

CONSTITUTION

The Church at Arrowhead

Preamble

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the Body in an orderly manner. This Constitution will preserve the liberties of each individual Church member and the freedom of action of this Body in relation to other churches.

I. Name

The “Body” and “Church” shall be known as The Church at Arrowhead, or TCAA, which is located at 7902 West Union Hills Drive, Glendale, Arizona.

II. Objectives

1. The vision of this Church is to be a family of Bible-centered followers of Jesus Christ who want to glorify God, under the direction of the Holy Spirit, through a caring, innovative, and creative ministry that will develop committed disciples in the Northwest Valley.
2. The purpose: Our Church exists to see people’s lives transformed by the power of Jesus Christ.
3. This Church is committed to a God-given vision that will lead us to accomplish what He reveals. Our desire is to see by faith what the Lord is doing and then join Him.
4. This Church is committed to worship that honors and glorifies God, that draws us to the presence and power of God, and that serves to transform our lives so others will see Christ within us.
5. We are committed to teaching the Bible as truth without mixture of error. We are dependent upon prayer as our source of power to live for Christ.
6. We are committed to meeting the needs of people through a variety of ministries.
7. We will follow the Spirit as He leads us to adjust the style and methods of our ministry and worship.
8. We are committed to the Biblical mandate to “go into the world and make disciples.”
9. We will develop a strategy to influence the people around us with the love of Jesus.
10. We are committed to reaching our world.
11. We are a part of a growing global force that takes the Good News to all creation.
12. This Church is committed to nurturing people in their faith. The result is transformed lives that reflect love for God and one another.

III. Statement of Faith

STATEMENT OF FINAL AUTHORITY FOR MATTERS OF FAITH AND CONDUCT:

We affirm the Holy Bible as the inspired Word of God, truth without mixture of error, and the basis for our beliefs. This Church affirms to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. The ordinances of the Church are Believer's Baptism and the Lord's Supper.

STATEMENT ON MARRIAGE, GENDER AND SEXUALITY:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the unity of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of, or participation in pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of TCAA as the local Body of Christ, and to provide a biblical role model to the TCAA members and the community, it is imperative that all persons employed by TCAA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22; 1 Corinthians 14:40).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10, 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of TCAA.

STATEMENT ON THE SANCTITY OF HUMAN LIFE:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalms 139).

BYLAWS

IV. Church Membership

GENERAL

This is an independent church under the Lordship of Jesus Christ and affiliated with the Southern Baptist Convention, the Arizona Southern Baptist Convention, and Central Baptist Association. The membership retains unto itself the exclusive right of self-government under the leadership of its Senior Pastor and Leadership Council in all phases of both the spiritual and practical life of this Church, guided by the Biblical admonition of 1 Thessalonians 5:11-13 (NIV): “*Encourage one another and build each other up...Now we ask you to respect those who work hard among you, who are over you in the Lord and who instruct you. Hold them in highest regard in love because of their work. Live in peace with each other.*”

REGULAR MEMBERSHIP

Becoming a Member

Any person may offer himself for membership in this Church. All persons desiring to join the membership of this Church will:

- Attend required membership class or classes.
- Be in agreement with the Church’s Statement of Faith, Objectives, and Ministry structure.
- Commit oneself to God and to other members to do the following:
 - Protect the unity of the Church.
 - Share the responsibility of the Church by giving through tithes and offerings.
 - Serve the ministry of the Church by becoming involved in ministry.
 - Support the testimony of the Church.
 - Participate in a small group (Journey Group).
 - Complete and sign the Membership Covenant.

Responsibilities of Members

Members are responsible to demonstrate a commitment to:

- Jesus Christ and The Church At Arrowhead faith family.
- Maturity and the habits necessary for spiritual growth.
- Discovery and use of one’s God-given gifts and abilities in serving God and others.
- Sharing the Good News with others.

Rights of Members

Every regular member of the Church is entitled to vote on all recommendations submitted to the Church at called meetings, provided the member is present.

Removal of Membership

Membership shall be removed in any one of the following ways:

- Death of a member.
- Granting a Letter of Recommendation to another church.
- Revocation of membership by action of this Church as described in the Constitution.
- Removal by member's own request.
- Moving from the Phoenix Metro area without requesting a transfer by letter within one year. Exceptions will include students, military personnel, or extenuating circumstances known by the Church.

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any member who's actions, behavior, or lifestyle are in conflict with their Membership Covenant at TCAA or the Church's Statement of Faith. The Senior Pastor, Associate Pastors, Deacon Team, and Leadership Council shall take every reasonable measure to resolve any such conflict to the satisfaction of all parties and in a manner that glorifies Jesus Christ and the Church.

Should such a conflict come to light, either through confession or by the account of a Church leader and a witness, one of the members of the Deacon Team or one of the Pastoral Staff will speak to the member in person. If the member is evasive, resistant, recalcitrant, or unrepentant through word or action, then the Deacon Team member or Pastor will bring another Pastor or other witness with him to discuss the matter once again with the member. If the member continues in conflict with his Membership Covenant, the matter will be brought before the Leadership Council for review. The Leadership Council, at the advisement of the Pastoral Staff and Deacon Team, will determine what reparative steps should be taken both for the individual and the Church even to the revocation of the individual's privilege of membership at TCAA.

This process will be followed in accordance with Matthew 18:15-17.

AFFILIATE MEMBERSHIP

There are persons who have seasonal residence and desire a Church home, but do not wish to sever relationships with their home churches and yet desire to be a part of this body. Such persons may become "Affiliate Members" without severing their home church relationships. In order to be an Affiliate Member, the person must attend The Church at Arrowhead's membership class and present a statement from their church or pastor showing that they are regular members in good standing, recommending them for Affiliate Membership.

Affiliate members of the Church shall be subject to all the rules and regulations which govern other members of the Church, but shall not have the right to vote on official matters of the Church.

Upon permanent transfer from the area, the names of such persons will be removed from the list of Affiliate Members.

The membership reserves the exclusive right to determine who shall be members of this Church and the condition of such membership.

ACCOUNTABILITY

Each believer attending this Church will be accountable to our Lord to obey God's direction for evangelism and ministry in his or her life. Our service to Christ is a daily responsibility, and it is carried out within the framework of the New Testament church. God has given each believer spiritual gifts to help build the Church.

V. Leadership Council

There shall be a permanent group known as the Leadership Council whose responsibilities include assisting the pastors by guarding Church unity, assessing the vision of the Church, communicating the vision of the Church to ministry teams, and providing oversight and approval of the annual ministry plan. The Senior Pastor and chair will call meetings of the Leadership Council. The Leadership Council will not meet without the presence of the Senior Pastor unless the Church is without a pastor.

ORGANIZATION

- The number of members on the Leadership Council shall consist of not less than eight or more than twelve regular Church Members, and the Senior Pastor of the Church Staff and Ministry Directors shall equal no more than 30% of the council membership.
- The Chair of the Deacon Team shall serve as a member of the Leadership Council.
- Vacancies on the Leadership Council may be filled by adding additional Church Members as necessary. This should be done by a 2/3 vote of the existing Leadership Council members. Such appointments shall be effective until the next annual meeting of the Church.
- The Leadership Council shall meet nine times a year and will alternate between business meetings and meetings for prayer and fellowship. The Leadership Council may meet more often, if necessary. Notice of regular meetings need not be given.
- The term of office for a member of the Leadership Council will be no less than one year and no more than four years. After four consecutive years of service, there must be a one-year rotation off the Leadership Council before being eligible to serve again in this capacity.
- To ensure continuity, the Leadership Council must not rotate more than one-third of its standing council members off in any one year.
- The Secretary may call special meetings of the Leadership Council at the request of the Senior Pastor, the Chair or at the request of a quorum of serving Leadership Council members. The Secretary shall give each Leadership Council member a minimum of 5 days of such meeting. Leadership Council members are expected to attend all special meetings.
- A quorum of the Leadership Council shall constitute greater than 1/2 of the council membership.
- A simple majority of the Leadership Council in attendance at any meeting with a quorum is required to pass a motion. However, the following actions require a two-thirds majority vote of the attending Leadership Council members:
 - Recommend sale of property to the Church body.
 - Recommend purchase of property to the Church body.

The Leadership Council and the Church Treasurer will serve in a legal capacity as trustees according to the statutes of the State of Arizona that relate to nonprofit corporations.

RESPONSIBILITIES

- Work with the Pastors and ministry staff to assess the spiritual growth of the Church as expressed through the vision and purpose statements of the Church
- Administer the Senior Pastor's selection process and affirm the calling of all other Pastors and Church ministry directors

- Under the direction of the Senior Pastor, assist in the termination of Associate Pastors, ministry staff or other Church employees whose behavior or actions are detrimental to the welfare of the Church
- Review and approve the annual ministry plan and affirm the core leadership team
- Provide direction to staff and to the Church financial administrator to prepare the annual financial plan for the Church and review and recommend it to the congregation for their approval at the annual meeting
- Assemble the members of the Church for official meetings of the Church
- Keep a fair, accurate, and permanent record of its regular, special, and corporate meetings
- Submittal of their official acts and decisions to the inspection of any member in good standing of the Church upon request as deemed necessary by the Senior Pastor and chair of the Leadership Council
- Encourage, assist, counsel, and hold Pastors accountable
- Evaluate the effectiveness of ministry teams as they relate to the annual ministry plan
- Serve as an ordaining council for deacons and ministers

SELECTION PROCESS

The Pastor and The Chair of the Leadership Council shall appoint a Nominating Team consisting of at least five active Church members. The team will be appointed in February prior to the annual meeting. Nominations to fill the office of Leadership Council members shall be requested once a year from the entire Leadership Council, ministry team leaders and small group leaders. The team shall review all nominations and determine each nominee's qualifications. Members of the Nominating Committee may be nominees, but no team member shall nominate himself or herself.

The nominees proposed shall be reviewed by the Pastor(s) and ministry leaders prior to submission to the Leadership Council. The Nominating Team shall submit the proposed nominees, along with any relevant comments, to the Leadership Council no later than May 1st.

The Leadership Council may conduct any process or interviews with nominees they consider appropriate and approve the proposed nominees. The Secretary shall publicly post the approved nominees in alphabetical order by August 15th of each year. Any communication regarding the proposed nominees must be submitted to the Secretary of the Leadership Council prior to August 15th for Leadership Council evaluation. Church Members will have until August 31st to provide feedback, regarding any nominee, to the nominating committee for consideration.

At the Annual Meeting in September, the Members of the Church shall be asked to affirm the nominees by written ballot. Those nominees who receive a two-thirds majority of those voting shall serve as Leadership Council members.

QUALIFICATIONS

Each member of the Leadership Council must be an active male member who has been in full communion with the Church for at least four years. Men of unquestionable Christian character and devoted to the spiritual welfare of the Church shall be considered for selection to the Leadership Council.

Qualifications for Leadership Council members are based upon the Scriptures, specifically but not limited to I Timothy 3:1-7 and Titus 1: 6-9.

CONFLICT OF INTEREST

No Leadership Council Member or Pastor, nor their family members may manage the money or the investments of the Church while serving on the Leadership Council. All commercial business dealings with the Church that generate a profit to a Leadership Council Member, Pastor, Church employee or their family members shall have full disclosure, with signed documents approved by the Leadership Council.

OFFICERS

The Leadership Council shall elect officers annually from its members at the first meeting following the annual meeting of the Church. The following officers shall be selected and their powers and duties shall be as follows:

The Chair:

- Presides at all meetings of the Leadership Council, with the right to vote on all issues and recommendations.
- Serves as liaison support between the Senior Pastor and the Leadership Council between meetings.
- Signs, with the authority of The Church At Arrowhead, all papers and contracts that may require the same.
- Has such responsibilities as the Leadership Council may prescribe in counsel with the Senior Pastor.
- Leads as spokesperson for Church business meetings in collaboration with the Senior Pastor.

The Vice Chair:

- Performs all the duties of the Chair when the Chair is absent or disabled.
- Performs all the duties of the Chair should the Chair willingly refuse to act. When acting in this capacity, the Vice Chari shall have all the powers and limitations of the Chair.
- To have such other powers and duties as the Leadership Council may dictate.

Secretary

- To keep a full and complete record of the proceedings of the Leadership Council and Corporate Meetings.
- To sign or countersign all papers and contracts that may require the signature of the Secretary or Corporate Officer.
- To post in a public forum available to the Church Membership all necessary and proper notices.
- To perform all such duties as may pertain to the office as may be required by the Leadership Council.
- Any of the duties or powers of the Secretary may be performed by an Assistant who shall be responsible to and report to the Secretary. The assistant secretary shall not have the authority to sign or countersign papers and contracts that may require the signature of the Secretary or Corporate Officer.

REMOVAL

A vacancy may be created on the Leadership Council by any of the following:

- Written request of the Leadership Council Member to the Leadership Council.
- Habitual absence. If a member of the Leadership Council is absent from 20% of the regularly-scheduled meetings of the Leadership Council (in a given year) without an acceptable reason known to the Leadership Council, that Leadership Council member shall be removed from the Leadership Council. Removal of a Leadership Councilmember for exclusion or habitual absence requires a two-thirds majority vote of the remaining Leadership Council Members.
- Death of a Leadership Council Member.
- Pastor's written recommendation for removal and two-thirds majority vote of the remaining Leadership Council Members.

The Leadership Council may fill vacancies. Such appointments shall be effective until the next annual meeting of the Church.

VI. Church Staff

The Church will call on a full-time or part-time basis as deemed necessary a Senior Pastor, Associate Pastors, Ministry Directors, and support Staff. All staff members, including pastors, ministry directors and support staff, will be required to comply with the organization's standards of conduct and to sign a Statement of Faith. Violation of the TCAA's statement of faith by any staff member constitutes good cause for termination of employment.

SENIOR PASTOR

The Church will look to the Senior Pastor to seek God's vision for this Body of believers. The Senior Pastor will lead the Church in turning that vision into action. The Senior Pastor is accountable to the Lord, Church Body, and the Leadership Council.

Call of a Senior Pastor

When there is a vacancy in the office of Senior Pastor, the Leadership Council shall appoint a Pastoral Search Team of 5 to 7 members who shall interview prospective candidates and make recommendations to the Leadership Council. The Pastoral Search Team shall consist of members from the existing Ministry Teams. Candidates shall be screened as to spiritual condition, previous experience, and educational qualifications. They must affirm the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000.

The Search Team will invite the candidate to meet with the Leadership Counsel, deacons and ministry team leaders. Upon being approved by a vote of 90% by the Leadership Council and the deacons, the candidate shall be invited to speak at a weekend service before the congregation as soon thereafter as is possible. The Leadership Council shall bring to the consideration of the Church only one name at a time.

The Leadership Council shall call a congregational meeting at which time the regular members shall vote on the candidate by secret written ballot to extend or not to extend a call. A two-thirds majority of regular members present and voting shall be required to call a Senior Pastor.

The Senior Pastor, thus elected, shall serve until the relationship is terminated by his request (voluntary termination) or by the Leadership Council's request (involuntary termination).

Termination of the Senior Pastor

Every effort will be made by the Leadership Council to counsel, advice and encourage the Senior Pastor in any matter that affects his ability to lead TCAA. Normal dismissal will be according to a written transitional plan provided by the Leadership Council. When all efforts at restoration, healing, reconciliation fail, the leadership council may move to terminate the Senior Pastor.

The procedure for forced termination of a Senior Pastor shall be as follows:

- The Leadership Council shall produce a written document to delineate the scriptural and spiritual grounds for the forced termination of the Senior Pastor. This document shall be considered as confidential to the Leadership Council until the Leadership Council approves it. This document shall be given to the Senior Pastor at least one week prior to the Leadership Council meeting on this subject. The Council shall seek appropriate legal counsel concerning this document.
- The Leadership Council, at a regularly scheduled Leadership Council meeting shall call the Senior Pastor to give an account of those matter(s) addressed in the written document. The Council shall carefully and prayerfully consider the entire matter in light of the Senior Pastor's response, and shall vote by secret ballot whether to put forward a written recommendation for termination. Eighty percent of the Leadership Council must vote for the termination recommendation in order to refer the matter to the Church body. If less than Eighty percent of the Leadership Council votes to recommend forced (involuntary) termination, the matter shall be closed summarily and immediately.
- If the vote was less than Eighty percent but more than forty percent, the Pastor and Leadership Council will work together towards providing a unified, effective and healthy relationship between both the Leadership Council and the Pastor.
- Upon approval by the Leadership Council, the Council shall call a special business meeting of the Church body. The written recommendation of the Leadership Council shall be published to the entire Church body when notice of the business meeting is announced. The Chairperson of the Leadership Council shall moderate the meeting. The meeting will conclude with a secret ballot, and a two-thirds majority vote of regular members present shall be necessary to discharge the Senior Pastor.

ASSOCIATE PASTORS, MINISTERS AND MINISTRY DIRECTORS

The Associate Pastors, Ministers and Ministry Directors will use their specific gifts and talents both to serve and to lead the Church. The Associate Pastors, Ministers and Ministry Directors are accountable to the Lord, the Senior Pastor, and the Leadership Council for performing their assigned responsibilities.

When an opening for an Associate Pastor, Minister or Ministry Director becomes available, the Senior Pastor and the Leadership Council will give direction to call a suitable Associate Pastor or Minister. An Associate Pastor or Minister Selection Team shall be appointed by the Leadership Council.

The Associate Pastor, Minister, or Ministry Director Selection Team shall bring to the Leadership Council a consideration of one name at a time. After approval of the Leadership Council, an election at a scheduled meeting shall take place. The vote shall be by secret written ballot with an affirmative vote of two-thirds of those present being necessary. Associate Pastors and Ministers, thus elected, will serve

until the relationship is terminated by their own request or by action of the Senior Pastor in consultation with the Leadership Council.

LICENSING OF MINISTERS

Periodically, the Senior Pastor may find it appropriate to license non-staff ministers to perform limited ministerial duties as representatives of TCAA. Licenses through TCAA may be granted with both the Senior Pastor's approval and the majority vote of any quorum of the Leadership Council. Only staff ministers will be compensated through the church's budget.

ORDAINING DEACONS AND MINISTERS

The Leadership Council will act as an ordaining council for Deacons and ministers. The ordaining of a Deacon or Minister to perform ministry work in the name of TCAA will be via consensus of any Leadership Council quorum through the laying-on of hands. Newly ordained Deacons and Ministers will be affirmed by majority vote of the Church Body during the next annual meeting.

SUPPORT STAFF

The Church may hire other individuals to assist the Staff, Leadership Council, or Ministry Teams to see that the daily business of the Church is conducted expeditiously. Pastors and ministry directors shall advise when additional support is needed. The Administration Team shall determine the resource availability for the employment of supporting staff. Support Staff shall be accountable to the Senior Pastor, Associate Pastors, Ministers, and the Lord as defined by the appropriate job description.

DISPUTE RESOLUTION

Staff Disputes: The Pastor and Associate Pastors shall manage staff disputes, except where a staff member has a dispute with the Senior Pastor and wishes to engage the Leadership Council for arbitration of the matter.

Member Disputes: The Pastor, Associate Pastors, Support Staff, and Deacon Team shall manage all Member-to-Pastor/Staff disputes and Pastor/Staff-to-Member disputes in a biblical manner in accordance with Matthew 18:15-17. In extreme cases, the aggrieved party may ask the Leadership Council to arbitrate the matter. The Leadership Council must vote by majority in agreement to arbitrate.

VII. Church Ordinances

BAPTISM

The Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly, and who indicates a commitment to follow Christ as Lord.

- Baptism shall be by immersion in water.
- The Senior Pastor, Associate Pastors, Ministers or whomever the Church shall authorize, shall administer baptism.
- The Deacon Team shall assist in the preparation for and the observance of baptism.
- A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Senior Pastor, Associate Pastor, or the Deacons Ministry Team.

THE LORD'S SUPPER

The Church shall observe the Lord's Supper on a regular basis, to be determined by the Pastor and the Leadership Council. The Senior Pastor, Associate Pastors, Ministers, or Ministry Teams shall administer the Lord's Supper. The Deacon Team is responsible for the physical preparations and serving the Lord's Supper during corporate worship services.

VIII. Church Meetings

WORSHIP SERVICES

The Church shall meet weekly for worship as determined by the Senior Pastor, staff and Leadership Council. Worship services will be scheduled through the week as needed to accomplish the Church's mission.

CHURCH BUSINESS MEETINGS

Member meetings of the Church will be held using biblical guidelines in God's Word for conducting business. Any action that calls for Church approval will require that the Church publish the action two weeks in advance of a scheduled meeting. This will allow two weeks for members to discuss the action with team members prior to voting on the action in the scheduled meeting. There will no open discussion from the floor in the scheduled meeting. Actions recommended by the Leadership Council or Ministry Teams will be considered "moved" and "seconded" upon their presentation.

Quorum

A Quorum for a business meeting shall consist of those regular members of this Church who attend the business meeting.

Annual Member Meetings

The Church shall hold regular business meetings once a year to hear reports and approve recommendations from the Leadership Council. This meeting shall be held in September. Its focus shall be the election of Leadership Council members, and the adoption of the annual Church financial plan. Notice of business meetings and a list of recommendations requiring Church action will be published to the Church Body at least two weeks in advance of each meeting. These member meetings shall be held during a scheduled service time. Any team presenting recommendations will provide an opportunity for any members to attend the two weeks previous to the annual meeting. Members will have an opportunity for questions and discussion with the team members at these meetings as there will be no discussion from the floor.

Special Business Meetings

The Church may conduct special meetings to consider matters of a special nature and significance. A two-week notice shall be given for any special business meeting. The notice shall include the subject, date, time, and place; and it shall be announced in all weekend services prior to the meeting.

Conduct of Church Business

In all Church business meetings, Church action shall be taken only on recommendations by the Leadership Council and Ministry Teams. Church action shall consist of approval or disapproval. The Chair of the Leadership Council shall serve as a moderator for all business meetings. Members of the

Leadership Council and Ministry Teams shall take necessary steps to ensure that all members' opinions concerning a proposed recommendation is fully considered prior to the business meeting in which that recommendation is brought before the Church body for a vote. A simple majority of those members present shall be sufficient for approval of a recommendation unless other noted in the constitution.

The following decisions are to be voted upon by the Church Body (items marked with an * will require at least a two-thirds affirmative vote of regular members for approval).

- Election of Leadership Council members
- Adoption of the annual budget
- Acquisition of real property*
- Accrued debt*
- Adopting or changing the Constitution or Bylaws*
- Calling of a Senior Pastor, Associate Pastors or Ministers*
- Adding pastoral positions*

IX. Church Finances

ANNUAL FINANCIAL PLAN

The Administration Team, in consultation with the Leadership Council, shall prepare and submit to the Church for approval an inclusive financial plan, indicating the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use.

It is understood that membership in this Church involves financial obligations to support the Church and its causes with regular, proportionate gifts. Opportunity shall be provided annually to secure worthy commitments of financial support from the Church members.

ACCOUNTING PROCEDURES

The Administration Team shall be responsible for implementing and overseeing that TCAA follows Generally Accepted Accounting Principles (GAAP) to be in accordance with known accounting and legal guidelines. This will adequately provide for the handling of any and all funds received for any purpose, and for such funds to be properly recorded on the Church's books.

FISCAL YEAR

The Church fiscal year shall run concurrently with the calendar year, beginning on January 1 and ending on December 31.

X. Facility Use Policy

PURPOSE STATEMENT

The church's facilities at TCAA were provided through God's benevolence and by the sacrificial generosity of church members. TCAA desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our

facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the TCAA's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with the Christian faith or moral teachings of TCAA. The Senior Pastor, or his official designee, will initially determine if the use of the church facility is appropriate; however, the Leadership Council may override the decision of the Senior Pastor in approving use of the facility and will also determine if ongoing or continued use of the facility will be permitted by a particular party or for a particular use.

This restricted facility use policy is necessary for two important reasons. First, TCAA may not, in good conscience, materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important that TCAA present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message TCAA strives to promote. It could also cause confusion and scandal to church members and the community because members of the community may reasonably perceive that by allowing use of our facilities, TCAA agrees with the beliefs or practices of the persons or groups using its facility.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance advocate, or engage in practices that contradict TCAA's faith use any church facility. Nor may TCAA facilities be used in any way that contradicts TCAA's faith. This policy applies to all TCAA facilities, regardless of whether the facilities are connected to the church's sanctuary, because TCAA sees all of its property as holy and set apart to worship God (Colossians 3:17).

APPROVED USERS AND PRIORITY OF USE

All uses of TCAA facilities must be initially approved by the Senior Pastor, or his designee, and must ultimately be endorsed by the Leadership Council. Generally, priority shall be given to TCAA members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of TCAA. TCAA facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with TCAA's faith and practice.
- The groups or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
- The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by TCAA's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

XI. Amendments

Changes in the Constitution and Bylaws may be made at any business meeting of the Church provided each amendment shall have been presented in writing to the Church body in its entirety at least 3 months prior to the business meeting. By recommendation of the Leadership Council, changes in the Constitution and Bylaws that are determined to be of significant importance and urgency to the body of Members of TCAA may be made at any business meeting of the Church provided that the amendment shall be presented in writing to the Church body in its entirety at least 1 month prior to the business meeting. Although the Leadership Council must formally present each amendment to the Church Body, any regular Church member may propose amendments to the Leadership Council for consideration. Amendments to the Constitution and Bylaws shall be granted by two-thirds vote of Church members present and voting.