Covenant Partners at a duly called meeting of the Covenant Partners, and the person will be installed as an Elder.

- c. **NUMBER:** The number of Elders shall not be fewer than three. If the number of active Elders falls below three, the remaining Elders shall appoint one or more temporary Elders to serve until additional Elders have been affirmed by the Covenant Partners. Temporary Elders may be selected from among former Elders in good standing or from the remaining pastoral staff.
- d. **RESPONSIBILITIES:** At LCC, the Elders work together to fulfill their responsibilities. Each Elder will minister in his area(s) of giftedness and calling while helping the other Elders do the same. This work will include, but is not limited to: praying, teaching, planning, evaluating, setting ministry direction, delegating ministry responsibilities, modeling Christ-likeness, and confronting those who oppose biblical truth or practice patterns of sinful behavior. The Elders will meet regularly for prayer and counsel in the discharge of these duties. The Elders shall oversee the process of the Senior Pastor selection and also vote on ratification of the following decisions: the selection of the Senior Pastor and the termination and/or discipline of the Senior Pastor. The Elders shall support and advise the Senior Pastor and shall provide oversight and accountability of the Senior Pastor.
- e. **MEETINGS:** Regular and special meetings of the Elders may be held at any location, by any means, and at any time designated by the Elders.
  - i. **Quorum:** A sixty-six percent majority of the Elders will constitute a quorum.
  - ii. **Action without Meeting:** Any action required or permitted to be taken by the Elders may be taken without a meeting if all Elders individually or collectively consent in writing (including electronic communications) to that action. Such written consent will have the same force and effect as a unanimous vote of the Elders and will be filed with the minutes of the Elders' proceedings.
- f. **COMMITTEES:** The Elders may create committees to assist with the ministry of the church. All such committees shall be subject to the review and authority of the Elders.
- g. **TERM:** Each Elder will be appointed to a three-year term of service, subject to yearly evaluation by fellow Elders. In the event an Elder is affirmed outside of the annual meeting, such term shall extend from the date of affirmation through the subsequent annual meeting, plus the full three-year term. During the period of annual review, both the individual Elder and the other Elders will evaluate his continued service in office, considering the biblical qualifications as well as any personal factors that might affect the fulfillment of his charge. An individual's service as an Elder may be discontinued by his own decision, or by at least a seventy-five percent (75%) majority vote of the other Elders. Leaving the Eldership does not preclude future service in the position, subject to the regular Elder selection process. Upon completion of a term, an Elder's name may be placed on the annual ballot for reaffirmation by the Covenant Partners. The Covenant Partners may reaffirm the calling of an Elder by at least a seventy-five percent (75%) majority vote of the Covenant Partners at a duly called meeting of the Covenant Partners.
- h. **DISMISSAL:** Any person may at any time show cause in writing why an Elder should be disqualified from service. The Elders will decide, after investigation, if sufficient evidence exists

to disqualify the Elder in question. The Elders may remove an Elder by at least a seventy-five percent (75%) majority vote of the other Elders at a duly called meeting of the Elders.

Nothing in this section shall prevent the Covenant Partners from pursuing action through a Covenant Partner–initiated special meeting in accordance with Article VI.

3. **SENIOR PASTOR:** The Senior Pastor shall serve, together with the Elders, by providing leadership and spiritual oversight to LCC. He shall also serve as the President of the Corporation. By default, the Senior Pastor shall be considered an Elder of the church, participating fully in the responsibilities and decision-making processes of the Eldership. He shall also serve, by default, as chairman of the Elders, unless, by agreement of the Elders, another individual serves in this role.
  - a. **QUALIFICATIONS:** The Senior Pastor must meet the biblical qualifications put forth in 1 Timothy 3:1-7 and Titus 1:5-9 and must also fully and continually agree with LCC’s Tenets of Faith. All other qualifications of the Senior Pastor will be determined by the Elders.
  - b. **SELECTION:** If the position of Senior Pastor becomes vacant, the Elders will be responsible for establishing a search committee. Before any members are selected, the Elders shall define the qualifications required for service on the search committee. The committee will consist of one Elder, one Deacon, one staff member, and four at-large Covenant Partners, all of whom demonstrate spiritual maturity. If the Senior Pastor vacating the position is in good standing with the church and wishes to be a part of the pastoral search process, he may do so as long as it is not deemed a conflict of interest by the Elders. The search committee shall facilitate the interview process as defined by the Elders (e.g., review applications, facilitate background checks, interview potential candidates). The committee will then present all qualified candidates to the Elders. The Elders will decide which of the candidates, if any, and up to two, to present to the Covenant Partners at a duly called meeting. If two candidates are presented to the Covenant Partners, the candidate who receives a simple majority vote will then be presented for affirmation. A seventy-five percent (75%) majority vote is required for affirmation. The votes will be by written ballot during that meeting or by other methods approved by the Elders.
  - c. **RESPONSIBILITIES:** The Duties of the Senior Pastor include the following:
    - i. **Leadership:** The Senior Pastor will work with the Elders to provide biblical guidance for the church family. The Senior Pastor, together with the Elders, will lead by personal example, biblical teaching, and the leadership of the Holy Spirit.
    - ii. **Spiritual Oversight:** The Senior Pastor shall help develop and communicate the God-given vision and mission of the church. He shall oversee and coordinate the day-to-day ministry of the church.
    - iii. **Meetings:** The Senior Pastor shall call and preside over all meetings of the ministry staff (this includes but is not limited to pastors, music director, administrative assistant, secretary), assuring that all orders and resolutions of that team are fulfilled. He shall execute in the name of LCC all deeds, contracts, loans, and other documents under the advice of the Finance Committee. He shall be considered an ex officio (non-voting) member of ministries and groups that meet within the body of LCC and may rightly offer supervision and management usually vested in the executive office of any corporation. He shall receive minutes and reports of other pertinent committee activity and proposed actions upon request.

- iv. Corporate Oversight: The Senior Pastor shall also serve as the President of the Corporation.
  - v. Personnel Oversight: The Senior Pastor shall provide annual evaluation of all paid staff.
- d. DISMISSAL: If the other Elders determine by a seventy-five percent (75%) majority vote at a duly called meeting of the Elders that the Senior Pastor is no longer qualified to serve as a Pastor or is not adequately meeting his responsibilities as described in these Bylaws, the Covenant Partners will be called into a special business meeting to vote on dismissing the Senior Pastor. The Senior Pastor may only be dismissed upon an affirmative vote of seventy-five percent (75%) of the Covenant Partners at a duly called meeting. The vote will be by written ballot or by other methods approved by the Elders.
- e. EVALUATION: The other Elders will conduct a yearly evaluation of the Senior Pastor.
4. DEACONS: At LCC, Deacons are called to be servant leaders who attend to the church family's practical care needs. They have accepted major areas of ministry responsibility in the church.
- a. QUALIFICATIONS: All Deacons must be Covenant Partners at LCC. Furthermore, they shall meet the biblical qualifications for Deacons expressed in 1 Timothy 3:8-13.
  - b. NOMINATION AND SELECTION: In the fourth month prior to the annual meeting, or in the case of special circumstances, the Elders or Deacons will determine if additional Deacons should be appointed. If so, they will initiate the following process:
    - i. A nominating committee, consisting of at least three Covenant Partners and at least one Elder and one Deacon, will be appointed by the Elders.
    - ii. The nominating committee will receive instructions from the Elders on the qualifications and responsibilities of Deacons and will determine what questions should be asked of potential candidates.
    - iii. Suggestions of potential Deacons may be given to the nominating committee by the Covenant Partners or may originate with the Deacons.
    - iv. The nominating committee will recommend and request interviews for each of the candidates.
    - v. The Elders will review the recommendations, prayerfully make the final selection, and then present those individuals to the congregation.
    - vi. Those recommended for the office of Deacon will be announced to the church family, who then will be given thirty days to show cause in writing why any of the prospective Deacons would not be qualified to serve.
    - vii. The Elders will decide, after investigation, if sufficient evidence exists to disqualify the nominee.
    - viii. At the Annual Meeting or a duly called meeting, the recommended Deacon(s) will be presented to the church for affirmation. The Covenant Partners may affirm a Deacon by a seventy-five percent (75%) majority vote of the Covenant Partners.
  - c. RESPONSIBILITIES: The Deacons are to:
    - i. Establish and maintain personal relationships with the church family.
    - ii. Seek to know and meet the physical needs of the church family.
    - iii. Oversee and administer the Benevolent Fund.
    - iv. Oversee and participate in the Care Ministry.
    - v. Be responsible for communion supply and set-up, and other areas of ministry as designated by the Elders for the well-being of the church.

- vi. Serve on committees, such as the Pastor Search Committee, the Administrative Team, etc.
- d. **TERM:** Each Deacon will serve the church for a three-year term, subject to yearly evaluation by and the oversight of the Elders. In the event a Deacon is affirmed outside of the annual meeting, such term shall extend from the date of affirmation through the subsequent annual meeting, plus the full three-year term. An individual's service as Deacon may be discontinued by his own decision or by that of the Elders. Leaving the position of Deacon does not preclude future service, subject to the regular Deacon selection process outlined above. Upon completion of a term, a Deacon's name may be placed on the annual ballot for reaffirmation by the Covenant Partners. The Covenant Partners may reaffirm a Deacon by a seventy-five percent (75%) majority vote at a duly called meeting.
- e. **DISMISSAL:** Any person may at any time show cause in writing why a Deacon should be disqualified from service. The Elders will decide, after investigation, if sufficient evidence exists to dismiss the Deacon in question. If the Elders determine by a seventy-five percent (75%) vote of the Elders at a duly called meeting that a Deacon is no longer qualified to serve as Deacon or is not adequately meeting his responsibilities, that Deacon will be immediately dismissed from his service as a Deacon.

Nothing in this section shall prevent the Covenant Partners from pursuing action through a Covenant Partner-initiated special meeting in accordance with Article VI.

## **ARTICLE VI. CHURCH MEETINGS AND DECISION-MAKING**

This Article describes the procedures by which the governance authority in Article V is carried out.

1. **REGULAR BUSINESS MEETINGS:** The Covenant Partners shall be called into a business session at least annually. These regular business meetings take place annually on the 4th Tuesday of August and must include a review of and a vote by the Covenant Partners on an annual budget presented by the Administrative Team. The annual meeting will allow for business to be conducted on items that the Elders or the Administrative Team decided to include in the agenda. New items can come up for discussion, but not be voted on.
2. **SPECIAL BUSINESS MEETINGS:** Special business meetings may be called in any of the following ways:
  - a. **ELDER-CALLED SPECIAL MEETINGS:** The Elders may call a special meeting through the regular communication channels to address matters requiring timely congregational action.
  - b. **COVENANT PARTNER REQUESTED MEETINGS IN COOPERATION WITH THE ELDERS:** A special meeting may also be called upon request of Covenant Partners when the Elders agree that the matter should be brought before the congregation.
  - c. **COVENANT PARTNER-INITIATED SPECIAL MEETINGS:** A special meeting may also be called upon written request of at least twenty-five percent (25%) of Covenant Partners, specifying the purpose of the requested meeting.

Covenant Partner-initiated special meetings exist as an accountability safeguard for matters of substantial leadership concern, unresolved governance issues, loss of confidence in officeholders, or other serious matters affecting the welfare of the church.

Where a matter primarily concerns review of a specific Elder decision affecting identified parties, the appeal process in Section 7 should ordinarily be pursued first.

Notice of all special meetings shall be given at least two (2) weeks in advance and shall include the specific purpose of the meeting. Discussion and voting shall be limited to matters stated in the notice.

3. QUORUM: A quorum shall ordinarily consist of Covenant Partners present and voting. For Covenant Partner-initiated special meetings involving removal of leaders, reversal of Elder decisions, or other extraordinary actions, a quorum of at least forty percent (40%) of active Covenant Partners shall be required.
4. VOTING AND AUTHORITY: Unless otherwise stated in these Bylaws, a simple majority shall determine matters brought before the Covenant Partners.

Actions taken at a Covenant Partner-initiated special meeting involving removal of leaders, reversal of Elder decisions, or other extraordinary actions shall require approval by at least a seventy-five percent (75%) majority of Covenant Partners present and voting.

At a duly called Covenant Partner-initiated special meeting, Covenant Partners may take binding action on properly noticed matters of governance and accountability, including removal of leaders, reversal of prior decisions properly subject to congregational accountability under these Bylaws, direction regarding church governance matters, or other serious actions affecting the welfare of the church, provided such action does not amend doctrine or the Tenets of Faith except through amendment procedures otherwise provided in these Bylaws.

Voice vote, hand vote, ballot, or approved electronic voting may be used as determined under existing procedures.

5. MODERATOR: The Senior Pastor shall serve as moderator of all business meetings unless absent or if the position of Senior Pastor is vacant. If the Senior Pastor is absent or if the position of Senior Pastor is vacant, the Elders shall designate a moderator for business meetings.

If the subject of the meeting directly concerns the Senior Pastor or another Elder, the Covenant Partners present shall select an impartial moderator for that meeting.

6. CONDUCT AT AND ORDER OF BUSINESS MEETINGS: The Business Meetings of this church shall be guided by the Word of God (Eph. 4:3; 1 Cor. 14:40; Phil. 2:3; Heb. 13:17; and Gal. 5:22). The moderator must conduct business meetings in an orderly manner. Minutes will be taken and maintained by a person appointed by the Elders.
7. APPEAL OF ELDER DECISIONS: If a Covenant Partner or other party does not accept a decision of the Elders, an appeal may be submitted in writing to the Elders, clearly stating the grounds for appeal.

Upon receipt, the Elders, in consultation with the Deacons, shall appoint a panel of three individuals to review the matter. Panel members shall be selected from former Elders who remain Covenant Partners and/or other pastors committed to biblical authority and not currently serving as Elders of LCC.

The panel shall review written statements from both the Elders and the appealing party. At the panel's discretion, additional information may be gathered, including interviews.

The panel shall evaluate the matter in light of Scripture, these Bylaws, and relevant biblical principles. Upon conclusion of its review, the panel shall issue a written decision.

The panel's decision shall be final and binding with respect to the matter under appeal and shall govern Elder actions related to that matter, subject only to implementation steps required by these Bylaws.

This appeal process exists primarily for review of specific Elder decisions or disputes. It does not eliminate any authority otherwise reserved to Covenant Partners under these Bylaws through duly called meetings.

## **ARTICLE VII. MINISTRY TEAMS**

Ministry Teams are groups of LCC attendees who come together to serve specific areas of LCC's life and mission. Each team is led by a team leader, who organizes and directs the work of the team. These teams exist to support the congregation's ministries, helping the church operate effectively and carry out God's work in the community. All Ministry Teams serve under the authority and direction of the Elders, carrying out responsibilities delegated to them.

### **1. TEAM LEADERS**

- a. **QUALIFICATIONS:** Each team leader must be a Covenant Partner and meet qualifications suitable to their team's purpose.
- b. **SELECTION PROCESS:** When a team leader's term ends or a vacancy occurs, an ad hoc nominating committee will be appointed by the Elders to fill the position. The committee, which will include one Elder, one Deacon, and three at-large Covenant Partners, will initiate the following process as needed:
  - i. The nominating committee will receive guidance from the Elders regarding the qualifications and responsibilities of the position and determine what questions should be asked of potential candidates.
  - ii. Members of the congregation may suggest potential candidates to the nominating committee.
  - iii. The nominating committee will recommend and request interviews for each candidate.
  - iv. At the conclusion of the interview process, the nominating committee will submit its recommendations to the Elders for approval.
  - v. Approved candidates will be announced to the congregation, who will have 30 days to show cause in writing why any nominee may not be qualified to serve. The Elders will investigate and decide if sufficient evidence exists to disqualify any nominee.
  - vi. The approved nominees will be presented to the congregation for a vote, either at the Annual Meeting or at a duly called special congregational meeting.
  - vii. If a leader steps down mid-term, the Elders may appoint a current team member, in consultation with an Elder representative, to serve as interim leader until the congregation elects a permanent appointment.
- c. **TERM:** Each team leader will serve the church for a three-year term. In the event that a team leader is elected outside of the annual meeting, such term shall extend from the date of election through the subsequent annual meeting, plus the full three-year term. There are no term limits. Team leaders seeking an additional term may be reappointed without going through the full nominating process, subject to approval by the Elders and election by the Covenant Partners. If another qualified individual expresses interest in the position, the

Elders may open the selection process to include that person, ensuring all candidates meet the established qualifications for the role and the nominating process is followed.

- d. **DISMISSAL:** Any person may, at any time, submit in writing concerns regarding the service of a team leader. The Elders will review the matter and may dismiss the member if, after investigation, they determine there is sufficient reason to do so.

## 2. TEAM MEMBERS

- a. **QUALIFICATIONS:** Team members are selected by the team leader based on the needs of the team.
- b. **SELECTION:** The team leader selects additional team members who meet the established qualifications. An Elder representative may participate in the selection process to provide guidance and help ensure that appointments support the church's ministry goals.
- c. **TERM:** There are no terms for team members.
- d. **DISMISSAL:** Any person may submit in writing concerns regarding the service of a team member. The Elders, in consultation with the team leader, will review the matter and may dismiss the member if they determine it is in the best interest of the ministry and church.

## 3. MINISTRY TEAMS: The church maintains various ministry teams to serve specific areas of LCC's life and mission. The ministry teams serve at the direction of the Elders and carry out responsibilities delegated by them and the Covenant Partners. Current ministry teams include:

- a. **ADMINISTRATIVE TEAM:** Supports the church's ministries by assisting with financial oversight, policies, personnel matters, strategic planning, and maintaining necessary records. The Administrative Team may also establish committees, such as a Finance Committee, to carry out specific functions. In addition, the administrative team shall provide operational oversight of the Treasurer, managing day-to-day administrative functions.
- b. **BUILDINGS & GROUNDS TEAM:** Oversees the care, maintenance, and improvement of the church property, facilities, and related equipment. The team coordinates repairs, routine upkeep, and safety measures, and works to ensure that the church's physical resources are well-maintained and available to support the congregation's ministries and activities.
- c. **EMERGENCY PREPAREDNESS TEAM:** Develops and implements plans and procedures to ensure the safety and well-being of the congregation, staff, and visitors in the event of emergencies. The team coordinates training, safety drills, and emergency response efforts, and works to maintain church readiness for natural disasters, medical incidents, and other unforeseen situations.
- d. **GLOBAL MINISTRIES TEAM (GMT):** Coordinates the church's efforts to advance the gospel through support of missionaries and mission partners worldwide. The team identifies opportunities for service and outreach, encourages participation by the congregation, and provides guidance and oversight for programs and partnerships that further the church's global ministry objectives.
- e. **KINGDOM INVESTORS TEAM:** Seeks and evaluates opportunities to use the church's resources to provide practical and spiritual help to people, primarily within the local community. The team identifies projects and partnerships that align with the church's mission, encourages congregation involvement, and oversees initiatives that maximize the impact of the church's giving for God's kingdom.

The Elders may authorize the creation of additional teams or make adjustments to existing teams as needed to meet the church's ministry goals. This list is not intended to limit the church's ability to create, merge, or discontinue teams in the future.

## ARTICLE VIII. STAFF

1. PASTORAL STAFF: Those whose calling involves leading, teaching, and directing, in light of their call to ministry, are recognized as pastoral staff at LCC. This includes the Senior Pastor, Associate Pastor of Discipleship and Connection, and Associate Pastor of Youth and Children. These individuals are formally set apart by the church to perform ministerial functions such as preaching, teaching, providing spiritual care, and overseeing the ordinances of the church.

Pastoral staff shall be under the oversight of the Senior Pastor, with the consideration of the Elders' counsel.

- a. QUALIFICATIONS: A staff Pastor must meet the qualifications of an Elder and be in good standing. All additional qualifications will be determined by the Senior Pastor.
  - b. RESPONSIBILITIES: The responsibilities and duties shall be assigned by the Senior Pastor.
  - c. APPOINTMENT/DISMISSAL: Staff Pastors shall be appointed by the Senior Pastor with the consideration of the Elders' counsel. The Covenant Partners will affirm the candidate by a seventy-five percent (75%) vote at a duly called meeting. When just cause is evident, pastoral staff may be dismissed at the discretion of the Senior Pastor with the consideration of the Elders' counsel.
  - d. EVALUATION: The Senior Pastor will conduct a yearly evaluation of the other staff pastors.
2. OTHER PAID STAFF: Other paid staff (e.g., children's director, music director, treasurer, secretary, administrative assistant, janitor, etc.) shall be under the oversight of the Senior Pastor, with the consideration of the Elders' counsel.
    - a. FUNCTION: Other paid staff shall assist church leadership in pursuing and achieving LCC's mission and manage the day-to-day operations at LCC, ensuring alignment with LCC's mission.
    - b. RESPONSIBILITIES: The responsibilities and duties of other paid staff shall be assigned by the Senior Pastor.
    - c. APPOINTMENT/DISMISSAL: The Senior Pastor, with the consideration of the Elders' counsel, is responsible for the process of hiring other paid staff. Positions with significant influence over ministry activities (e.g., children's director, music director) must be affirmed by a 75% vote of the Covenant Partners at a duly called meeting. Additionally, the Treasurer shall be approved by a seventy-five percent (75%) vote of the Covenant Partners at a duly called meeting. All other positions may be filled at the discretion of the Senior Pastor, with the consideration of the Elders' counsel. When just cause is evident, other paid staff may be dismissed at the discretion of the Senior Pastor, with the consideration of the Elders' counsel.
    - d. EVALUATION: The Senior Pastor or his designee will conduct a yearly evaluation of the other staff.

Creation of new or previously existing but unfunded positions shall be done by agreement of the Elders upon authorization of funds by the Covenant Partners.

3. ADDITIONAL STAFF: The Senior Pastor may request additional pastoral staff and other staff positions as needed. These proposals shall be made to the Elders (acting as the Board of Directors), and the Elders may approve additional pastoral staff or other staff positions by a seventy-five percent (75%) majority vote of the Elders at a duly called meeting upon approval of funds by the Covenant Partners. Additional pastoral staff members must meet the same qualifications as the Senior Pastor, except for his level of experience in ministry. Further, a children's or music ministry leader or director is not required to be male. All additional pastoral and other ministry staff members shall act under the guidance and authority of the Senior Pastor and shall assist with the ministry of the church.

## **ARTICLE IX. CORPORATION**

For purposes of legal compliance as a nonprofit corporation, the following directors and officers shall serve:

1. DIRECTORS: The Elders, by virtue of their role as spiritual leaders of the church, shall serve as the Board of Directors of the corporation. The Directors are responsible for ensuring that the church's activities are consistent with its mission and bylaws, and providing oversight of the church's corporate and financial affairs.
2. CORPORATE OFFICERS
  - a. PRESIDENT: The Senior Pastor shall serve as the official representative of the corporation and provide overall leadership. He shall ensure that corporate actions are consistent with the church's mission and bylaws.
  - b. TREASURER: The Treasurer on staff shall also serve as the Treasurer of the corporation. The Treasurer shall receive, preserve, and pay out upon proper authority all monies or things of value paid or given to LCC. An itemized account of all receipts and disbursements must be kept at all times.
  - c. SECRETARY: The Administrative Assistant shall serve as the Secretary of the corporation. The Secretary shall maintain a record of the minutes for all meetings of the Elders and all meetings of the Covenant Partnership, and also maintain a list of Covenant Partners. The Secretary will make services of such notices as may be necessary or proper, supervise the keeping of the records of the corporation, and will discharge such other duties of the office as prescribed by the Elders. All records created or maintained by the Secretary shall be the property of LCC.

Corporate officers hold office automatically by virtue of their staff position and do not require a separate election or term. Removal or vacancy occurs automatically upon termination, resignation, or replacement from the corresponding staff position.

3. INDEMNIFICATION OF DIRECTORS AND OFFICERS: LCC may, to the maximum extent permitted by the Michigan Business Corporation and the Michigan Non-Profit Corporation Acts, indemnify each of its directors and officers against expenses, judgments, fines, settlements and other amounts actually incurred in connection with any proceeding arising by reason of the fact any such person is or was a director or officer of the corporation and may advance to such director or officer expenses incurred in defending any such proceeding to the maximum extent permitted by law. The

Elders may, in consultation with the Covenant Partners, provide for such indemnification or advance of expenses except to the extent such indemnification is mandatory under the Michigan Business Corporation and the Michigan Non-Profit Corporation Acts.

## **ARTICLE X. MISCELLANEOUS PROVISIONS**

1. MINISTRIES, STAFF, AND VOLUNTEERS: All organizations and ministries of LCC shall be under the control of LCC. The Senior Pastor is an *ex officio* of all organizations and ministries, and his leadership is to be recognized in and by them. To preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons who are employed by LCC or who serve as volunteers of the church in a teaching or advisory capacity are required to abide by and agree to the LCC Tenets of Faith and conduct themselves accordingly.
2. EXECUTION OF DOCUMENTS: The Elders may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the church, and such authority may be general or confined to specific instances. Unless authorized, no officer, agent, or other person will have any power or authority to bind the church by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.
3. ANNUAL ACCOUNTING PERIOD: The annual accounting period for this corporation will begin on the first day of October and will end on the last day of September.
4. FACILITY USE: If LCC makes its facilities available for non-member activities, LCC will only allow non-member activities that are consistent with the mission and beliefs of LCC as expressed in its Bylaws, Tenets of Faith, and other governing documents. (Mark 12:31; Matt. 28:16-20). Allowing activities or ceremonies contrary to the mission and statement of faith would violate the church's beliefs and religious practices, would render assistance to beliefs and practices contrary to its own, produce confusion and scandal among its members, and send an inconsistent message to the community. (2 Cor. 6:14; 1 Thess. 5:22). Therefore, approval of the Elders must first be secured for use of any property, buildings, or equipment for activities other than regularly scheduled church services and meetings. Any events (including but not limited to weddings or funerals) will be reviewed and approved by the Elders or their designee; and, all arrangements, music, and use of any church buildings or equipment must be approved by the Elders or their designee.
5. AMENDMENT OF CONSTITUTION AND BYLAWS: The Constitution and Bylaws may be amended or repealed, or new provisions adopted, by a sixty-six percent (66%) vote of the Covenant Partners at a duly called meeting of the Covenant Partners, provided the proposed changes have been approved by a seventy-five percent (75%) vote of the Elders and presented in writing to the Covenant Partners at least two (2) weeks before the vote.

**CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify:

- That I am the duly appointed and acting secretary of Lockwood Community Church.
- That the foregoing Constitution & Bylaws of Lockwood Community Church, consisting of seventeen (17) pages, including the cover sheet, and this additional page, constitute the Constitution and Bylaws of said corporation as duly adopted on the date set forth below.

IN WITNESS WHEREOF, I have executed this certificate as of this \_\_19<sup>th</sup>\_\_ day of \_\_May, 2026\_\_.

  
Secretary

Jenny Wickey

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