

October 2013



HESSEL CHURCH

Constitution and By-Laws



Our Church

Hessel Church is striving to be a vibrant Christian Church in a wide community, being based upon God's Word, for the purpose of bringing lives into harmony with God through evangelism, discipleship, and fellowship. In this unique role, Hessel Church strives to be an example and a leader.

Hessel Church exists to glorify God through a balanced effort in *celebrating* God and His worth, *communicating* Christ to the world, *cultivating* personal growth in Christ, and *caring* for one another.

The strategy of Hessel Church in accomplishing this purpose is to

provide excellence in preaching and music, solid programs of Christian education, dynamic outreach in missions and evangelism, a high degree of lay involvement, planning, and openness to change in methods without violating God's Word.

Contents

Article		Page
1	Name	2
2	Purpose	2
3	Seal	2
4	Core Beliefs	2
5	Ordinances	2
6	Membership	2
7	Elders	5
8	Pastors	7
9	Church Officers	10
10	Duties of Officers	10
11	Corporate Board	12
12	Standing Committees	13
13	Church Government	14
14	Church Affiliation	15
15	Indemnification	16
16	Dissolution	16

ARTICLE 1

Name

This organization shall be known as the HESSEL CHURCH, (formerly known as HESSEL UNION CHURCH). It shall be incorporated under the laws of the State of California. The HESSEL CHURCH is located at 5060 Hessel Avenue, Sebastopol, CA, 95472-6126.

ARTICLE 2

Purpose

Hessel Church exists to glorify God through a balanced effort in *Celebrating* God and His worth through Biblical preaching and vibrant worship, *Communicating* the message of salvation in Christ to the world through evangelism and world missions, *Cultivating* personal growth in Christ through Biblical teaching and discipleship, and *Caring* for one another.

ARTICLE 3

Seal

The corporate seal shall consist of a circle having within its circumference a cross, the world, an open Bible, and the words:

"Hessel Church
Sebastopol California
Incorporated August 20, 1940"



ARTICLE 4

Core Beliefs

"We believe in one God: the Father, the Son, and the Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given and that they are the Supreme authority in all matters of faith and conduct. We believe in the atonement of the Lord Jesus Christ, in the eternal salvation of all who believe in Him, and in the eternal punishment of all who reject Him. We accept the doctrine of the virgin birth, the sinless life, the vicarious death, and the bodily resurrection of the Lord Jesus Christ - our Savior, Intercessor, and Coming King."

ARTICLE 5

Ordinances

The ordinances of this Church shall consist of Believer's Baptism by immersion and the regular administration of the Lord's Supper in communion with believers.

ARTICLE 6

Membership

Sec. 1 Qualifications

Candidates for membership shall:

Sec. 1.1 Give satisfactory evidence of personal faith in Jesus Christ as Savior;

Sec. 1.2 Accept the positions found in the Hessel Church "Doctrinal Statement: What We Believe" document. (This is a separate document and available through the church office);

Sec. 1.3 Have been baptized as a believer;

Sec. 1.4 Attend a membership class conducted by representatives from the Board of Elders. (These Elders shall question the applicant and bring a

recommendation to the Board of Elders who shall vote on the recommendation);

Sec. 1.5 Complete and submit a membership application;

Sec. 1.6 Accept the church covenant (Article 6, Sec. 2);

Sec. 1.7 Be approved by the Board of Elders.

Sec. 2 Church Membership Covenant

“It is my desire to be received into the membership of Hessel Church. I accept the Hessel Church “*Doctrinal Statement: What We Believe*” document and subscribe to its *Constitution and By-Laws*. In assuming this membership, I agree to be loyal to the interests of this Church, to seek its purity and prosperity, and to seek to do some definite Christian work. I shall be subject to the discipline of the Church and contribute to its support and to other Christian activities as the Lord shall prosper me, following the Bible's teaching of Christian stewardship. If at anytime I find myself out of harmony with the practices of this Church or if my conduct or doctrine is called in question and the matter is taken up by the Board of Elders, I agree to submit the differences or charges to that Board. If it be found that I am unwilling to settle the differences on Scriptural grounds (Matt. 18:15-17), I understand the Board of Elders may remove my name from the roll of Church Membership (Article 6, Section 6.4 and Article 6, Section 6).

Sec. 3 Active Membership

Each member who attends the Church services faithfully and shows a desire to participate in the work shall be on the active membership roll.

Sec. 3.1 Active Absent Membership

Missionaries, students, and those serving in the military may maintain active status yet not be counted when determining a quorum for voting purposes.

Sec. 4 Inactive Membership

Any member voluntarily absent from the Church services for a period of one year without evidencing an interest by communication or by contributing to its support may be placed on the inactive membership roll. An inactive member is to stay on that roll until he or she has been back in attendance and has proven his or her interest. Upon his or her return, the Board of Elders shall contact the inactive member to determine his or her interest in becoming an active member. If there is an interest, his or her name shall be presented at the next monthly Elders' meeting for action.

Sec. 5 Dismissal

Sec. 5.1 Members may request to be removed from membership by making their wishes known to the Board of Elders in writing.

Sec. 5.2 An inactive member voluntarily absent for a period of two years may be removed from Church membership by the Board of Elders.

Sec. 5.3 Any member may be removed from the Church membership roll by the Board of Elders for conduct unbecoming a Christian. A member may receive a personal hearing with the Board if requested (Article 6, Section 6).

Sec. 6 Discipline and Restoration

Although we seek to be a body of believers committed to personal purity, growth, obedience, and love, even while knowing we are imperfect in God's sight until the Day we are united with Him, we recognize that at times an individual in our fellowship may

choose to sin willfully and deliberately over a period of time. When a Pastor or the Elders become aware of this person's sin, they will consider, prayerfully, whether to take one or more of the following steps which are based on Scriptural principles (Matt. 18:15-17; Eph. 4:1-4; 1 Tim. 5:19; Gal. 6:1; 1 Cor. 5:1-13):

Sec. 6.1 Two or three Elders shall approach this person to pray for him or her and to seek his or her repentance from sin.

If the person does not repent,

Sec. 6.2 The person will be requested to meet with the Board of Elders for prayer, admonishment, counsel, and warning of discipline, and to seek his or her repentance; furthermore, at any time in the course of discipline, the person involved shall have, and shall be informed of, the right and responsibility of seeking a hearing with the Board of Elders to explain, to receive counsel, to defend himself or herself, and above all to seek repentance and restoration of fellowship.

If the person does not repent,

Sec. 6.3 The Elders may remove him or her from his or her position of leadership responsibility, such as teaching, participating in choir, holding a Church office, or other like position or responsibility, forthwith.

If the person does not repent,

Sec. 6.4 The Elders will prayerfully consider their responsibility to warn the believers in their care of the circumstances surrounding the person's sin so that others may not be tempted to sin or be deceived by the one sinning. This responsibility exists whether or not the person continues to be a member or continues to fellowship with the Church. The Elders may choose to talk to:

- The person's fellowship group, Sunday school class, or others who have associated with and known the person; or
- Selected individual leaders and officers in the Church; or
- The congregation during a regular service, special membership meeting, or gathering.

If the person still does not repent,

Sec. 6.5 The Elders may request this person to resign from membership, if he or she is a member, and to absent himself or herself from fellowshiping with the believers in the Church; if the person refuses to resign his or her membership, the Elders may authorize his or her removal from the membership rolls of the Church and have their Church fellowship withdrawn. The person shall be notified of this action in writing. The Board of Elders may choose to inform the congregation, or to respond to inquiries about this person from other Churches or Christian organizations, in a manner similar to the following: "*The Board of Elders of Hessel Church was in the process of disciplining [_____] for personal, unrepentant, willful, deliberate, and on-going sin at the time he or she resigned, was removed from membership, (or) ceased from fellowship at Hessel Church.*"

Sec. 6.6 If, at any time, the person willingly and genuinely repents of his or her sin and seeks restoration and renewal of fellowship, the Elders shall receive him or her with joy and seek to restore him or her to fellowship through discipling, counseling, and support.

ARTICLE 7

Elders

Sec. 1 Oversight

The Elders shall have the general supervision of all activities of the Church. They shall manage the affairs of the Church as well as shepherd the membership.

Sec. 2 Qualifications

Each member of the Board of Elders must be an active member of this Church and possess the qualifications described in 1 Timothy 3:1-7 and Titus 1:6-9. He will align himself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document. He shall be:

Sec. 2.1 Blameless as a steward of God; above reproach. (1 Tim. 3:2; Titus 1:6-7)

Sec. 2.2 Husband of one wife; a one-woman man above reproach in his marital relationship. (1 Tim. 3:2; Titus 1:6)

Sec. 2.3 Temperate, sober, vigilant. (1 Tim. 3:2)

Sec. 2.4 Sober-minded, prudent. (1 Tim. 3:2; Titus 1:8)

Sec. 2.5 Of good behavior; orderly, respectable. (1 Tim. 3:2)

Sec. 2.6 Given to hospitality. (1 Tim. 3:2; Titus 1:8)

Sec. 2.7 Able to teach; he can exhort believers and refute false teaching. (1 Tim. 3:2; Titus 1:9)

Sec. 2.8 Not addicted to alcohol. (1 Tim. 3:3; Titus 1:7)

Sec. 2.9 Not violent; not pugnacious. (1 Tim. 3:3; Titus 1:7)

Sec. 2.10 Patient, moderate, forbearing, gentle. (1 Tim. 3:3)

Sec. 2.11 Not a brawler; uncontentious; not soon angry or quick-tempered. (1 Tim. 3:3; Titus 1:7)

Sec. 2.12 Not covetous; not a lover of money; not greedy of base gain. (1 Tim. 3:3; Titus 1:7)

Sec. 2.13 Rules well his own house; his children are faithful, not accused of rebellion to God. (1 Tim. 3:4; Titus 1:7)

Sec. 2.14 Not a novice; not a new convert. (1 Tim. 3:6)

Sec. 2.15 Has a good report or reputation with outsiders. (1 Tim. 3:7)

Sec. 2.16 Not self-willed. (Titus 1:7)

Sec. 2.17 A lover of what is good. (Titus 1:8)

Sec. 2.18 Just, fair. (Titus 1:8)

Sec. 2.19 Holy, devout. (Titus 1:8)

Sec. 2.20 Self-controlled. (Titus 1:8)

Sec. 2.21 Exhibits wisdom and understanding in his life and decisions. (James 3:13-17)

Sec. 3 Term

The Elders shall serve for a term of three years.

Sec. 4 Function

The Board of Elders shall:

Sec. 4.1 Equip the body of Christ at Hessel Church for the work of ministry. (Eph. 4:11-12).

Sec. 4.2 Manage the Hessel Church ministries. (1 Thess. 5:12-13)

Sec. 4.3 Shepherd Christ's flock of believers at Hessel Church. (1 Pet 5:2; Acts 20:28)

Sec. 4.4 See that teaching at Hessel Church is grounded in God's Word.

(Acts 11:23; Titus 1:9; 2 Tim. 2:2; 23-26)

Sec. 4.5 Strive to reflect Jesus Christ in their attitudes and actions. (1 Thess. 2:10; 1 Tim. 4:12; Titus 2:7-8)

Sec. 4.6 Be responsible to maintain doctrinal purity at Hessel Church. (Acts 20:30-31)

Sec. 4.7 Be responsible to carry out Church discipline when necessary according to the scriptural principles set forth in Article 6, Section 6. (1 Thess. 5:12-13)

Sec. 4.8 See that the financial matters of the Church are conducted in a God-honoring manner. (Acts 11:30)

Sec. 4.9 Devote themselves to prayer for the congregation and ministries of Hessel Church. (Acts 6:4; James 5:13-15)

Sec. 4.10 Be responsible for administration of the ordinances (Article 5).

Sec. 4.11 See that the Great Commission is carried out in and through the ministries of Hessel Church. (Matt. 28:19)

Sec. 4.12 Serve as the Pulpit Committee to locate, evaluate, and approve a Senior Pastor. They shall evaluate and approve all assistant pastoral candidates. (Article 8, Sections 1.4 and 2.4; Titus 1:5-9)

Sec. 4.13 Elect three members to serve on the standing Nominating Committee.

Sec. 4.14 Determine the quantity of Elders and Trustees needed to conduct the affairs of the church and communicate those needs to the Nominating Committee.

Sec. 4.15 Call upon those who have served as Elders in the past to assist them in the specific functions of the Board of Elders.

Sec. 4.16 May appoint qualified members to the Diakonate (Article 7, Section 7) to assist them in their task of shepherding the flock (Acts 6) and may establish any additional committees as needed to carry out the mission of the Church.

Sec. 5 Quantity

The quantity of Elders shall be a minimum of nine men and as many as is needed to direct the affairs of the Church.

Sec. 6 Officers

At the first meeting in January, the newly elected Board of Elders shall elect a Chairman, Vice Chairman, and a Secretary. They shall elect two members to serve with the Chairman on the Corporate Board (Article 12). The Secretary shall keep a record of all meetings. These records are the property of the Church.

Sec. 7 Assistants to the Elders: Diakonate

Sec. 7.1 Identification

The Diakonate shall consist of men and women who are appointed by the Elders to assist them in their task of managing and shepherding the flock (Acts 6). The Board of Deaconesses shall be considered a standing committee of the Diakonate. The Board of Elders may appoint other standing committees within the Diakonate.

Sec. 7.2 Qualifications

Members of the Diakonate must be members of Hessel Church and meet the qualification as presented in 1 Timothy 3:8-13.

Sec. 7.2.1 Worthy of respect.
(1 Tim. 3:8, 11)

Sec. 7.2.2 Sincere. (1 Tim. 3:8, “not double tongued”)

Sec. 7.2.3 Not addicted to alcohol.
(1 Tim. 3:8)

Sec. 7.2.4 Not pursuing dishonest gain. (1 Tim. 3:8)

Sec. 7.2.5 Follow God's word with a clear conscience. Not using it for personal gain. (1 Tim. 3:9)

Sec. 7.2.6 They must have shown themselves to be above reproach. (1 Tim. 3:10)

Sec. 7.2.7 Free from gossip and malicious talk. (1 Tim. 3:11)

Sec. 7.2.8 Temperate, and under the control of the Holy Spirit.
(1 Tim. 3:11)

Sec. 7.2.9 Faithful and trustworthy.
(1 Tim. 3:11)

Sec. 7.2.10 Above reproach in their relationships with members of the opposite sex. (1 Tim. 3:12)

Sec. 7.2.11 Manage their household and children (if applicable) well.
(1 Tim. 3:12)

Sec. 7.2.12 Wise; able to look at things from a spiritual perspective.
(Acts 6:3)

Sec. 7.3 Term

The term for members of the Diakonate shall be as long as is deemed necessary by the Board of Elders.

ARTICLE 8

Pastors

Sec. 1 The Senior Pastor

Sec. 1.1 Qualifications

The Senior Pastor of the Church shall be a man who meets the qualification of an Elder (Article 7, Section 2). He shall be called of God and well trained for his position as spiritual leader of the Church. He will align himself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 1.2 Term

The Senior Pastor shall be called for an indefinite term.

Sec. 1.3 Duties

Sec. 1.3.1 Duties shall be outlined in writing by the Board of Elders.

Sec. 1.3.2 The Senior Pastor shall be responsible to the Board of Elders.

Sec. 1.3.3 The Senior Pastor shall be an ex-officio voting member of the Board of Elders.

Sec. 1.3.4 The Senior Pastor shall appoint a Pastoral representative to serve as a voting member of the Board of Trustees and Missions Committee.

Sec. 1.3.5 The Senior Pastor, or his pastoral staff appointee, shall serve on the Nominating Committee. (Article 12, Section 2.1)

Sec. 1.4 Calling and Call

When it is necessary to call a Senior Pastor, the Pulpit Committee (Board of Elders) will secure a candidate. When a suitable man is found, the Elders will evaluate the candidate's faith, character, doctrine, spiritual gifts, skills, spiritual

maturity, and match for ministry at Hessel Church. If approved, the Board of Elders shall recommend him to the membership at a called business meeting. A quorum must be present and a three-fourths vote of the active members is necessary to approve the call (Article 13, Section 6). Notice of this meeting and its purpose shall have been read from the pulpit on two preceding Sundays and the membership shall be notified in writing by mail. Only one candidate is to be presented to the Church at a time. The vote is to be by ballot.

Sec 1.5 Termination

Sec. 1.5.1 By resignation

The Senior Pastor may resign his office upon thirty (30) days notification in writing. He shall give it to the Board of Elders who shall vote to accept or reject the resignation. An accepted resignation shall be reported to the congregation on the following Sunday by the Chairman of the Board of Elders.

Sec. 1.5.2 By Will of the Church

If the Senior Pastor is not performing his duties or meeting the clearly defined expectations of the church, the Board of Elders will work with the Senior Pastor to resolve the matter discreetly and honorably. If a resolution is not found, the Board of Elders shall recommend dismissal to the membership and a vote shall be taken at a called business meeting. A quorum must be present and a simple majority vote of the members is necessary to approve the recommendation of the Board of Elders (Article 13, Section 6). Notice of this meeting and its purpose shall have been read from the pulpit on two preceding Sundays, and the member-

ship shall be notified in writing by mail.

Sec. 2 Assistant Pastors

Sec. 2.1 Qualifications

An Assistant Pastor shall be a man who meets the qualification of an Elder (Article 7, Section 2). He shall be called of God and well trained for his position as spiritual leader of the Church. He will align himself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 2.2 Term

An Assistant Pastor shall be called for an indefinite term.

Sec. 2.3 Duties

The duties of an Assistant Pastor shall be outlined in writing by the Board of Elders. He shall be responsible to the Senior Pastor and the Board of Elders.

Sec. 2.4 Calling and Call

When it is necessary to call an Assistant Pastor, the Senior Pastor will secure a candidate. When a suitable person is found, he will present the candidate to the Board of Elders. The Elders will evaluate the candidate's faith, character, doctrine, spiritual gifts, skills, spiritual maturity, and match for ministry at Hessel Church. If approved, the Board of Elders shall recommend him to the membership at a called business meeting. A quorum must be present (Article 13, Section 6) and a three-fourths vote of the active members is necessary to approve the call. Notice of this meeting and its purpose shall have been read from the pulpit on two preceding Sundays and the membership shall be notified in writing by mail. Only one candidate is to be presented at a time. The vote is to be by ballot.

Sec. 2.5 TerminationSec. 2.5.1 By Resignation

The Assistant Pastor may resign his office upon thirty (30) days notification in writing. He shall give it to the Board of Elders and Senior Pastor. The Elders shall vote to accept or reject the resignation. An accepted resignation shall be reported to the congregation on the following Sunday by the Chairman of the Board of Elders.

Sec. 2.5.2 By Will of the Elders and Senior Pastor

If an Assistant Pastor is not performing his duties or meeting the clearly defined expectations of the church, the Board of Elders and the Senior Pastor will work with the Assistant Pastor to resolve the matter discreetly and honorably. If a resolution is not found and the Board and Senior Pastor be found in mutual agreement, the Assistant Pastor may be dismissed. This action shall be reported to the congregation on the following Sunday by the Board of Elders.

Sec. 3 Pastor EmeritusSec. 3.1 Qualifications

Upon recommendation by the Board of Elders, a Pastor of the Church may be designated as Pastor Emeritus upon his retirement or resignation. He shall have been a Pastor of the Church for at least 20 years and left his active position in good standing. The Senior Pastor and the Board of Elders shall designate his duties and activities in the service of the Church in accordance with his talents and spiritual gifts. He must be willing to sign the Pastor Emeritus Covenant. (Article 8, Section 3.2)

Sec. 3.2 Pastor Emeritus Covenant

"In accordance with the honorable position and title which have been conferred upon me, I will strive to maintain a close walk with the Lord, being diligent in the disciplines of Scripture reading and prayer. I will submit to the guidance and leadership of the Pastor of the Church and the Board of Elders in whatever ministries and duties I may undertake in the Church."

Sec. 3.3 Term

The term of Pastor Emeritus shall be for the lifetime of the individual. It may be rescinded by a recommendation of the Board of Elders.

Sec. 4 Ordination Licensing and CommissioningSec. 4.1 Ordination

Ordination refers to the unanimous recognition by the Board of Elders of a man's call to the ministry, preparation as a shepherd, and qualification to serve. Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office as outlined in Article 7, Section 2. It may be rescinded by a recommendation of the Board of Elders.

Sec. 4.2 Licensing

The license is issued by the Board of Elders and is given in recognition of a man's call to that ministry. Its aim is to allow a man to perform the ecclesiastical duties and functions of the Church. Licenses will be issued and remain valid for the duration of the Pastor's ministry at Hessel Church.

Sec. 4.3 Commissioning

When local church certification is required for ministry where ordination or licensing would be unnecessary or inappropriate, a person is commissioned by the Board of Elders to minister. This authorization continues as long as the opportunity to minister remains in effect and as long as the person maintains the qualifications for

ministry. The Board of Elders shall review and approve these ministers annually.

ARTICLE 9

Church Officers

Sec. 1. Quantity

The officers shall consist of the following, who shall be elected at the Annual Membership Vote as their terms are completed: *Board of Elders* (minimum of 9; Article 7, Section 5), *Board of Trustees* (minimum of 9; Article 10, Section 4.5), *Recording Secretary* (1), *Treasurer* (1), *Financial Secretary* (1), *Missions Committee Chairman* (1).

Sec. 2. Qualifications

Each officer of the Church must be a member in good standing. Elders, Trustees, and Missions Committee Chairman shall meet the qualifications of Elder as outlined in Article 7, Section 2. He will align himself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document. All other officers (Recording Secretary, Treasurer and Financial Secretary) must meet the qualifications of Diakonate as outlined in Article 7, Section 7.2. He or she will align himself or herself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

ARTICLE 10

Duties of Officers

Sec. 1 Recording Secretary

Sec. 1.1 Qualification

The Recording Secretary shall meet the qualifications of Diakonate as outlined in Article 7, Section 7.2. He or she will align himself or herself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 1.2 Term

He or she shall serve for a term of three years.

Sec. 1.3 Duties

He or she shall keep an accurate and permanent record of the business proceedings of the Corporate Board and of each regular and special Church meeting. He or she shall be responsible for verification and count of ballots cast. The Recording Secretary shall also be the corresponding secretary of the Corporate Board. His or her records are the property of the Church.

Sec. 2 Treasurer

Sec. 2.1 Qualifications

The Treasurer shall meet the qualifications of Diakonate as outlined in Article 7, Section 7.2. He or she will align himself or herself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 2.2 Term

He or she shall serve for a term of three years.

Sec. 2.3 Duties

He or she shall receive from the Financial Secretary all funds, and disburse these funds as ordered by the Church or the Board of Trustees. He or she shall keep proper records of all transactions. The Treasurer shall present to the Board of Trustees each month and to the Church at the Annual Meeting (or more often if requested by the Church), an itemized report of receipts, disbursements, and current balances. He or she shall supervise the work of the Financial Secretary. All financial records are the property of the Church. He or she shall immediately deliver to his or her successor all books and records pertaining to his or her office. The Treasurer shall oversee all funds from all ministries of the Church. Any ministry which keeps separate checking accounts and records must be approved by the Board of Trustees. Monthly reports shall be submitted to the Treasurer.

Sec. 3 Financial SecretarySec. 3.1 Qualification

The Financial Secretary shall meet the qualifications of Diakone as outlined in Article 7, Section 7.2. He or she will align himself or herself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 3.2 Term

He or she shall serve for a term of three years.

Sec. 3.3 Duties

He or she shall receive and count, in the presence of a member of the Church appointed by the Board of Trustees, all monies of the Church and record these monies. He or she shall deposit and

promptly turn over the deposit slip and attendant distribution record to the Church Treasurer. He or she shall keep a separate, confidential account for each contributor and shall send an annual statement of this account to the contributor upon request and at the close of each calendar year. He or she shall immediately deliver to his or her successor all books and records pertaining to his or her office.

Sec. 4 Board of Trustees

The Board of Trustees shall supervise the properties, assets and financial matters of the Church. They shall work under the direction and leadership of the Elders in carrying out their specific duties.

Sec. 4.1 Qualifications

The Board of Trustees shall meet the spiritual qualifications of Elder as outlined in Article 7, Section 2. He will align himself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 4.2 Term

The Trustees shall serve for a term of three years.

Sec. 4.3 Duties: They shall

Sec. 4.3.1 Be custodians of all properties of the Church, both real and personal.

Sec. 4.3.2 Have the supervision of such property, providing for its protection, management and upkeep.

Sec. 4.3.3 Supervise purchases and approve expenditures as authorized by the budget.

Sec. 4.3.4 Be responsible for auditing the books of the Treasurer at any time it may be deemed necessary

by the Corporate Board or the Board of Elders.

Sec. 4.3.5 Elect one member to serve on the standing Nominating Committee.

Sec. 4.3.6 Oversee the financial matters of the Missions Committee.

Sec. 4.4 Officers

At the first meeting in January, the newly elected Board of Trustees shall elect a Chairman, Vice Chairman and a Secretary. They shall elect two members to serve with the Chairman on the Corporate Board (Article 11). The Secretary shall keep a record of all meetings. These records are the property of the Church.

Sec. 4.5 Quantity

There shall be a minimum of nine and as many as are needed to conduct the property management and financial affairs of the Church. (Article 7, Section 4.8)

Sec. 5 Missions Committee Chairman

Sec. 5.1 Qualifications

The Missions Committee Chairman shall meet the qualifications of Elder as outlined in Article 7, Section 2. He will align himself with and support Hessel Church's theological positions found in the "*Doctrinal Statement: What We Believe*" document.

Sec. 5.2 Term

He shall serve for a term of three years.

Sec. 5.3 Duties

He shall choose at least five members in good standing to serve with him who meet the qualifications of the Diakonate (Article 7, Section 7.2). These five members shall be approved by the Board of Elders. A member of the Pastoral Staff

shall serve on the Missions Committee. They shall elect a Vice Chairman, Treasurer, and a Secretary. It shall be the Chairman's duty to preside at all meetings of this Committee. The Vice Chairman shall assume the duties of the Chairman in the event the Chairman is unable to be present. The Treasurer shall be responsible for the financial records of the Missions Committee. Monthly financial reports shall be submitted to the Trustees who will oversee the finances of the Missions Committee. The Secretary shall keep a record of all meetings. These records are the property of the Church.

ARTICLE 11

Corporate Board

Sec. 1 Membership

The Corporate Board shall consist of the Senior Pastor, Treasurer, Recording Secretary, Chairman of the Board of Elders and two other Elders, Chairman of the Board of Trustees and two other Trustees, and the Chairman of the Missions Committee.

Sec. 2 Duties

The members of this Board shall:

Sec. 2.1 Serve as directors of the Corporation as set forth under the laws of the State of California;

Sec. 2.2 Initiate conflict mediation procedures (Article 14, Section; 2); and

Sec. 2.3 Preside over Church Membership meetings.

Sec. 3 Functions

Sec. 3.1 At the first meeting in January, the newly elected Corporate Board shall elect a Chairman and Vice Chairman.

Sec. 3.2 The Chairman shall be known as the President of the Corporation. He shall preside at all business meetings of the Church Membership.

Sec. 3.3 The Vice Chairman shall assume the duties of the Chairman in the event the Chairman is unable to be present.

Sec. 3.4 A quorum shall consist of seven members. The Corporate Board shall meet at least once annually or as necessary to transact the business of the Church.

ARTICLE 12

Standing Committees

Sec. 1 Missions Committee

Sec. 1.1 Qualifications

The Mission Committee members shall meet the qualifications of Diakonate as outlined in Article 7, Section 7.

Sec. 1.2 Term

The members of this Committee shall serve for a term of one year.

Sec. 1.3 Duties

It shall be the duty of this Committee to make a special effort to increase the congregation's zeal and interest in missions and to recommend any missionaries to be supported. The specific policies and procedures of this Committee shall be contained in their policy manual. The Missions Branch of Women's Ministries shall be under the jurisdiction of this Committee. The Missions Committee shall coordinate all missionary work, both home and foreign, undertaken

by all organizations of the Church. They shall coordinate care of Hessel Missionaries while home on furlough. They shall have charge of all missionary funds. They shall present to the Budget Committee the proposed missionary budget for the year.

Sec. 2 Nominating Committee

Sec. 2.1 Membership

The Nominating Committee shall consist of the Senior Pastor, one Deaconess (appointed by the Board of Deaconesses), one Trustee (appointed by the Board of Trustees), three Elders (appointed by the Board of Elders), and two individuals from the membership at large. (These two at-large members of the Nominating Committee shall be nominated by the Nominating Committee and elected by the membership at the Annual Membership Vote for a two-year term. They will begin their term January 1st. They shall meet the qualifications of the Diakonate, Article 7, Section 7.2). One of the three Elders shall serve as Chairman. At his discretion, the Senior Pastor may appoint a member of the Pastoral Staff to serve in his place.

Sec. 2.2 Term

A Nominating Committee member shall serve no more than two consecutive years.

Sec. 2.3 Duties

In order to fill Church leadership positions with the best-qualified servants of God, the Nominating Committee shall evaluate the faith, character, skills and spiritual gifts, and maturity of the Church Membership. They will present their recommendations in ballot form to the church membership prior to and at the Pre-Annual Meeting. The membership shall vote at the Annual Membership Vote (Art. 13 Sec. 3.5).

Sec. 3 Budget Committee

The Board of Trustees and the Church Treasurer shall serve as the Budget Committee. It shall gather information from Trustees, staff, and department leaders and prepare a budget to present to the Board of Elders for its approval, and to the Church membership for approval at the Annual Membership Vote.

ARTICLE 13**Church Government****Sec. 1 Fiscal Year**

The fiscal year of the Church shall be from January 1st to December 31st.

Sec. 2 Annual Meeting

There shall be an Annual Meeting of the Church membership held the fourth Sunday in January or as directed by the Corporate Board. A status of the church shall be given and vision communicated.

The Church membership shall transact such other business as is proper to come before the membership.

Sec. 3 Pre-Annual Meeting

There shall be a Pre-Annual Meeting of the Church membership on the second to the last Sunday of November each year or as directed by the Corporate Board. At this meeting, candidates for Church office will be presented by the Nominating Committee. The annual budget will be presented by the Budget Committee. Questions will be answered by the leadership team.

Sec. 3.5 Annual Membership Vote

On the first Sunday in December, or as directed by the Corporate Board, there shall be a Church membership vote to approve the Church officers and budget. This vote shall be by ballot. A church membership meeting

is not required. Members may vote prior to or after a church worship service. A quorum of voters must be established for the results to stand. Church officers and the Church budget shall be approved by a simple majority.

On general Church matters, all members in good standing who have reached the age of 18 are entitled to vote. In matters involving property or legal procedure, the laws of the State determine the age at which members are eligible to vote.

Sec. 4 Annual Reports

The completed Annual Report shall be in writing and shall be available to the congregation at the Annual Meeting. The Recording Secretary shall be responsible to file in his or her books one copy of the Report.

Sec. 5 Special Meetings

Special meetings may be called at any time by the Chairman of the Corporate Board. Notice of any special meeting, and the purpose for which it is called, shall be given from the pulpit in the two preceding Sunday services from the date of such meeting, and by written notice to the entire active membership one week prior to the date of the meeting.

Sec. 6 Quorum

A quorum shall consist of not less than twenty percent of the active membership 18 years of age and over. To be counted in the quorum, a member's physical presence is required.

Sec. 7 Nominations

The Chairman of the Corporate Board shall call the first meeting of the Nominating Committee and instruct them as to their duties. The Committee shall recommend persons to the membership at and prior to the Pre-Annual Meeting to fill each office.

Elections shall be by ballot at the Annual Membership Vote (Art. 13 Sec. 3.5).

Sec. 8 Vacancies

If an office of the Church shall become vacant before the end of the regular term, the Nominating Committee shall appoint someone who has the approval of the Board of Elders to serve until the next Annual Membership Vote. At the next Annual Membership Vote, the Nominating Committee will present a replacement for approval by the membership to fill and complete the unexpired term.

Sec. 9 Amendments and By-Laws

The Elders shall make known any proposed Constitutional and By-Laws amendments to the membership. The members shall receive an explanation of the change(s) and notification of the meeting time two weeks before the membership meeting by:

Sec. 9.1 Membership Letter

All members shall be notified by letter.

Sec. 9.2 Announcement from the Pulpit

A representative of the Elders shall make announcement of the change(s) from the pulpit on two prior consecutive Sundays.

Sec. 9.3 A Posted Announcement

A copy of the proposed amendment shall be visibly posted in the church at least two weeks prior to the meeting of the membership.

Sec. 10 Voting

All voting shall be by ballot except by the will of the Church.

Sec. 11 Absentee Voting

In the event a member cannot be present at the called meeting, the voter may cast an absentee ballot upon qualification.

Sec. 11.1 Limitations of Absentee Vote

Sec. 11.1.1 Personal illness or disability that precludes attendance.

Sec. 11.1.2 Out of the area.

Sec. 11.1.3. Health reasons other than personal illness and / or emergencies that would prevent attendance.

Sec. 11.1.4 Involvement in Hessel ministry that occurs during a church business meeting.

Sec. 11.2 The ballot will be placed in a sealed envelope signed by the voter with a written reason for their absence. The envelope will be destroyed and the ballot will remain secret.

Sec. 11.3 Absentee ballots must be received by the Recording Secretary prior to the official count. The absentee ballot will not count as part of the quorum.

ARTICLE 14

Church Affiliation

Sec. 1 Affiliation

Hessel Church shall remain an independent, non-denominational fellowship. We shall affiliate ourselves with the American Missionary Fellowship (AMF). We shall support the American Missionary Fellowship with our finances and our fellowship. We shall be free to have fellowship with other evangelical churches and their missionaries. When it is deemed wise to change this organization from a non-denominational Church to any denominational church, a public notice of the proposed change shall be given on three preceding Sundays. No change shall be made unless approved by a three-fourths majority vote of a quorum present (Article 13, Section 6).

Sec. 2 Conflict Mediation

Should ongoing, unresolved conflict arise within the leadership team of Hessel Church that cannot be resolved internally, the Chairman of the Board of Elders, the Senior Pastor, or any member of the Corporate Board may call upon the Western Regional Director of The American Missionary Fellowship (AMF) to mediate. At his discretion, he may call upon pastors and / or other Christian leaders to assist in this task. The Senior Pastor and the Board of Elders shall agree to follow recommendations and directives presented by the AMF Western Regional Director and his team.

Sec. 3 Offerings

It shall be our policy to raise money through outright giving in appreciation for what God has done for us through Christ. To give cheerfully unto the Lord is the only spirit in which one can give scripturally. Questions regarding fundraising activities should be directed to the Board of Elders.

Sec. 4 Communion

Communion shall be held at least once each month of the year. Open communion shall be observed.

Sec. 5 Baptism

Baptisms shall be offered regularly throughout the year. Candidates will receive baptismal instruction before baptism.

ARTICLE 15**Indemnification**

HESSEL CHURCH shall indemnify any person who is, or was, a director, officer, employee or other agent of the Corporation, or any other person defined by California

Corporation Code, Section 9246, to the full extent allowed and provided for in said California Corporation Code 9246 which is (and any successor provision in the law) incorporated in its entirety herein and made part hereof. Said indemnification shall include, but not be limited to, any threatened, pending, or completed action or proceeding as defined in said section and shall include all expenses as defined in said section including, but not limited to, attorney fees, defense costs and any expense of establishing this right to indemnification under said section. These indemnification provisions shall apply only if such person acted in good faith and in a manner believed to be in the best interest of HESSEL CHURCH.

ARTICLE 16**Dissolution**

This Corporation is one which does not contemplate pecuniary gain or profit to the members thereof, and it is organized solely for non-profit purposes.

The property owed by this corporation is irrevocably dedicated to charitable purposes meeting the requirements of Section 214 of the Revenue & Taxation Code and within the meaning of section 501 © (3) of the Internal Revenue Code.

Upon the liquidation, dissolution, or abandonment of this organization, 100% of its asset remaining after payment or provision of payment of all debts and liabilities of this organization, shall be distributed to American Missionary Fellowship which is a nonprofit organization which is organized for religious purposes and holds 501 © (3) tax exempt status. If the named corporation no longer exists, or is not qualified to accept the assts, the assets shall be distributed to a non profit fund, foundation or corporation which is organized and operated exclusively for

charitable, religious, hospital or scientific purposes and holds 501 © (3) tax exempt status.

CONSTITUTION AND BY-LAWS

HESSEL CHURCH

5060 Hessel Ave.

Sebastopol, CA 95472

(707) 823-8556

Adopted April 1975

ARTICLE 7 revisions April 1980

ARTICLES 10 & 11 revisions March 1985

ARTICLES 7, 8, 9, 11 & 13 revisions March 1988

ARTICLES 6, 7, 8, 11, 12, 13, 14 & 15 revisions June 1989

ARTICLES 6 & 12 revisions March 1990

ARTICLE 9 revisions March 1992

ARTICLE 7 & 13 revisions March 1996

ARTICLE 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16
revisions November 2005

ARTICLE 7, 9 10, 11, 12, 13 revisions October 2008