

# CHURCH OF THE HOLY SPIRITSONG, INC.

## CONSTITUTION

### I. COVENANT

As born again believers in Jesus Christ as Lord and Savior, heirs of the Kingdom of God, and partakers of the grace of our Lord Jesus Christ, we hereby covenant to work together as Church of the Holy SpiritSong to propagate the Gospel of Jesus Christ and to promote Christian worship, fellowship, outreach, education, discipleship and service in the community. We further covenant, with God's help, to aid and encourage one another in our individual and corporate Christian faith and walk; and to teach, train and equip the members of Church of the Holy SpiritSong for active, life-changing ministry. We will abide by the Spirit and intent of the Word of God as set forth in the Holy Bible, as well as Church of the Holy SpiritSong's Constitution, by-laws, and Articles of Incorporation, in fulfilling the ministries of Church of the Holy SpiritSong for the glory of God and the edifying of the Body of Christ.

### II A. DOCTRINE

- 1) We believe the Bible to be the only inspired, infallible, authoritative Word of God. The Scriptures are the final authority of our faith and conduct (II Timothy 3:16, II Peter 1:20,21 & I Corinthians 2:13).
- 2) We believe that there is one true and living God (Exodus 20:2,3) eternally existent in three persons: Father, Son, and Holy Spirit, distinguishable but indivisible (Matthew 28:19 & II Corinthians 13:14), who is worthy of all honor, praise, and worship as the Creator, Sustainer, and Beginning and End of all things (Revelations 4:11, 5:9,10, Isaiah 43:1,7,21).
- 3) We believe in the deity of our Lord Jesus Christ, as the Messiah, the Word who became flesh and dwelt among us (John 1:1,14), in His virgin birth (Isaiah 7:14, Isaiah 9:6 & Luke 1:26-33), in His sinless life (II Corinthians 5:21, Hebrews 4:15), in His miracles (John 10:25, 2:11, Acts 2:22), in His vicarious and atoning death through His shed blood (Matthew 26:28, John 6:56, John 19:34 & I Peter 1:18-19, Hebrews 9:12-14, Romans 5:9), in His bodily resurrection (Luke 24:1-12, Mark 16:1-8), in His ascension to the right hand of God (Mark 16:19, Luke 24:51, Acts 1:9, Hebrews 1:3, 8:1, 10:12 & 12:2, Colossians 3:1 & Romans 8:34), and in His personal return in power and glory (John 14:2-3, I Thessalonians 4:14-18, I Corinthians 15:23).
- 4) We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful humanity (John 3:3-17, John 16:5-15 and Galatians 5:16-25). We believe in the salvation of sinners by grace through repentance and faith in the perfect and significant sacrificial death of Jesus at the cross of Calvary through which we gain remission of sin (Ephesians 2:8-9, Hebrews 9:12 & 22 and Romans 5:8-11).
- 5) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (John 14:16-26, John 16:13, and Romans 8:1-17). We believe in the present day manifestation of the gifts of the Holy Spirit as enumerated in I Corinthians 12, 13 & 14.
- 6) We believe in the resurrection of both the saved and the lost---that they who are saved, are born again unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:24 -29, John 3:16, Mark 9:43-48, Romans 13:2, II Thessalonians 1:9 & Revelations 20:10-15).

- 7) We believe in the spiritual and functional unity of believers as the Body of Christ, of which Jesus Christ is the Head (Ephesians 1:21,22, I Corinthians 12, Galatians 3:26-29 and Ephesians 4:4-16).
- 8) We believe in water baptism being the outward sign of the acceptance of Jesus Christ as personal Savior in order to fulfill the commandment of our Lord (Matthew 28:19, Acts 2:38-41, Acts 8:26-40 and Acts 19:1-6).
- 9) We believe in the remembrance of the death of our Lord Jesus Christ through partaking of the communion elements commemorating his broken body and shed blood at the cross (Matthew 26:26-28, Luke 22:14-20 and I Corinthians 11:23-30).

## **II B. DOCTRINAL STATEMENT OF FAITH AS FOUND IN OUR MEMBERSHIP COVENANT**

1. We believe that Jesus Christ came to destroy the works of Satan (I John 3:8), that He disarmed the rulers and authorities and made a public display of them, having triumphed over them (Colossians 2:15).
2. We believe that God has proven His love for us because when we were still sinners Christ died for us (Romans 5:8). We believe that He delivered us from the domain of darkness, transferred us to His Kingdom, and in Him we have redemption, the forgiveness of sins (Colossians 1:13,14).
3. We believe that as children of God that we are seated with Christ in the heavens (Ephesians 2:6). We believe that we are saved by the grace of God through faith, that it was a gift and not the result of any works on our part (Ephesians 2:8).
4. We choose to be strong in the Lord and in the strength of His might (Ephesians 6:10). We put no confidence in the flesh (Philippians 3:3), for the weapons of our warfare are not of the flesh (II Corinthians 10:4). We put on the whole armor of God (Ephesians 6:10-17) and we resolve to stand firm in our faith and resist the evil one.
5. We believe that Jesus has all authority in heaven and on earth (Matthew 28:18), and that He is the head over all rule and authority (Colossians 2:10). We believe that Satan and his demons are subject to us in Christ because we are members of Christ's Body (Ephesians 1:19-23). We therefore obey the command to resist the devil (James 4:7) and we command him in the name of Christ to leave our presence.
6. We believe that apart from Christ we can do nothing (John 15:5), so we declare our dependence on Him. We choose to abide in Christ in order to bear much fruit and glorify the Lord (John 15:8).
7. We believe that the truth will set us free (John 8:32) and that walking in the light is the only path of fellowship (I John 1:7), therefore we stand against Satan's deception by taking every thought captive in obedience to Christ (II Corinthians 10:5).
8. We choose to present our bodies as instruments of righteousness, as living and holy sacrifices, and renew our minds by the living Word of God in order that we may prove that the will of God is good, acceptable, and perfect (Romans 6:13 and Romans 12:1,2).
9. We ask our Heavenly Father to fill us with His Holy Spirit (Ephesians 5:18), to lead us into all truth (John 16:13) and to empower our lives so that we may live above sin and not carry

out the desires of the flesh (Galatians 5:24). We crucify the flesh (Galatians 5:24) and choose to walk in the Spirit.

10. We, as a church, renounce all selfish goals and choose the ultimate goal of love (I Timothy 1:5). We choose to obey the greatest commandment, to love the Lord our God with all our heart, soul and mind, and to love our neighbors as ourselves (Matthew 22:37-39).

### III. GOVERNMENT

The Bible is the final authority in all matters of Christian faith and conduct. God's government of the church according to the New Testament as well as the Government of Church of the Holy SpiritSong is that of Elders (Pastor Elder & Lay Elders) and Deacons and these together serve the congregation (John 13:1-17). Scripture provides a directive for the church to operate (II Timothy 3:16 and II Peter 1:20,21).

#### A. ELDERS

The Elders will function in co-equality: no Elder will be exalted above any other Elder. All Elders will function within the gifts and/or talents given to them by Christ, the head of the Church (Matthew 25:14-30, Luke 12:41-48, Acts 20:28 and I Peter 5:1-3). Although all Pastor and Lay Elders are equal, there will come forth a first among equals—a Shepherd (Senior Pastor) of the flock upon whom God places the mantle of leadership. The Elders will meet at least once a month. All meetings of the Elders will be open to the congregation for a period of time as specified by the Elders not to be less than one-half (1/2) hour. Decision-making will be by consensus of the Elders.

There will be a minimum of three (3) Elders. Should the number of Elders drop below three (3), an Elder from another Christian Body or from within Church of the Holy SpiritSong will be invited by the remaining Elders to fill the vacancy until such time as a qualified individual from the local body is appointed to the vacancy. Elders temporarily filling a vacancy need not meet the Church of the Holy SpiritSong's membership requirement.

1. **Qualifications** – An Elder must be a member of Church of the Holy SpiritSong, have completed the Discipleship/Leadership class or be enrolled in the next available class, and meet the qualifications of Elders listed in I Timothy 3:2-7, Titus 1:5-9, Numbers 11:16-17 and Deuteronomy 1:13-17.
2. **Appointment** – An Elder will be set apart by God, designated and ordained by the existing Elders at Church of the Holy SpiritSong, and confirmed by the congregation through prayer and the laying on of hands. (Numbers 27:18,23, Acts 1:24, Acts 14:23, Titus 1:4-5, and Acts 6:3,5-6)
3. **Term** - An Elder will maintain his/her position for life, unless removed.
4. **Removal**
  - a. An Elder is subject to removal at any time by a majority consensus of the remaining Elders.
  - b. An Elder may also withdraw voluntarily by submitting a written resignation to the remaining Elders.

## **5. Duties and Responsibilities**

- a. The Elders are to bring into fullness the gifts of the five-fold ministry: Apostle, Prophet, Evangelist, Pastor, and Teacher (Ephesians 4:11-13). The Lay-Eldership is the Pastor-Elder's strongest support. They are his/her immediate helpers in the pastoral task of caring for the church. While the work of Elders touches all the ministries of the church, the focus of the Eldership is upon overseeing the spiritual affairs of the church, i.e., worship, music ministry, missions, and Christian education (Exodus 18:13-26 and Acts 20:28).
- b. The Elders will make the decisions regarding expenditure of budgeted funds in the areas of missions, Christian education, music ministry, and worship.

## **B. PASTORAL STAFF**

The Pastoral Staff will consist of the Founding or Senior Pastor and any Assistant and or Associate Pastors that are in service to Church of the Holy SpiritSong.

1. **Founding Pastor**- the Reverend Deanna Jaworski is designated as the Founding Pastor of Church of the Holy SpiritSong. Additional pastoral staff may be appointed by the Founding Pastor in accordance with procedures set forth in the by-laws and/or Constitution of the Church.
2. **Senior Pastor** - The Senior Pastor will be called out by God to serve the Body of Christ. He/She will oversee the ministries of Church of the Holy SpiritSong. He/She will exhibit competence in the areas of leadership (by personal example), preaching, teaching, counseling and the administration of the ordinances as set forth in Article X of this Constitution. He/she will be responsible to train the lay leadership of the church. He/she is a member ex-officio of all boards and committees, so that he/she may be informed of all aspects of the church's work, and so give necessary spiritual/administrative counsel. The Pastor will have the heart of a shepherd as witnessed by the Elders and the congregation (II Timothy 4:1-3, I Timothy 3:2-7 & Isaiah 40:10-11).

### **a. Qualifications**

1. The Senior Pastor must meet the qualifications of I Timothy 3:2-7 and I Timothy 5:17-19.
2. The Senior Pastor must have experience as an Elder or the equivalent.
3. The Senior Pastor must meet the Church of the Holy SpiritSong's ordination requirements.

### **b. Appointment**

1. The Elders will prayerfully consider and present a candidate for Senior Pastor.
2. At a Special Congregational Meeting the congregation will have an opportunity to meet and question the candidate. The congregation may then submit written comments to the Elders.
3. The Elders will then designate a candidate who will be presented to the congregation for confirmation and placed into service before the body as an Elder and Senior Pastor through prayer and the laying on of hands.

- c. **Term** – The Senior Pastor will maintain his/her position for life unless removed.

- d. **Pastoral Compensation Package** - The Senior Pastor will be compensated. Details of that package to be decided upon by the Board of Trustees at a later date.
  - e. **Removal**
    - 1. The Senior Pastor is subject to removal at any time by a consensus of the remaining Elders.
    - 2. The Senior Pastor may also withdraw voluntarily by submitting a written resignation to the remaining Elders.
  - f. **Duties and Responsibilities** – The Senior Pastor is the undershepherd (to Christ the true Shepherd) responsible for both the spiritual and the administrative oversight of the congregation (I Timothy 5:17-19 and I Thessalonians 5:12-13). He/she is to faithfully preach, teach, exhort the Word of God and refute false doctrine. The Pastor Elder differs from the Lay Elder in that he/she has had special training for his/her ministry. The Senior Pastors obligations are to watch-over, feed, protect and lead the flock (Acts 20:28, I Peter 5:1-3, I Timothy 5:17-19, I Timothy 4:14-16 and Romans 12:8).
3. **Assistant Pastor** – The Assistant Pastor(s) will be called out by God to serve the body of Christ. He /She will assist the Senior Pastor in overseeing the ministries of Church of the Holy SpiritSong. He/She will exhibit competence in the areas of leadership (by personal example), preaching, teaching, and counseling. An Assistant Pastor will have the heart of a shepherd as witnessed by the Elders and the congregation (II Timothy 4:1-3, I Timothy 3:2-7 & Isaiah 40:10-11).
- a. **Qualifications**
    - 1. An Assistant Pastor must be a member of Church of the Holy SpiritSong and meet the qualifications of I Timothy 3:2-7.
    - 2. An Assistant Pastor must have completed the Discipleship/Leadership class, have functioned as a Deacon and/or Elder prior to consideration for appointment to the Pastoral staff.
    - 3. An Assistant Pastor must meet the Church of the Holy SpiritSong's ordination requirements and any other requirements deemed necessary by the Senior Pastor.
    - 4. A Pastor with previous Assistant/Associate Pastor experience will be considered for appointment by the recommendation of the Senior Pastor.
  - b. **Appointment** – The Elders will prayerfully consider and designate a candidate for Assistant Pastor. Once a candidate has been chosen, he/she will be presented to the congregation for confirmation and placed into service before the body as an Elder and Assistant Pastor through prayer and the laying on of hands.
  - c. **Term** – An Assistant Pastor will maintain his/her position for life unless removed.
  - d. **Removal**
    - 1. An Assistant Pastor is subject to removal at any time by a consensus of the remaining Elders.

2. An Assistant Pastor may also withdraw voluntarily by submitting a written resignation to the remaining Elders.

e. **Duties and Responsibilities** – The Assistant Pastor(s) will assist the Senior Pastor in overseeing the entire ministry functions of the Church and in shepherding the flock. An Assistant Pastor, with the approval of the Senior Pastor, may be called upon to administer the ordinances set forth in Article X of this Constitution. In the event that the Senior Pastor is unable to perform his/her duties and responsibilities, the Assistant Pastor will resume these duties and responsibilities until the Senior Pastor is able to resume them or until the Elders appoint an interim pastor to serve until a permanent pastor is appointed.

4. **Associate Pastor-** The Associate Pastor(s) will be called out by God to serve the body of Christ. He/She will perform ministry functions on behalf of Church of the Holy SpiritSong. He/She will exhibit competence in the areas of leadership (by personal example), preaching, teaching, and counseling. An Associate Pastor will have the heart of a shepherd as witnessed by the Elders and the congregation (II Timothy 4:1-3, I Timothy 3:2-7 & Isaiah 40:10-11).

a. **Qualifications**

1. An Associate Pastor must be a member of the Church of the Holy SpiritSong and meet the qualifications of I Timothy 3:2-7.
2. An Associate Pastor must have completed the Discipleship/Leadership class, have functioned as a Deacon and/or Elder prior to consideration for appointment to the Pastoral staff.
3. An Associate Pastor must meet the Church of the Holy SpiritSong's ordination requirements and any other requirements deemed necessary by the Senior Pastor.
4. A Pastor with previous Assistant/Associate Pastor experience will be considered for appointment by the recommendation of the Senior Pastor.

b. **Appointment** – The Elders will prayerfully consider and designate a candidate for Associate Pastor. Once a candidate has been chosen he/she will be presented to the congregation for confirmation and placed into service before the body as an Elder and Associate Pastor through prayer and the laying on of hands.

c. **Term-** An Associate Pastor will maintain his/her position for life unless removed.

d. **Removal**

1. An Associate Pastor is subject to removal at any time by a consensus of the remaining Elders.
2. An Associate Pastor may also withdraw voluntarily by submitting a written resignation to the remaining Elders.

e. **Duties and Responsibilities** – The Associate Pastor(s) will assist the Senior Pastor in overseeing the entire ministry functions of the Church and in shepherding the flock. An Associate Pastor, with the approval of the Senior Pastor, may be called upon to administer the ordinances set forth in Article X of this Constitution. In the event that the Senior Pastor is unable to perform his/her duties and responsibilities, the Associate Pastor will assume these duties and responsibilities until the Senior Pastor is able to assume them

or until the Elders appoint an interim pastor to serve until a permanent pastor is appointed.

## C. DEACONS

Positions of leadership in the Church, not held by Elders, will be held by Deacons. Leadership will be defined as positions that require interactions with the congregation or the public on behalf of Church of the Holy SpiritSong.

1. **Qualifications** – A Deacon must be a member of Church of the Holy SpiritSong, have completed the Discipleship/Leadership class or be enrolled in the next available class, meet the qualifications of the position, and meet the scriptural standards as set forth in I Timothy 3:8-13 and Acts 6:3.
2. **Appointment** – Thirty (30) days prior to any congregational meeting, the Elders will present, in writing to the membership, areas of service for which Deacons are needed. The members will then be called upon to pray and seek God's wisdom in determining qualified people. Recommendations for Deacon will be submitted in writing by the membership to the Elders at the time of the congregational meeting. The Elders will select Deacons from these recommendations or a recommendation brought forth by an Elder. Deacons will be placed into service before the congregation through prayer and the laying on of hands (Acts 6:1-6).
3. **Term** – The term of service for a Deacon will be determined by agreement between the Elders and said Deacon, as follows:
  - a. for life, or
  - b. for a specific time period based on the requirements of the task, or
  - c. for a specific time period based on the individual's commitment, unless removed.
4. **Removal**
  1. A Deacon, if no longer meeting the qualifications of Deacon, may be removed by the consensus of the Elders.
  2. A Deacon may be removed at the expiration of his/her appointed term of service or personally committed term of service.
  3. A Deacon may also withdraw voluntarily by submitting a written resignation to the Elders.
5. **Responsibilities** – The Deacons have been called to serve God and the Church (the Body of Christ). The Elders will assign and guide Deacons based on their gifts and callings to meet the needs of the Church. As leaders Deacons will recruit and train helpers so the church's workforce is large enough to carry out its responsibilities. Responsibilities include but are not limited to, prayer, visitation, mercy, giving, hospitality, leading, benevolence, altar/communion set up and distribution, Eucharistic ministry, stewardship training etc.

## D. TRUSTEES

The Trustees, in prayerful communion with the Council of Elders, will serve as the administrative body of Church of the Holy SpiritSong. The body of Trustees will consist of an administrative minimum of five (5) members. They will meet once a month. Meetings will be open to the congregation and governed by Robert's Rule of Order. Meetings will always include the Elders. Trustees will conduct their business as required by the By-laws and the

Constitution.

1. **Qualifications** – A Trustee must be a member of Church of the Holy SpiritSong and must be a Deacon.
2. **Appointment** – Thirty (30) days prior to any congregational meeting, the Elders will present, in writing to the membership, areas of service for which Trustees are needed. The membership will then be called upon to pray and seek God's wisdom in determining qualified people. Recommendations for Trustees will be submitted in writing by the membership to the Elders at the time of the Congregational meeting. The Elders will select Trustees from these recommendations or a recommendation brought forth by an Elder. Trustees will be placed into service before the congregation through prayer and the laying on of hands (Acts 6:1-6).
3. **Term** - The term of office for all Trustees, with the exception of the President/Senior Pastor, which is for the duration of the Pastorate, shall be for three (3) years. The initial Board of Trustees will have staggered terms set forth by the Founding Pastor. There will be two (2) terms of three (3) years, one (1) term of two (2) years, and one (1) term of one (1) year.
4. **Officers** – Trustees will elect from among themselves the following officers: Vice-President, Treasurer, and Secretary. This election will be held at the first Trustee meeting immediately following the election of new Trustees at the September congregational meeting.
4. **Removal** -
  - a. A Trustee may be removed if he/she is no longer meeting the qualifications for Deacon as determined by the Elders.
  - b. A Trustee may also withdraw voluntarily by submitting a written resignation to the Elders.
  - c. A Trustee may be removed by a majority vote of the Elders and the remaining Trustees.
6. **Responsibilities** – The Trustees will be responsible for the administrative operations of the Church, including but not limited to:
  - a. Prayerfully consider the spiritual counsel received from the Council of Elders with respect to all major voting issues.
  - b. Perform any and all duties imposed on them collectively or individually by law of the State of Florida, by the Articles of Incorporation or the By-laws and/or Constitution.
  - c. Ensure all Elders, Deacons, Trustees, officers, agents and employees of the corporation comply with the stipulations of the By-laws and this Constitution.
  - d. Meet at such times and places as required by the By-laws.



- e. Develop, revise and enforce the By-laws of the Church and policies not regulated by the Elders.
- f. Insure, build, repair and maintain property.
- g. Set budget and maintain financial records of the church.
- h. Manage and control investments.
- i. Employ staff as required by the congregation.
- j. Call congregational meetings.
- k. Ensure that the church meets all legal requirements.
- l. Manage and control gifts, legacies, and beneficiaries of any kind, which are received by the church.
- m. Maintain a membership list.

#### **E. CHURCH COUNCIL**

The Church Council is made up of the Pastor Elder, Lay Elders, Deacons, and Trustees. Any member of the Council may submit a request in writing to the Elders for a Council meeting. The Elders are the only ones to call council meetings. The congregation will be notified prior to the meeting. The Council meeting is the forum designed to discuss issues, concerns, questions, and request for clarification and/or misunderstandings that are ministerial in nature. All Council meetings will be open to the congregation for a period of time as specified by the Council not to be less than one-half (1/2) hour.

### **IV. MEMBERSHIP**

A. Future members will be received into membership by the following process:

- 1. The individual will complete the Membership Class of Church of the Holy SpiritSong.
- 2. Upon completion of the class, within sixty (60) days, they will make a declaration before the congregation of their profession of faith in Jesus Christ as personal Savior and be water baptized (immersion) as an outward expression of the inner transformation.
- 3. They will accept and sign the Membership Covenant and Doctrinal Statement of Church of the Holy SpiritSong.

B. Responsibilities of membership include:

- 1. living in accordance with Biblical principles (Matthew 5:3-10 & Galatians 5:16-26).
- 2. regular attendance at the activities of the Church (Hebrews 10:25, Proverbs 3:9,10 and Colossians 3:16).
- 3. support of the Church through tithes, gifts, and offerings (Malachi 3:8-10, Acts 10:4 Philippians 4:10-20 & II Corinthians 8:1-15).

4. voluntary submission to the spiritual oversight of the Church (I Corinthians 16:15-16, Ephesians 5:21, Hebrews 13:17, James 3:17 & I Peter 5:1-5).
  5. provision and support for the Senior Pastor:
    - a. honor and love (I Thessalonians 5:12,13).
    - b. make financial provisions for (I Timothy 5:17,18 and I Corinthians 9:7-14).
- C. All members will be members for life unless they transfer, resign, or are removed.
1. Members may request a transfer to another Christian Church by submitting a written request to the Elders. Upon approval by the Elders, a letter of transfer will be generated by the Church Secretary and signed by the Senior Pastor.
  2. Members may resign by submitting a written request to the Secretary of the Trustees. The Secretary will immediately notify the Pastor of the request. The Pastor and/or one of the Elders will attempt to contact the member within seven (7) days of receipt of the letter. If the member has not withdrawn the request in writing by the end of the fourteenth (14<sup>th</sup>) day, regardless of whether contact has been accomplished or not, then the Secretary will remove that member from the membership roll.
  3. Removal of an individual's membership in Church of the Holy SpiritSong may be accomplished by written notice from the Elders to the Secretary of the Trustees.

## **V. ORDINATION PROCEDURE**

The following procedure is set forth to ordain into ministry those people set apart by God to oversee the Body of Christ.

### **A. Application Procedure**

Those seeking ordination may request an application packet from the Senior Pastor. The Senior Pastor and Elders have the responsibility to generate and modify the application packet as needed. Once the application packet is returned, the Senior Pastor will arrange a time to meet with the potential candidate to either accept or make recommendations regarding their application. The following minimum criteria will be used in evaluating the applicant. He/She must:

1. be a born-again believer and an example of Christian living (I Timothy 3:2-7, Titus 1:10).
2. demonstrate evidence of a definite sense of calling into the ministry, and be regarded as having vision, character, conviction, resolve and anointing.
3. exhibit a commitment to the Body of Christ and Church of the Holy SpiritSong and have been a member of Church of the Holy SpiritSong for a minimum of one (1) year  
Qualifications of applicants with previous pastoral experience will be reviewed by the Senior Pastor and Elders.
4. complete the necessary education requirements set forth by the Senior Pastor.

## **B. Ordination Process**

The Senior Pastor will meet with the Candidates and construct a personalized program to help him/her meet the ordination requirements. The Senior Pastor will select one Elder to supervise the internship of the candidate. During this internship process (minimum of two (2) years), the Candidate will meet quarterly with a review board, consisting of the Elders and two (2) Deacons selected by the Elders, to discuss and review the progress of the candidate in their program. At the completion of this program, the Elders will determine if the following minimum requirements for ordination have been met. The candidates must:

1. meet the qualifications of Elders as listed in I Timothy 3:2-7, Titus 1:6-9, and Deuteronomy 1:13-17.
2. be able to exhibit skill in their proclamation of the gospel, and soul-winning techniques.
3. exhibit teaching skills.
4. exhibit skill in interpersonal relationships and counseling.
5. exhibit the ability to conduct holy ordinances of the Church.

The individual's ordination will be acknowledged through prayer and the laying on of hands before the congregation.

## **VI. DISCIPLINE**

Discipline is basically designed to maintain order, unity, peace, happiness, stability and growth in the Body of Christ. It introduces the principle of submission to each other, and one's will submitted to and in alignment with the will of God. When exercised in love, discipline gives individuals and the congregation a sense of security and helps to restore a backslider. It is needed to uphold the moral standard of God's Word and maintain the standard of God's holiness in the Church. Discipline guides the immature, stabilizes the weak, and leads people to come to maturity in the Lord. (Galatians 6:1, I Corinthians 5:1-13 & James 5:19-20).

**ELDERS** – God uses the ministering gifts of the Holy Spirit through the body of Elders to discipline Elders. The ministry is to hold ministry accountable (Numbers 12, I Chronicles 16:22, Jeremiah 23:1-3, 12, 34 & Ezekiel 34:10). Any accusations brought forth against an Elder by congregants will be acted upon following the Scriptural principles set forth in I Timothy 5:19-21.

**DEACONS/TRUSTEES/CONGREGANTS** – Discipline of the Church is the responsibility of the Elders. The Elders, with a heart of compassion, will follow the Scriptural principles of discipline and administer discipline for the purpose of restoration and reconciliation (I Corinthians 4:14-21, I Corinthians 5:1-5, Hebrews 13:17 & I Timothy 5:17-20).

## **VII MEETINGS**

- a. At least one service will be conducted each week at the regular meeting place for Christian worship and fellowship.
- b. Congregational meetings of the membership will be held at least once a year during the month of September. The date of this meeting will be set by the Elders & Trustees,

posted, announced from the pulpit, and included in the church bulletin at least thirty (30) days prior to any meeting.

- c. Special congregational meetings of the membership may be called by the Elders, President of the Trustees, majority vote of the Trustees, or by petition of any ten (10) persons that are currently on the list of members as kept by the Secretary of the Trustees. Meetings called in any of these manners will be subject to the same thirty (30) day notification procedure as the Annual Meeting.
- d. Quorum– A quorum will consist of the number of members in attendance at any duly called congregational meeting.

## VIII. AFFILIATIONS

Church of the Holy SpiritSong may affiliate with any other congregation and/or organization by recommendation of the Elders and confirmation by the trustees and congregation. Affiliations may be discontinued in the same manner.

## IX. FINANCES

Church of the Holy SpiritSong will operate on tithes, freewill gifts, and offerings.

- a. **Collections** – Tithes, gifts and offerings will be taken up and/or received at each service. The offering will be counted by the Treasurer and one other Trustee. In the event the Treasurer is not available another Trustee will fill in.
- b. **Budget** –
  - 1. The fiscal year will be the calendar year.
  - 2. An open Church Council meeting will be held during the month of August for generating congregational input toward the development of the annual budget.
  - 3. The Trustees will then generate a budget for the next fiscal year to be presented to the congregation at the congregational meeting.
  - 4. Efforts will be made to stay within budget. Trustees will have the authority to transfer between budget categories and authorize over-budget or out-of-budget expenditures.
- c. **Church Giving** – Church of the Holy SpiritSong will tithe ten percent (10%) of all income except designated gifts. The Church giving will be directed to the needs of the body, evangelical outreach, missions, and ministry as determined by the Elders.
- d. Church of the Holy SpiritSong will operate in compliance with all Internal Revenue Service tax regulations.

**X. ORDINANCES**

The performance of all the following ordinances will be at the sole discretion of the Senior Pastor and subject to the existing policies of Church of the Holy SpiritSong. Policies concerning these ordinances will be set and modified only by the Senior Pastor and Council of Elders. The Ordinances are: Infant Dedication, Baptism, Communion, Blessings, Marriage/Holy Union, and Funeral/Memorial services.

**XI. POLICIES**

Policies concerning ordinances and spiritual and personal issues (i.e., conflict resolution) will be set and modified by the Elders. All other policies will be written by the Trustees. All policies may be modified by the Elders at any time at their discretion.

**XII. AMENDMENTS/REVISIONS**

Proposed amendments/revisions to the Constitution may be submitted to the Elders for their review and/or approval. Approved proposals will be submitted in writing to all congregants at the annual congregational meeting.