

## ReCAST Church of Mattawan Bylaws

ReCAST Church of Mattawan Adopted by Congregational Approval on March 27, 2011

Amended by Congregational Approval on \_\_\_\_\_ 2016

### Article I. NAME

The name of this church shall be ReCAST Church of Mattawan, incorporated under the laws of the State of Michigan. (Hereafter referred to as ReCAST Church).

### Article II. PURPOSES

The purpose of ReCAST Church shall be to glorify God through worshiping Him and seeking both local and global worshipers for the name of Jesus Christ. The vision of ReCAST Church is to grow these worshipers in faith, community, and service.

As described in section 501(c)(3) of the Internal Revenue tax code, this corporation is organized exclusively for, and shall be operated exclusively for religious purposes. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

### Article III. CHARACTER

ReCAST Church is an independent local church, not subject to any outside ecclesiastical authority. No affiliation with other churches or associations shall compromise this autonomy.

### Article IV. MEMBER'S AFFIRMATION OF FAITH

The Member's Affirmation of Faith of ReCAST Church, set forth in a separate document, is incorporated into these Bylaws by reference. The Member's Affirmation of Faith shall be amended in the same way that these Bylaws shall be amended (see Article XIV).

### Article V. GOVERNMENT

ReCAST Church acknowledges the Lord Jesus Christ as its only Head, and receives the sixty-six books of the Bible (hereafter referred to as the Bible) as the only infallible authority and guide in matters of faith, church order, and discipline. As the New Testament teaches that the local congregation is under the direction of a group of spiritually mature elders (Acts 14:23, 20:17; 1 Thessalonians 5:12; 1 Tim 3:1-7, 5:17; Titus 1:5-9; Hebrews 13:17; 1 Peter 5:1-5), within the guidelines and limitations of these articles all the activities and affairs of this church shall be exercised by and under the direction of the Board of Elders. The church also recognizes the Biblical principle for qualified men to be called out from its members as elders. The elders have the responsibility to set and maintain the parameters for ministry. They are to perform this responsibility consistent with the Scriptures and this constitution. Activities and affairs of this

church shall be exercised by and under the direction of a Lead Pastor who is under the direction of the Board of Elders.

## Section 1. BOARD OF ELDERS

The New Testament teaches that direction for the local congregation is provided by a group of spiritually mature elders. The Board of Elders shall serve as the Trustees of this corporation and shall meet regularly to conduct business. Five to nine elders shall serve two year terms. A lay elder shall serve no more than two consecutive terms. (Acts 14:23, 20:17; 1 Thessalonians 5:12-13; 1 Timothy 3:1-7, 5:17; Titus 1:5-9; Hebrews 13:17; 1 Peter 5:1-5)

**Qualifications:** Elders shall be men who are active members, agree to the Elder's Statement of Faith, and meet the qualifications of I Timothy 3:1-7 and Titus 1:5-9.

**Selection:** The Board of Elders will present new elders to the congregation whom they have unanimously approved for the members affirmation. The members will have two weeks to provide their feedback and affirmation in writing to the Board of Elders. Candidates require 85% approval of the voting members. After consideration of the feedback from the church members, the Board of Elders will give their final approval.

**Responsibilities:**

**Foundations:** Maintain and propose changes as needed to the Statement of Faith and Constitution; discipline and restoration of church staff and members.

**Resources:** Set and maintain the budget; propose building expansion, property purchases or sale, and capital campaigns.

**Guidelines:** Propose and maintain the Mission Statement for the church and set main values that guide the staff and ministry.

**Goals:** Establish overall direction for the church; approve and maintain the Policy Manual.

**Accountability:** Each members of the Board of Elders is individually accountable to the Board of Elders.

**Incomplete Terms:** In the event that an elder is no longer able to serve the church whether by choice or by discipline, the Board of Elders will evaluate the needs of the church and follow the process for the selection of a replacement elder.

## Section 2. LEAD PASTOR

**Qualifications:** The Lead Pastor shall be a man who meets the qualifications of I Timothy 3:1-7 and Titus 1:6-9. He shall also be in agreement with these Bylaws, the Member's Affirmation of Faith, the Elder's Affirmation of Faith, and ReCAST Church Covenant. He shall meet such other qualifications such as education and experience which are to be determined by the Board of Elders.

**Selection:** The Board of Elders will present to the congregation one verified and qualified candidate at a Special Business Meeting (Article VIII, B). Candidates require 85% affirmation from voting members. Provided that the membership affirms the candidate, the Board of Elders may appoint the candidate to the office of Lead Pastor.

**Responsibilities:** The Lead Pastor is responsible for the daily and weekly ministries of the church. He is mandated to follow the Bible, and to serve and work within the parameters



provided by the Board of Elders. The Lead Pastor is the only person of the staff who is a voting member of the Board of Elders. The Lead Pastor can invite other staff to attend the Board of Elders' meetings. All staff members are accountable to the Lead Pastor, not the Board of Elders. The Lead Pastor will appoint staff and leadership volunteers mindful of the qualifications of deacons (I Timothy 3:8-13).

Accountability: The Lead Pastor is accountable to the Board of Elders.

Term of Employment: The Lead Pastor may discontinue his pastoral duties by submitting a letter of resignation to the Board of Elders at least 60 days before the effective date of the resignation unless waived by mutual consent. If there are grievances or charges against him, the disciplinary actions described in Article VI, Section 4 will be followed with the exception that the Lead Pastor will not oversee his own disciplinary process. In situations of resignation or removal of the Lead Pastor, compensation and severance arrangements will be made by the Board of Elders excluding the Lead Pastor.

### Section 3. CHURCH MEMBERSHIP

The church membership affirms Elders and the Lead Pastor. The church membership approves the purchase and sale of real property, the incursion of indebtedness in excess of 5% of the annual budget, and the adoption and amending of these Bylaws (Article XIII).

### Section 4. ORGANIZATION

A. Chairman. Each year, the Board of Elders shall designate by resolution one Elder to serve as Chairman. The Chairman shall be responsible to preside at all meetings of the Board of Elders, to preside at business meetings of the congregation, and to see that meetings are conducted in an appropriate manner.

B. Secretary. Each year, the Board of Elders shall designate by resolution one elder to serve as Secretary. The Secretary shall be responsible to record all the minutes of Board of Elders meetings. The Secretary or his designee shall record all the minutes of the congregational business meetings.

C. Treasurer. Each year, the Board of Elders shall designate by resolution one elder to serve as Treasurer. The Treasurer shall be responsible to oversee the maintenance of ReCAST Church's financial records and to oversee the preparation of an annual budget. The Treasurer shall be responsible for the dispersing of church funds.

D. Financial Secretary. Each year, the Board of Elders shall designate by resolution one church member to serve as Financial Secretary. The Financial Secretary shall be responsible for collecting, counting, and depositing all contributions. The Financial Secretary is responsible to oversee the recording and distribution of contribution statements for all contributors. The Financial Secretary shall meet the qualifications of a deacon (I Tim 3:8-13).

Chairman, Secretary, Treasurer and Financial Secretary will be held by four different individuals representing four different families.

### Article VI. MEMBERSHIP

#### Section 1. QUALIFICATIONS

The membership of ReCAST Church shall consist of persons who confess Jesus Christ as their personal Savior and Lord as evidenced by submission to the Spirit of God in their life (Ephesians 5:18, Galatians 5:22-25), submission to the Word of God (Psalm 119:105, 2 Timothy 3:16,

James 1:22), agreement with the Member's Affirmation of Faith, and joyfully entering into the Church Covenant. (Ephesians 5:18-21, Galatians 5:22-25, Psalm 119:105, 2 Timothy 3:16-17, James 1:22)

If a person coming to ReCAST Church has an unresolved conflict with someone in his or her former church, he or she will be assisted in seeking to be reconciled with the other person before joining ReCAST Church (Matthew 5:23-24; Romans 12:18).

## Section 2. RESPONSIBILITY

Membership is open to believers who have been received in accordance with these Bylaws. Except in special situations as determined by the Board of Elders, members of ReCAST Church may not hold full membership in any other church. Membership involves the responsibility to be active in worship, giving, service, and support of members of the congregation. Affirming and voting privileges extend to members 18 years of age and older.

Members who no longer live in proximity to the church or no longer participate regularly in church activities may be removed from ReCAST Church membership after attempts to contact the inactive member. Church members who are willfully absent from the services of ReCAST Church for a period of six months or more may be removed from the membership of ReCAST Church after review by the Board of Elders.

## Section 3. MEMBERSHIP PROCESS

Applications for membership shall be reviewed by the Board of Elders. Upon review of the application, candidates may be interviewed as needed. Interviews will be conducted by at least two unrelated church members, one of whom is a member of the Board of Elders. The result of the interview will be reported at a Board of Elders' meeting. Provided that there are no scriptural objections in the opinion of the Board of Elders, the names of those accepted for membership will be reported to the congregation.

## Section 4. MEMBERSHIP ACCOUNTABILITY

Members who unite in membership with another church shall forfeit their membership with ReCAST Church except as individually determined by the Board of Elders.

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church, to edify believers by deterring sin, and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct. Church discipline will be conducted in a manner consistent with the Bible. (Matthew 18:15-20, I Corinthians 5: 1-13, Romans 16:17, 2 Thessalonians 3:6-15, Titus 3:10-11)

Members of ReCAST Church and all other professing Christians who regularly attend or fellowship with ReCAST Church who teach or promote doctrine that is contrary to the Member's Affirmation of Faith, or who engage in conduct that violates Scripture will be privately, graciously, and gently approached by the offended member with the goal of serving and restoring them. Before approaching someone for the purpose of correction, individuals will first try to get the "logs" out of their own eyes (Matthew 7:3-5) and seek to overlook minor offenses (Proverbs 19:11). If an offense is too serious to overlook, reconciliation will be sought without delay (Matthew 5:23-24).



If the conflict cannot be resolved privately, an additional one or two fellow members which includes at least one member of the Board of Elders will be consulted to resolve the matter through biblical mediation or arbitration (Matthew 18:16; 1 Corinthians 6:1-8).

If the conflict cannot be resolved with the help of one or two fellow members and the offending person persistently refuses to listen to personal, informal correction to turn from speech or behavior that the Bible defines as sin, the issue will be made known to the congregation by the Board of Elders at a regularly scheduled meeting (Matthew 18:16).

#### Section 5. MEMBERSHIP DISMISSAL

In extreme cases, when an issue is brought before the church and the individual refuses to listen to even the church; the individual may be dismissed from the church by the agreement of the Board of Elders (Matthew 18:17, I Corinthians 5:12-13).

Individuals that are dismissed from the church will be treated as an unbeliever. This means that the former member is no longer treated as a fellow Christian. Instead of having casual, relaxed fellowship with this person, opportunities will be sought to lovingly bring the gospel to him or her, remind him or her of God's holiness and mercy, and call him or her to repent and put his or her faith in Christ (Matthew 18:17; 1 Corinthians 5:5; 1 Timothy 1:20).

Members of ReCAST Church are not guaranteed confidentiality regarding issues of church discipline. By placing themselves under the authority of ReCAST Church through membership, members should understand that issues of a sensitive or personal nature may become known to others. This includes, but is not limited to, notification of the authorities if a crime has been committed or if a real threat of endangerment to someone exists, as well as other violations of scripture that may not result in physical danger.

A person dismissed from ReCAST Church for disciplinary reasons may be reinstated to full membership if the person's repentance is accepted as genuine by the Board Elders and when possible, by the same Elders that oversaw the person's discipline. A plan for restoration may be implemented by the Board of Elders.

Each member of ReCAST Church, and every other professing Christian who regularly attends or fellowships with ReCAST Church, agrees that there shall be no appeal to any court because of a discipline process or dismissal. If a member who is under discipline by ReCAST Church, as defined in the previous paragraphs, chooses to resign their membership; the Board of Elders will determine if the church should be made aware of the disciplinary process.

Separate and apart from the process of church discipline, but subject to the discretion and affirmation of the Board of Elders; a member, non-member regular participant in church activities, or other individual may be notified that he or she is not to be present upon church premises or at church activities for such a period of time as is deemed necessary for the safety and well-being of others. Such required absence may, but need not, be concurrent with church discipline of that person.

The Board of Elders will be responsible for ensuring that a membership list is maintained and updated.

#### Article VII. STAFF

In order to accomplish the work of the church; associate pastors, directors, administrators, office staff, maintenance workers, and custodians may be employed as necessary. The selection,

employment, and termination of staff shall be the responsibility of the Lead Pastor with affirmation of the Board of Elders.

#### Article VIII. BUSINESS MEETINGS

A. Annual Meeting. The annual business meeting of the church shall be held as soon after the close of the fiscal year as is prudent. The date will be determined by the Board of Elders and published for two successive Sundays immediately preceding the time of the annual meeting. At this meeting the annual budget will be presented and other business may be conducted as is needed.

B. Special Business Meetings. Special meetings may be called by the Board of Elders at any time, provided that a notice of such meeting which states the nature of the business to be transacted is published for two successive Sundays immediately preceding the time of the proposed meeting.

C. Quorum. At all business meetings, the active voting members present shall constitute a quorum. Signed absentee ballots may be submitted prior to or at the start of the meeting.

D. Voting, Approvals, and Affirmation. Unless otherwise stated in these Bylaws, matters presented to the membership will be accepted only when the number of affirming or approving votes exceeds one-half of voting members.

#### Article IX. FINANCES AND PROPERTY

##### Section 1. SUPPORT OF THE CHURCH

ReCAST Church shall support its ministries through the free-will gifts and offerings of God's people. For clarification, this section is not designed to prohibit concerts and other non-profit events which may be self-funding with the approval of the Board of Elders. This section also does not prohibit the sale of media or other Christian materials on church premises with the approval of the Board of Elders.

##### Section 2. BUSINESS PRACTICES

A. Debt. Upon necessity and by action of the Board of Elders, short term emergencies may be met by borrowing money on bank notes or other accepted sound business methods. Engaging in long term debt (over one year) or any loan that exceeds five percent (5%) of the total annual budget must receive approval of the membership at the annual meeting or a special business meeting.

B. Real Property. In the event that the Board of Elders shall deem it necessary to buy, sell, mortgage, or transfer any real property of the church; it shall be done with approval of the membership at the annual meeting or a special business meeting.

C. Accounting Systems. The church shall maintain a program of generally accepted accounting procedures and internal accounting controls. To facilitate financial transparency, reports will be available on a monthly basis.

D. Fiscal Year. The fiscal year shall begin on July 1 and end on June 30.

E. Budget. An annual budget will be created by the Treasurer with input from the necessary members and approved by the Board of Elders.

##### Section 3. TRUSTEESHIP AUTHORITY



The documents of all property, real or personal, and all written contracts shall be executed by the Board of Elders Chairman, the Secretary, the Treasurer, or by such other officer or officers, agent or agents as the Board of Elders may from time to time designate by resolution.

#### Section 4. LIABILITY OF OFFICERS

ReCAST Church, the non-profit corporation as defined by Michigan law, assumes all liability for its officers in the performance of their executive responsibilities. This liability does not extend to those cases of intentional misconduct or knowing violation of the law.

#### Article X. MISSION MINISTRIES

Mission organizations and new career missionaries shall be added only upon recommendation of the Board of Elders. Missionaries shall remain supported until they remove themselves by resignation or by the determination of the Board of Elders.

#### Article XI. ORDINATION AND LICENSING

##### Section 1. ORDINATION

The Board of Elders shall have the authority to ordain suitable men into the Gospel ministry.

##### Section 2. LICENSING

The Board of Elders may license qualified candidates for the purpose of functioning as a minister of the Gospel.

##### Section 3. REVOCATION

The Board of Elders shall have the authority to discipline, even to the revoking of the ordination or license credentials obtained under these Bylaws.

#### Article XII. DISSOLUTION

Upon the dissolution of this corporation, assets shall be distributed to other existing non-profit [501(c)(3)] religious corporations as would be in agreement with the Member's Affirmation of Faith. All decisions in this event would be made by a majority vote of the remaining members of ReCAST Church. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### Article XIII. APPROVAL OF BYLAWS

Amendments to these Bylaws require a unanimous vote of the Board of Elders and a two-thirds majority approval by the voting members of the church at the annual meeting or a special business meeting.

Name: \_\_\_\_\_  
(Name required for vote to count)

Due: July 17<sup>th</sup> @ 8:30pm

Please see the attached updated bylaws as of June 27<sup>th</sup>, 2016. According to our current bylaws we require a unanimous decision by the board of elders and a 2/3 majority approval from the voting members of the church. We currently have the unanimous approval of the board.

Do you approve of the adoption of these amended bylaws?

YES or NO

If NO then please comment as to why below:

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Discussion/voting of these bylaws will occur at the Family Meeting on July 17<sup>th</sup> 2016 @ 7pm. If you have any questions in regards to the bylaws then please attend this meeting or contact Haley ([haley@recastchurch.com](mailto:haley@recastchurch.com)) to schedule an appt with Don or contact Elder, Bruce French at [ironmanfrench@sbcglobal.net](mailto:ironmanfrench@sbcglobal.net) or 269.375.3738. If you are unable to attend the family meeting and vote there then please get this ballot to either Haley or the church office by July 17<sup>th</sup> at 8:30pm. Our mailing address is listed below.

Mailing Address/Office location: 57645 Murray St. Mattawan MI 49071

Office Hours: Monday: 10am-2pm

Tuesday: 12pm-4pm

Wednesday: 10am-2pm

Thursday: 10am-2pm

Friday: 10am-2pm

Reminder: YOUR NAME MUST BE ON THE BALLOT TO BE COUNTED.

Ballots received without a name on them will be immediately discarded.