



CRESTVIEW COMMUNITY CHURCH BY-LAWS



FEBRUARY 22, 2021

CRESTVIEW COMMUNITY CHURCH
1400 Ortman Lane, Lafayette, IN 47909

BY-LAWS
OF
CRESTVIEW COMMUNITY CHURCH, INCORPORATED

These By-Laws of Crestview Community Church, Incorporated (in the future, the "Church"), shall, whenever possible, be interpreted to be consistent with the Constitution of the Church, which itself is at all times subordinate to the Scriptures of the Old and New Testaments.

ARTICLE I
Purposes

As stated in its Articles of Incorporation, this church's purposes are exclusively charitable, religious, and educational. They include conducting worship services and educational programs promoting the Christian religion, per the New Testament, and with the rules, regulations, practices, customs, and discipline of Crestview Community Church; acquiring, constructing, owning, and maintaining places of worship, offices, and facilities necessary or incidental thereto; providing Christian education, programs, materials, publications, an extension of the home and foreign missions, evangelists and other personnel, money and property to further and of these purposes; and engaging in various activities to promote the spiritual welfare of all men in accordance with the foregoing, and to perform any purpose for which nonprofit corporations are authorized under the Nonprofit Corporation Act of 1991 of the State of Indiana (the "Act").

The church also has such powers as are now or may hereafter be granted by the act.

ARTICLE II

Registered Office and Registered Agent

The church shall have and continuously maintain in this State a Registered Office and a Registered Agent whose office is identical with such Registered Office and may have other offices within or without the State of Indiana as the Board of Elders (the "BOE") may from time to time determine.

ARTICLE III

Membership

Section 1. GENERAL. All individuals who publicly confess Jesus Christ to be their Savior and Lord and meet the following requirements are eligible for admission to the church as a Member:

Those desiring to become members must be regular attenders of Crestview Community Church and be 18 years of age or older. All who desire membership must be baptized by immersion upon the authority of a New Testament Church. Potential members must also endorse the Articles of Faith adopted in our Article of Faith, and complete a church membership class before being presented for membership to the church; or transfer from another church of like faith and order upon letters of dismissal or satisfactory substitute thereof. Still must affirm articles of faith in section 1.

All potential members must acknowledge and agree to abide by the Articles of Faith of Crestview Church Inc. through the signing of the church Membership Covenant.

Section 2. ADMISSION. All candidates for membership shall be subject to approval by the BOE and confirmation by the Members at any Church members' meeting.

Section 3. DUTIES. Members are expected to be faithful in all duties essential to the Christian life, attend services of the church, regularly give for the church's support and causes, and share in the church's organized work.

Section 4. CODES OF CONDUCT

1. Policy Inclusions. This Church's code of conduct is consistent with the following:

The Ten Commandments (Exodus 20:2-17)

The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)

This Church's Articles of Faith

2. Personal Conduct. All persons connected with this Church community, be they employees, volunteers, or board members shall hereinafter be referred to as Church community members. All such Church community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the Church, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the Church in proper conduct. Failure to maintain reasonable standards is subject to discipline up to and including termination from the Church community. It is expected that all members of our Church community will conduct themselves in a manner consistent with biblical standards, values, and character.

3. Rules of Conduct. In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Church community members are expected to become familiar with and abide by the standards outlined

in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Church community members are expected to model appropriate behavior and conduct both on and off-Church campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Church community members are also expected to model appropriate language on and off-Church campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Church community members shall maintain appropriate attitudes of concern for others. Problems concerning Church community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, Church community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our Church's functions. Church community members are expected to operate within their respective roles.

In summary, Christian ethics demand that Church community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this Church.

4. Inappropriate Conduct. Violation of Church rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the Church community. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the Church community. Set forth below are some examples of misconduct which will not be tolerated by the Church. This list is not exhaustive and examples are not listed in order of seriousness.

Falsification of personnel and/or student records and information or

other Church records.

Dating, or otherwise becoming romantically involved with, anyone under legal age.

Engaging in any activity which a Church community member knows, or has reason to know, will adversely affect the mission of the Church. Deliberate damage or destruction of any Church property or the property of any Church community member.

Engaging in criminal conduct.

Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other Church leader, or the use of abusive or threatening language toward a supervisor, teacher, or other Church leader.

Using abusive language at any time on Church campus.

Failure to notify a supervisor when unable to report to work.

Sexual Misconduct, including but not limited to, adultery; fornication; engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman; attempts to alter one's sex and wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)) and use of pornography.

Violation of any safety, health, security or Church policies, rules or procedures.

Committing a fraudulent act or a breach of trust under any circumstances.

Unlawful harassment of a sexual manner.

Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the Church including rejection of one's sex assigned by God at birth.

If a Church community member has any doubt about whether certain conduct will constitute misconduct or behavior that suggests a willful violation of the religious beliefs and practices of the Church, the community member should ask an appropriate Church leader.

Section 4. REMOVAL. Members may be removed from membership by either requesting removal themselves or by recommendation of the BOE.

Members may be removed from membership at their request by informing the BOE of their intention to withdraw and the reasons therefore. Suppose a Member requests to withdraw because of specific problems or disappointments with the church. In that case, the BOE shall attempt to resolve those matters so that the member may remain in the church and enjoy greater fruitfulness and personal spiritual growth. If the BOE cannot resolve those matters, it shall offer to assist the member in locating a church of like faith and practice that can respond more effectively to his gifts and needs. If a member requests their membership be revoked to avoid church discipline. The BOE will honor that members request if no other suitable remedy can be found.

Members may also be removed from membership by recommendation of the BOE when they (i) persistently absent themselves from the stated services of the church without an adequate reason over an extended period, (ii) unite with a church of another denomination, (iii) cannot be found for a period greater than two years, or (iv) are removed because of Church discipline in conformity with scriptural principals. Any person whose membership has been terminated for such reason may, upon evidence of repentance and reformation or other satisfactory explanation, be restored upon the vote of the BOE.

In the event that Crestview Church faces a defamation lawsuit, Crestview Church prefers to use Peace Keeper Ministries rather than the courts to resolve any disputes that may arise resulting in potential compensatory or punitive damages against Crestview Church, against one of its members or vice versa. Both the church and any member must agree to this in writing.

DEATH: If a member of Crestview Church passes away. That member will be automatically removed from membership, and the surviving spouse or nearest family member notified with 30 days of the date of death.

Section 5. VOTING. Every Member of the Church who is at least eighteen (18) years old and in good standing is entitled to one vote provided in these By-Laws or the Articles of Incorporation or as otherwise provided by law.

Section 6. ANNUAL MEETING. A regular Annual Meeting of the Members shall be held without notice other than this By-Law, in January, at a place determined by BOE. If necessary and in accordance with special circumstances, the annual meeting may be either recorded or broadcast through an approved social media platform with BOE approval.

Section 7. SPECIAL MEETINGS. Special meetings of the Members may be called by or at the request of the Lead Pastor or a majority of the Elders, or a majority of the Members eligible to vote. The person or persons authorized to call the Members' special meetings may fix the place for holding any special meetings called by them.

Section 8. NOTICE. Notice of any special meeting of the Members shall be given at least ten (10) days previous to that by written information delivered personally or sent by mail or by telephone *to* each member at his address as shown by the church's records. Any Member may waive notice of any meeting.

Section 9. QUORUM. A majority of the Members eligible to vote shall constitute a quorum for the transaction of business at any meeting of the Members, provided that if less than a quorum of the members are present at said meeting, a majority of the Members current may

adjourn the meeting from time to time without further notice.

Section 10. MANNER OF ACTING. A Majority of the Members present at a meeting at which a quorum is present shall be the Members' act, except where otherwise provided by law or by these By-Laws.

ARTICLE IV **Board of Elders**

Section 1. GENERAL POWERS. The church's affairs shall be managed by its BOE, except as may be otherwise provided herein. For purposes of applying the act, the BOE shall be deemed equivalent to a Board of Directors.

Section 2. NUMBER AND TENURE. Initially, the BOE is composed of five (5) members, each an Elder. The number of Elders may be set from time to time by the BOE but shall be not less than three (3) nor more than nine (9). The Lead Pastor shall serve as a member of the BOE. The remaining Elders shall be elected according to Article IV, Section 5, each to serve a term of two (3) years except for the Lead Pastor, whose term only ends upon his resignation or termination by the BOE. Any vacancy occurring shall be filled by the remaining members of the BOE, such appointed Elder to serve until the next election or until his successor is elected or appointed.

Section 3. QUALIFICATIONS. All Elders shall:

Be a Member in good standing (male or female) for no less than one year before an election as an Elder.

Have been trained and or educated by or with the BOE's approval as it may determine adequate in its sole discretion.

Have served the church in a capacity to demonstrate responsible leadership, as the BOE may determine adequate in its sole discretion.

Meet the qualifications outlined in I Timothy 3:2-7 and I Peter 4:19 through 5:4; and be ordained by the church.

Section 4. REGULAR MEETINGS. A regular Annual Meeting of the BOE shall be held without notice other than this By-Law, immediately following the Members' Annual Meeting. The BOE may provide by resolution the time and place for the holding of additional regular meetings of the BOE without notice other than such a solution.

Section 5. ELECTIONS. No later than three (3) weeks before the Annual Meeting, the Nominating Committee, under Article VII, Section 3 shall be delivered with nominations for the positions of Elder from the Members, the Lead Pastor, or the BOE. The Nominating Committee shall take actions as described in Article VII, Section 3. Those nominees for Elder positions deemed by the Nominating Committee to meet those requirements outlined in Article IV, Section 3 hereof shall then be eligible for election. The BOE's Elders shall be elected at the Members' Annual Meeting by an affirmative vote of two-thirds or greater of all the Members then present and eligible to vote. No proxy voting shall be permitted.

Section 6. CHAIRMAN. An Elder, but not the Lead Pastor, shall be elected Chairman of the BOE by a simple majority vote of the BOE members. The Chairman shall direct and organize BOE meetings and actions. If the Lead Pastor is absent or vacant, the Chairman shall assume the Lead Pastor's duties until a replacement is elected.

Section 7. REMOVAL AND RESIGNATION. An Elder may be removed from the position as a member of the BOE by a majority vote

of the BOE for an offense in doctrine or life, as determined by the remaining BOE, in its sole discretion. The Members may remove an Elder from the BOE for any reason with an affirmative vote of two-thirds or more generous of all the Members present at any meeting of the Members held for the same purpose and eligible to vote. An Elder may also resign at any time by tendering notice of the same to the BOE; such resignation will be effective immediately unless otherwise provided in the same.

Section 8. SPECIAL MEETINGS. Special meetings of the BOE may be called by or at the request of the Lead Pastor or a majority of the Elders. The person or persons authorized to call special meetings of the BOE may fix the place for holding any special meetings of the BOE called by them.

Section 9. NOTICE. Notice of any special meeting of the BOE shall be given at least two (2) days previous to that by written notice delivered personally or sent by mail or by telephone to each Elder at his address as shown by the church's records. Any Elder may waive notice of any meeting.

Section 10. QUORUM. Two-thirds of the BOE shall constitute a quorum for the transaction of business at any meeting of the BOE, provided that if less than a quorum of the Elders are present at said meeting, a majority of the Elders present may adjourn the meeting from time to time without further notice.

Section 11. MANNER OF ACTING. A simple majority of the Elders present at a meeting at which a quorum is present shall be the BOE Act, except where otherwise provided by law or by these By-Laws.

Section 12. VACANCIES. The BOE shall fill any vacancy occurring in the BOE or any Elder position because of an increase in the Elder's

number. An Elder elected to fill a vacancy shall be elected for his predecessor's unexpired term in office.

Section 13. ACTION BY CONSENT. Any action required or permitted to be taken at a meeting of the BOE may be taken without a meeting if the action is taken unanimously by the BOE members entitled to vote on the measure. The motion must be evidenced by one or more written consents describing the action taken, signed by each BOE member, and delivered to the church for inclusion in the minutes or other records reflecting actions taken. Action taken under this section is effective when all those hereby required to sign the consent have done so unless the consent specifies a different date, in which case the action is effective on the selected date. A consent signed under this section has the effect of a meeting vote and may be described as such in any document.

Section 14. DEACONS. Deacons are members of the church who serve in a variety of positions to help maintain the physical property of the church. And to hold valued volunteer leadership positions. The BOE shall set and appoint Deacons in both number and tenure as the church has need. I Timothy 3:8-13 Certain positions held by Deacons may include Missions, Kitchen management, internal and external property, greeting and ushering.

ARTICLE V

Officers

Section 1. OFFICERS. The church officers shall be Treasurer, a Secretary, and a Board chairman. Other officers as may be elected under this Article's provisions. The BOE may create such other officers, including one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority to perform the duties prescribed, from time to time, by the BOE.

Section 2. ELECTION AND TERM OF OFFICE. The BOE shall appoint the church officers by a simple majority vote at the regular Annual Meeting of the BOE (Article IV, Section 4). If the officers' appointment does not occur at such meeting, such selection shall occur as soon after that as conveniently may be. Officers will serve a term of two (2) years. Vacancies may be filled, or new offices created and filled at any meeting of the BOE. Each officer shall hold office until his successor shall have been qualified and duly elected.

Section 3. REMOVAL. Any officer elected or appointed may be removed by the BOE whenever this church's best interests would be served thereby in its judgment. Still, such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. VACANCIES. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the BOE for the term's unexpired portion.

Section 5. TREASURER. If required by the BOE, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the BOE shall determine. The Treasurer will have custody of and be responsible for all funds and securities of the church; receive and give receipts for sums of money due and payable to the church from any source whatsoever, and deposit all such money in the name of the church in such banks, trust companies or other depositories as shall be selected under the provisions of Article VIII of these By-Laws; and in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Lead Pastor or by the BOE.

Section 8. SECRETARY. The Secretary shall keep the minutes of the meetings of the BOE in one or more books provided for that purpose;

see that all notices are given with the provisions of these By-Laws or as required by law; be the custodian of the Church records; keep a register of the post office address of each member of the BOE and BOG which shall be furnished to the Secretary; in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the Lead Pastor or BOE.

ARTICLE VI

Lead Pastor

Section 1. GENERAL DUTIES. The Lead Pastor is responsible for leading the church to function as a New Testament church. Additionally, the Lead Pastor shall serve as the church's executive and be responsible for its day to day operations, including hiring and managing staff with a consultation with the BOE. The Lead Pastor shall perform other duties commonly incident to the office of chief executive of a corporation and shall also perform such other duties and have such other powers as the BOE shall designate from time to time.

Section 2. NUMBER AND TENURE. There shall be a single Lead Pastor elected according to Article VI, Section 3, to serve until his removal or resignation as provided for in this Article. Any vacancy occurring shall be filled according to Article VI, Section 3, with such appointed Lead Pastor to serve until the next election or until his successor is elected or appointed.

Section 3. ELECTIONS. As soon as feasible following a vacancy or notification of an expected Lead Pastor vacancy, a Pulpit Committee shall be formed following Article VII, Section 4. Within a reasonable time after being established by the BOE, the Pulpit Committee shall deliver its nominee(s) for Lead Pastor to the BOE. The BOE shall then evaluate the nominee(s) and, in its sole discretion, present its recommendations to

The Members for a vote at a special meeting of the Members held for the same purpose. Members meeting Article III's requirements at such a special session, Section 5 shall be permitted to vote. A new Lead Pastor shall be elected upon the BOE's recommendation and the affirmative vote of two-thirds or greater of the Members present at a meeting held for such purpose. No proxy voting shall be permitted.

Section 4. REMOVAL AND RESIGNATION. The Lead Pastor may be removed from his position by a majority vote of the BOE. Removal must be following scripture. The Lead Pastor may also resign at any time by tendering notice of the same to the BOE; such resignation will be effective immediately unless otherwise provided in the same.

ARTICLE VII Elders and Staff

ELDERS

Section 1. COMMITTEES OF ELDERS. The BOE may appoint committees to assist in the administration of church duties as needed. Each committee may contain both Elders and non-Elders alike. Any committee set up by the BOE is under its authority and works at the BOE's discretion.

STAFF

Section 2. STAFF, Paid and volunteer staff shall serve with the Lead Pastor and the BOE to establish and oversee those ministries necessary for Crestview Community Church's daily operations. The number of STAFF members may be set from time to time by the BOE. The Lead Pastor shall appoint all staff members with consent

from the BOE. All staff positions end upon resignation or termination. Termination occurs through the Lead Pastor with support and approval by the BOE. All staff duties and responsibilities will be established by the Lead Pastor and the BOE that fulfill the mission and vision of Crestview Community Church.

Qualifications. All staff appointees shall: Abide by ethical policies of the church.

Be a member in good standing at Crestview Community Church.

Have been trained and educated by or with the BOE's approval as it may determine adequate in its sole discretion.

Have served the church in a capacity to demonstrate responsible leadership, as the BOE may determine adequate in its sole discretion.

Meet the qualifications outlined in I Timothy 3:2-7, and I Peter 4:19 through 5:4

Removal and Resignation. See Article VII section 2.

Section 3. NOMINATING COMMITTEE. A standing Nominating Committee consisting of three BOE members shall be maintained to screen qualified Elders. The Nominating Committee will consider qualified candidates, both male and female, in light of I Timothy 3:1-7 and I Peter 5:1-4. The Nominating Committee shall review nominations and make sure of each candidate's qualifications and willingness to serve. Qualified candidates will then be presented to the BOE and the Lead Pastor for confirmation. Elder confirmation requires the approval of no less than two-thirds of the BOE and the Lead Pastor. The Lead Pastor will present an approved Elder candidate before the

voting Members for a full vote under Article 111, section 5. An Elder's final election is confined by the affirmative vote of two-thirds or greater of all the Members present at any meeting of the Members held for the same purpose and eligible to vote.

Section 4. A Pastoral Search Committee appointed by the BOE to seek for and choose a new pastor, as explained in Article VI, Section 3, shall be convened upon the resignation or termination of the Lead Pastor.

Section 5. OTHER COMMITTEES. Other committees not having and exercising the BOE's authority in the church's management may be designated by a resolution adopted by a majority of the Elders present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be Elders of the Church or duly appointed Members of the Church in good standing. Any member thereof may be removed by the person or persons authorized to appoint such members whenever in their judgment the church's best interests shall be served by such removal.

Section 6. TERM OF OFFICE. Each committee member shall continue until the next Annual Meeting of the BOE until his or her successor is appointed. or unless a member is removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 7. CHAIRMAN. One committee member shall be appointed Chairman, who shall direct and organize committee meetings and actions.

Section 8. VACANCIES. Vacancies in any committee member may be filled by appointments made in the same manner as provided in the original positions.

Section 9. RULES. Each committee may adopt rules for its government inconsistent with these By-Laws or regulations adopted by the BOE.

ARTICLE VIII

Contracts, Checks, Deposits, and Funds

Section 1. CONTRACTS. The BOE may authorize the Lead Pastor and Board Chairman in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of Crestview Community Church, and such authority may be general or confined to specific instances.

Section 2. CHECKS, DRAFTS, ETC. All statements, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the church, shall be signed by The BOE Finance Chairman, Church Treasurer, or both on behalf of Crestview Community Church. In the absence of these officers, the BOE shall determine by 2/3 majority who may act as a signatory on behalf of the church.

Section 3. DEPOSITS. All church funds shall be deposited weekly by the church Treasurer to the church's credit in such banks, trust companies, or other depositories as the BOE may select.

Section 4. GIFTS. The BOE may accept the church any contribution, gift, bequest, or device for the general purposes or any church's unique purpose.

ARTICLE IX

Books and Records

The church shall keep correct and complete books and records of

account. It shall also keep minutes of the proceedings of its BOE and committees having any of the BOE's authority and shall keep the registered or principal office a record giving the names and addresses of the Elders and Members entitled to vote. All books and records of the church may be inspected by any Elder, for any proper purpose at any reasonable time.

ARTICLE X

Fiscal Year

The church's fiscal year shall begin on January 1 and end on the last day of December in each year.

ARTICLE XI

Waiver of Notice

Whenever any notice is required to be given under the provisions of the Indiana Nonprofit Corporation Act of 1991 or the requirements of the Articles of Incorporation or the By-laws of the Church, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such information.

ARTICLE XII

Amendments to By-Laws

These By-Laws may be altered, amended, or repealed. New By-Laws may be adopted by the affirmative vote of two-thirds or greater of the Elders present at any regular meeting or any special meeting, provided that at least two (2) days' written notice is given of intention to alter, amend or repeal or to adopt new By-Laws at such meeting.

Adopted July 27, 2014

ARTICLE XIII
Dissolution of Crestview Community Church

In the event that Crestview Community Church is to be dissolved as a 501 c3 corporation. The BOE will act as the dissolving agent, and be responsible for all property, including all physical property, land, and all financial assets of Crestview church inc. Voting to dissolve any or all aspects of Crestview Church Inc, requires a minimum of 2/3 majority of votes from the BOE.