

**Oh Be Joyful Church**  
Constitution and Bylaws

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# CONSTITUTION

## Article I NAME

The name of the church shall be Oh Be Joyful Church.

## Article II MISSION

The mission of Oh Be Joyful Church is this: We follow Jesus.

## Article III STATEMENT OF FAITH

The Statement of Faith is contained in the bylaws.

## Article IV CHURCH GOVERNANCE

Governance is vested in the Board of Elders in accordance with the vote of Covenant Partners as described in the bylaws.

## Article V ADOPTION, SUSPENSION, AMENDMENT, REPEAL

### 5.1 Adoption And Amendments to the Constitution and Bylaws

Only the Board of Elders will manage alterations, amendments, repeals, or approvals regarding the constitution or bylaws.

### 5.2 Notice

The notice of a business meeting at which the constitution or bylaws are altered, amended, or repealed, or at which a new constitution or bylaws are adopted shall be provided 30 days in advance and include the text of the proposed changes as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of changes.

### 5.3 Adoption, Suspension, Amendment, Repeal

The constitution and bylaws shall be repealed, suspended, amended, or adopted when two-thirds of those Covenant Partners present and voting at an official meeting shall vote in favor of changes.

# BYLAWS

## AMENDED BYLAWS OF OH BE JOYFUL CHURCH

~~f/k/a OH-BE-JOYFUL-BAPTIST-CHURCH~~

March 17, 2024

In order to carry out and make effective the principles and declarations contained in the constitution, the church enacts and ordains the following bylaws. These bylaws govern the affairs of Oh Be Joyful Church (referred to as the "Corporation" or "church"), a Colorado Non-profit religious organization.

## Article I PHYSICAL OFFICES

The principal office of the Church shall be located at 625 Maroon Avenue, Crested Butte, Colorado, 81224. The Board of Elders may change the location of any office of the organization.

## **Article II NONPROFIT PURPOSES**

### **2.1 Tax exemption**

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

### **2.2 Church**

The purpose of the corporation is to establish a church that in all things follows Jesus.

## ~~Article III STATEMENT OF FAITH~~

## **Article III CORE VALUES AND STATEMENT OF FAITH**

### **3.1 Core Values (DNA)**

The following Core Value statements are a guide to the priorities, distinctives, and personality of Oh Be Joyful Church.

#### **1. We Abide In Jesus**

To follow Jesus we must be grafted into Him, draw life from Him, and walk through life with Him.

*Abide in me, and I in you. As the branch cannot bear fruit by itself, unless it abides in the vine, neither can you, unless you abide in me. I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing.* John 15:4-5

#### **2. We Pass The Baton**

To follow Jesus we must effectively help believers to grow in knowledge of Him and follow Him.

*And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."* Matthew 28:18-20

#### **3. We Are Heat and Light**

To follow Jesus we must bring the hope of the gospel to our communities and the world.

*"You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."* Matthew 5:14-16

*'Again Jesus spoke to them, saying, "I am the light of the world. Whoever follows me will not walk in darkness but will have the light of life."* John 8:12

*"I have come into the world as light, so that whoever believes in me may not remain in darkness."* John 12:46

#### **4. We Go Together**

To follow Jesus we must gather as the community of His church.

*And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers. And awe came upon every soul, and many wonders and signs were being done through the apostles. And all who believed were together and had all things in common. And they were selling their possessions and belongings and distributing the proceeds to all, as any had need. And day by day, attending the temple together and breaking bread in their homes, they received their food with glad and generous hearts,*

*praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved. Acts 2:42-47*

### ~~3-02 Doctrine~~

### ~~3.2 Statement of Faith~~

~~We are related through common convictions and the following doctrinal statement expresses the core biblical beliefs of Oh Be Joyful Church, its Elders and Pastoral Staff and is important in guarding the unity and orthodoxy of this ministry. These doctrines are developed through the study of the Scripture and therefore the Scripture holds authority over each item.~~

We are related through common convictions. The following Statement of Faith expresses the core biblical beliefs of Oh Be Joyful Church, its Elders, and Pastoral Staff and is important in guarding the unity and faithfulness of this ministry. Scripture is the primary authority over each item.

#### **1. THE SCRIPTURES ~~bullet points removed~~**

We are a church dedicated to upholding and interpreting the Scriptures accurately. The Old and New Testaments are the verbally inspired Word of God and without error in the original writings and are essentially unchanged in any important respect in the widely accepted English translations. They are authoritative, without error, and the final authority in all matters about which they speak and to be interpreted in accordance with the context and genre in which they were written. The Scripture is understood as the believer is guided by the Spirit of God and to be personally and corporately applied in our modern culture. Matthew 5:17-20; John 10:22-39, 16:12-15; 1 Corinthians 2:13-16; 2 Timothy 3:16-17; 2 Peter 1:19-21

#### **2. GOD**

There is one living and true God who is one in essence while existing in three distinct co-eternal and co-equal persons – Father, Son, and Holy Spirit. Though each person of the God-head possesses the same nature each functions differently with respect to one another and in relationship with man. Deuteronomy 6:4; Matthew 28:16-20; John 6:27; Acts 5:3-4; 2 Corinthians 13:14; Hebrews 1:7-9

#### **3. GOD THE FATHER**

The Father is the first person of the Trinity who orders and directs all things according to His own purpose, pleasure, grace, and glory. He graciously involves Himself in the affairs of humanity, hears and answers prayer and saves from sin and death all who come to Him through Jesus Christ. Matthew 6:9; John 5:19-24; Ephesians 1:3-6

#### **4. GOD THE SON**

God the Son became flesh in the person of Jesus Christ, who was begotten by the Holy Spirit and born of the virgin Mary, and who is true God and true man. Jesus Christ died for our sins as a substitutionary sacrifice and that all who believe in Him are declared righteous on the basis of His shed blood. Matthew 1:18-25; Mark 10:45; John 1:14, 11:33, 8:40; Romans 3:24-26, 5:8-9, 2 Corinthians 5:14; Hebrews 1:8-9, 2:13-18; 1 Peter 2:6-8, 3:18

#### **5. GOD THE SPIRIT**

The Holy Spirit is a person possessing all the distinctively divine attributes. He is God. He convicts the world of sin, righteousness, and judgment. He regenerates, seals, and sets apart the believer to a holy life. At regeneration He baptizes the believer into the body of Christ and comes to indwell him permanently.

John 3:5-7, 14:16-17; 16:7-8; Romans 8:9; 1 Corinthians 2:10-11, 12:11, 12:13; Ephesians 1:13-14; 2 Thessalonians 2:13; Titus 3:5

## **6. HUMANITY AND SIN**

Man and woman were created in the image of God, sinned, and consequently experienced physical death and spiritual death (which is separation from God). The consequences of this sin affect the entire human race. All human beings are born with an inherited sinful nature and sin in thought, word, and deed.

Genesis 1:26-27; Genesis 2:17, 3:6; Mark 7:20-23; John 2:24-25; Romans 3:23, 5:12-19, 6:23; Ephesians 2:1-3, 4:18; Acts 1:8

## **7. SATAN**

Satan is a real, volitional, and spiritual being revealed in Scripture. With limited power he attempts to defeat Christians and the work of God. Christians can overcome Satan by applying Scriptural truth and relying on the Holy Spirit.

John 8:39-47; Ephesians 6:10-20; Revelations 12:7-12

## **8. THE RESURRECTION OF JESUS CHRIST**

Christ was bodily resurrected, revealed Himself alive, and ascended into heaven. He now serves as high priest, intercessor, and advocate on our behalf with the Father.

Acts 1:1-3; John 20:24-31; Acts 1:6-11; Romans 1:1-6; Hebrews 7:22-28, 8:1-2; 10:11-14

## **9. SALVATION**

Whoever by faith receives Jesus Christ as their Savior, redeeming them from sin, becomes a child of God. This salvation is not the result of any human effort or merit.

John 1:9-13; Romans 3:21-28; Ephesians 2:1-10; John 3:16

## **10. A BELIEVER'S SECURITY**

Believers are kept eternally secure by the power of God through the new birth, the indwelling and sealing of the Holy Spirit, and intercession of Christ.

John 10:22-30; 14:15-17; Romans 8:38-39; Ephesians 4:30; 1 Peter 1:22-25

## **11. SIN NATURE AND SANCTIFICATION**

All believers, although they are born again, still possess a sinful nature in this life, but that God has made provision for them to overcome this sinful nature and to live for God through identification with Christ, a knowledge of the Scriptures, and by the power of the indwelling Holy Spirit.

Romans 7:13-25, 6:1-14, 8:12-17; Galatians 5:16-24; 2 Timothy 3:16-17, 1 John 3:9

## **12. HUMAN SEXUALITY AND MARRIAGE**

God created humanity as male and female and our male and female identities pertain to our biological sex. Our bodies are good and essential aspects of our identity as image bearers of God. Sexual activity is to be confined to and enjoyed by a man and a woman in a lifelong marriage covenant. The marriage covenant is a holy representation of the relationship between Christ and the church.

Genesis 1:26-27, 2:18-25, 5:1-2; Deuteronomy 5:18, 21; Matthew 5:31-32; Mark 10:6-9; Ephesians 5:22-33

### **13. CHRISTIAN MATURITY**

It is the responsibility of every believer to develop qualities of Christian maturity as described in God's word.

Ephesians 4:11-16; Colossians 2:6-7; 3:1-4; Hebrews 5:13-14; 2 Peter 1:5-11

### **14. SPIRITUAL GIFTS**

God has given every believer at least one spiritual gift for the purpose of building up the Body of Christ, the Church and believers exercise these gifts for His glory. Clear scriptural instruction is given for their use in the Church age.

Romans 12:3-8; 1 Corinthians 14:22-25, 13:8-10, 14:22-25; Ephesians 4:7-16; 1 Peter 4:7-11

### **15. THE LOCAL AND UNIVERSAL CHURCH**

The local church, the bride of Christ, is the body of believers who have been spiritually regenerated by grace through faith in Jesus Christ who are seeking to experience God's love together and to share that love with the world. All believers from the day of Pentecost until the rapture are members of the universal church regardless of organizational affiliation.

Matthew 16:18; 1 Corinthians 12:12-13; Ephesians 4:4-6; Colossians 1:15-20; 1 Thessalonians 4:13-18; Revelation 19:7-8

### **16. THE CHURCH IN THE WORLD**

The purpose of the church, in addition to building up every believer, is to make Christ known to the whole world. Believers are sent by Christ to communicate to unsaved people that God is reconciling the world to Himself in Christ.

Matthew 28:18-20; Mark 16:15-16; John 17:16-23; Acts 1:8; Romans 10:12-15; 2 Corinthians 5:18-21

### **17. BELIEVERS' BAPTISM**

Christ commanded Christians to be baptized which is a testimony for the church of passing from death to life and new identity in Him.

Matthew 28:19; Acts 10:47-48

### **18. THE LORD'S SUPPER**

Jesus instituted the Lord's Supper for His followers as an expression of faith, remembrance, and obedience. In it we proclaim the Lord's substitutional and sacrificial death on our behalf and affirm His certain return.

Matthew 26:26-30; Mark 14:12-26; Luke 22:7-20; 1 Corinthians 11:23-29

### **19. HEAVEN AND HELL**

Heaven and Hell are presented in the Bible as real. Heaven is described as a place of restored relationship and the undiminished presence of God while hell is a place of punishment, misery, and separation from God.

Matthew 22:29-33, 25:31-46; Luke 23:43; John 14:1-7; 2 Corinthians 5:1; 2 Peter 3:13; 2 Thessalonians 1:5-10; Revelation 22:1-5

### **20. RESURRECTION**

There will be a bodily resurrection of all people. Believers will be resurrected to enjoy eternal life with God. Unbelievers are resurrected to experience judgment and eternal suffering apart from God.

Daniel 12:1-2; John 5:25-29, 11:25; 1 Corinthians 15:50-56; 1 Thessalonians 4:13-18; 2 Thessalonians 1:5-10; Revelations 20:4-6,11-15, 21:1-8

## **21. THE RAPTURE OF THE CHURCH**

There will be an imminent, visible return of Christ for the church. All members of the body of Christ, living or dead, will at that time be caught up or be resurrected to be with the Lord forever.

1 Corinthians 15:50-56; 1 Thessalonians 4:13-18; Titus 2:11-14

## **22. THE RETURN AND REIGN OF JESUS**

Jesus Christ will return personally and physically in the glory of the Father to establish His kingdom in which He shall reign in righteousness and peace.

Isaiah 9:6-7, 11:1-5; Matthew 24:29-31; Luke 21:25-28; Acts 1:6-11; Revelations 19:11–20:6

## **Article IV STATEMENTS / POLICIES / COVENANTS**

All statements, policies, and covenants are binding upon the persons at Oh Be Joyful Church to whom each respective promulgation pertains. All Elders, employees, volunteers, Covenant Partners, and other categories of persons at Oh Be Joyful Church must abide by the requirements set forth in the policies, statements, and/or covenants that pertain to them. Statements, policies, and covenants are written to clarify the bylaws, assure unity among leaders, and protect both doctrine and people. Official statements, policies, and covenants may be written by Pastors or Staff and must be approved by the Board of Elders. The specific statements, policies and covenants can be found in the Oh Be Joyful Church office or on the website.

## **Article V COMMUNITY OF COVENANT PARTNERS**

**5.1** Becoming a part of the global church community of believers is first and foremost based on a saving relationship with Jesus. As a local church, Oh Be Joyful Church offers a Covenant Partnership which is an invitation to Christian community with a commitment to mutual investment and accountability.

### **5.2 Covenant Partnership**

#### **1. Protects the Mission and Secures Key Decisions of the Church**

Covenant Partners engage with the Board of Elders by voting on important issues of Lead Pastor invitation, Elder selection, constitution and bylaw changes, annual budgets, and other business. It assures that those voting understand the distinctives of Oh Be Joyful Church.

1 Peter 5:1-5

#### **2. Requires Personal Commitment**

Covenant Partners commit to completing the Discovery Class, giving, serving, regular attendance, participation, and fellowship.

Romans 12:4-5; Acts 2:42; Hebrews 10:24-25; Ephesians 4:14-16

#### **3. Is an Invitation to Discipleship and Accountability**

Covenant Partners will receive encouragement, training, discipleship, and accountability.

Galatians 6:1; I Timothy 5:20; Luke 17:3

#### **4. Clarifies the Scope of Leadership Responsibility**

Church leadership has an accurate understanding of the body and can plan and respond wisely.

Hebrews 13:17

### **5.3 Dispersed Covenant Partnership**

People from outside of the Crested Butte area are welcome to become Covenant Partners of Oh Be Joyful Church and may simultaneously be members of or significantly engaged in another 'home' church.

### **5.4 Mediation, Discipline, and Reconciliation**

#### **1. Mediation**

Covenant Partners are encouraged to heed the biblical command not to take a Christian brother or sister to court. Issues between people in the church should be resolved via mediation within the church.

#### **2. Discipline**

Elders are responsible for carrying out church discipline in a spirit of gentleness, patience, and love according to Matthew 18:15-17; Galatians 6:1; Luke 17:3; 1 Corinthians 13:5; 1 Corinthians 6:1-8, 1 Timothy 5:19.

#### **3. Reconciliation**

Reconciliation to true fellowship with God and with fellow believers is the primary goal of mediation and discipline.

### **5.5 Renewal, Resignation, Termination**

1. Covenant Partnership must be renewed every three years.
2. Covenant Partnership may be terminated for, but not limited to, any one of the following reasons:
  1. Removal upon the Partner's request.
  2. Exclusion for disciplinary action [suspension] as approved by the Board of Elders.
  3. By vote of the Board of Elders.

### **5.6 Additional Information**

Reference the Oh Be Joyful Church Covenant Partnership document.

## **Article VI CHURCH GOVERNANCE**

### **6.1 Directors, Officers, and Leadership of The Church**

Oh Be Joyful Church generally maintains ~~seven~~ **several** forms of leadership and serving which include, **but are not limited to** Elders, Lead Pastor, Pastoral Staff, Staff, Trustees, Ministry Leaders, and Volunteers. All persons in each of these categories are ministerial personnel at Oh Be Joyful Church who perform important religious functions and duties at Oh Be Joyful Church.

### **6.2 Elders**

Oh Be Joyful Church is guided by a Board of Elders. Elders are servant leaders who govern, protect doctrine, correct, care for (shepherd), and oversee the spiritual and business interests of the church. The Board of Elders shall function as the Board of Directors of Oh Be Joyful Church.

#### **1. ~~Board of Elders~~—Composition and Character**

1. Shall be comprised of no less than three (3) but no more than six (6) men.



2. Will maintain healthy, intimate, and growing relationships between other members of the Board of Elders.
3. Will model humility, accountability, compassion, spiritual discipline, and other aspects of authentic biblical community.
4. Will operate in unanimity and mutually submit in humility to one another. Significant decisions before the Elders will be confirmed by a unified decision and positive confirmation from all on the Board of Elders.
5. Shall be independent and will ~~generally~~ not include Staff, spouses of Staff, or blood relationship with Staff or other Elders or Trustees with the exception of the Lead Pastor. ~~unless necessary and approved by the Elders.~~

## 2. Qualifications

1. Living faith in Jesus Christ.
2. Meet the qualifications of eldership provided in 1 Timothy, Titus, and other relevant scripture.
3. Personal knowledge and comprehension of the Word of God, especially as it is related to his being sound in doctrine and his knowledge as to the qualifications for an Elder.
4. Ability and willingness to serve and participate actively as an Elder, to attend and support faithfully the services and programs of the church.
5. Ability to teach and desire to cultivate this ability for the Lord.
6. Practice of making disciples for Christ; and his history of being in biblical community including accountable, caring, submissive, and enduring relationships with other believers.
7. Agreement with the mission, DNA, bylaws, and ~~doctrine~~ Statement of Faith and governance of Oh Be Joyful Church in their entirety. ~~by signing the Oh Be Joyful Church Leadership Character Covenant.~~
8. A Covenant Partner of Oh Be Joyful Church.

## 3. Selection

1. Invitation  
Following a season of prayer, the Elders shall notify a Potential Elder that he is being considered. An invitation to apprenticeship will then be considered.
2. Validation/Apprenticeship  
Upon acceptance of an apprentice invitation, a one-year minimum validation and training period will begin. Covenant Partners will be informed of the invitation and invited to make comments.
3. Announcement  
Upon satisfactory completion of the validation/apprentice time period, the candidate shall be presented to the congregation for its comment on his character, qualifications, or any other issue which would affect his suitability to serve as an Elder of the church.
4. Full Eldership  
Upon approval of the Board of Elders with input from the Covenant Partners, apprentices will receive a formal invitation to full eldership.

## 4. ~~Roles and~~ Responsibilities

1. Providing spiritual leadership for the church.
2. Directing the affairs of the church.
3. Receiving and dismissing Covenant Partners.
4. Making provision for teaching.

5. Praying for and with the congregation and watching over their spiritual and physical needs.
6. Leading the church's outreach to a lost world.
7. Providing care and correction for Covenant Partners.
8. Executing or delegating execution of deeds, notes, deeds of trust, releases, copyrights, intellectual property, and any other instruments or contracts on behalf of Oh Be Joyful Church as may be necessary in conjunction with the oversight and approval of the trustees.
9. Appoint a current Elder to the Office of Secretary who serves on the Board of Trustees.
10. The Board of Elders will meet at least once a month.
11. The Board of Elders may add, change, or update Oh Be Joyful Church Statements / Policies as they see fit in accordance with the Bylaws.
12. Will meet in executive session periodically without the Lead Pastor.

### **5. Office of Secretary**

One Elder shall serve as Secretary and be responsible for and oversee:

1. All notices as provided in the Bylaws or as required by law.
2. Minutes of the meetings of the members and of the Board of Elders and keep the minutes as part of the Church records.
3. Official Church records
4. Mailing addresses of each Elder, Officer, and employee of the Church.
5. Records of the membership of the Church.
6. All duties assigned to the Office of Secretary by the president or by the Board of Elders.

### **6. Quorum**

At all meetings of the Board of Elders, a simple majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is present at no time during a meeting, a majority of the Board of Elders present may adjourn and reconvene.

### **7. Term and Termination**

1. Elders will generally commit to serving a minimum of two years in addition to the apprenticeship year.
2. No person can be removed as an Elder except for just cause as determined by a unanimous vote of the Elders (exclusive of the Elder whose removal is being considered). The Elders will accept the written resignation of an Elder whenever submitted.

### **8. Compensation**

Elders are not compensated financially.

## **6.3 LEAD PASTOR/ELDER**

The Lead Pastor/Elder serves as the chief shepherd of the church.

### **1. Qualifications**

Same qualifications as an Elder.

### **2. Selection**

1. When a vacancy occurs, the Elders shall select a search committee whose responsibility it will be to seek out and recommend a Lead Pastor to the church body.

2. The Pastor Search Committee will include at least one Elder and can request additional members as needed, keeping the committee to seven or less with approval of the Elders.
3. Any suggestions relative to the selection of a new pastor are to be made to the Pastor Search Committee in writing and not in an open church conference.
4. The candidate shall be invited after a unanimous recommendation by the Pastor Search Committee.
5. When a candidate is invited to appear before the church in view of a call, only one man will be presented at a time and accepted or rejected before another person will be invited in view of a call. All necessary expenses to bring both pastor and spouse will be paid by the church.
6. Covenant Partners vote to invite a Lead Pastor, an 80% majority vote of the Partners present through a secret ballot will be necessary to constitute approval.
7. Pastoral compensation is determined by the Board of Trustees and Board of Elders.

## 2. Roles and Responsibilities

1. Leader of the Elders.
2. Welfare and oversight of the church.
3. Oversee the church staff.
4. Minister to the church body.
5. Serve as the church President, sign official documents, and moderate meetings of the body.
6. Be an ex-officio member of all committees of the church and church ministries.

## 3. Resignation and Termination

1. The Lead Pastor may resign by letter to the Elders.
2. The Elders by majority vote may remove the Lead Pastor.

## 4. Compensation

The Lead Pastor is considered an employee and is compensated financially. Compensation is determined by the Board of Elders and Board of Trustees.

## 6.4 PASTORAL STAFF

The Pastoral Staff are the employed shepherds of the church.

### 1. Qualifications

1. Living faith in Jesus Christ.
2. Personal knowledge and comprehension of the Word of God, especially as it relates to his or her being sound in doctrine and knowledge related to the pastoral role assigned.
3. Alignment with Oh Be Joyful Church concerning the purpose of the local church and his/her responsibility as an employee within the church.
4. Practice of making disciples for Christ and history of being in biblical community including accountable, caring, submissive and enduring relationships with other believers.
5. Agreement with the mission, DNA, bylaws, and ~~doctrine~~ [Statement of Faith](#) of Oh Be Joyful Church. ~~in their entirety.~~
6. Signed Oh Be Joyful **Church Leadership Character Covenant**.
7. A Covenant Partner of Oh Be Joyful Church.

## 2. Selection

The Lead Pastor or his delegate shall appoint and hire all Pastoral Staff in consultation with Elders.

## 3. Roles and Responsibilities

Roles and responsibilities will be determined by the Lead Pastor or his delegates and will include a job description. All Pastoral Staff perform important religious functions by advancing the Gospel and building Christ's Kingdom.

## 4. Termination

1. May resign via written correspondence with the Lead Pastor.
2. May be terminated by the Lead Pastor or his delegate.

## 5. Compensation

Pastoral Staff are considered employees and are compensated financially. Compensation is determined by the Board of Elders and Board of Trustees.

## 6.5 TRUSTEES

Trustees oversee the finances of the church.

### 1. Qualifications

1. Living faith in Jesus Christ.  
Personal knowledge and comprehension of the Word of God, especially as it relates to his or her being sound in doctrine and knowledge related to the pastoral role assigned.
2. Alignment with Oh Be Joyful Church concerning the purpose of the local church and his or her responsibility as a leader within the church.
3. Practice of making disciples for Christ and history of being in biblical community including accountable, caring, submissive and enduring relationships with other believers.
4. Agreement with the mission, DNA, bylaws, ~~and doctrine~~ **Statement of Faith** and governance of Oh Be Joyful Church. ~~in their entirety by signing the Oh Be Joyful Church Leadership Character Covenant.~~
5. A Covenant Partner of Oh Be Joyful Church.

### 2. Selection and Membership

1. The Board of Elders will nominate new Trustees and present them to the Covenant Partners for a two-thirds majority vote of approval at a business meeting.
2. Elder approval of new Trustees is required.
3. **Trustees shall consist of a minimum of five members including a chairperson and secretary.**
4. **Independence: No one staff member may serve participate as a Trustee at the discretion of the Trustees and upon Elder Board approval— and Trustees may not be related by blood or marriage to staff members or other board members**

### 3. ~~Roles and Responsibilities~~

The Trustees:

1. ~~The Trustees~~ Oversee the annual budgets, financial planning, and bank accounts.
2. ~~Trustees shall consist of a chairperson secretary and at most, four others.~~
2. ~~All Trustees~~ Are ministers of the Christian religion and perform important religious functions by advancing the Gospel and building Christ's Kingdom.
3. ~~The Trustees~~ Shall have no power to buy, sell, mortgage, lease, transfer, or in any way encumber any property of the church without authority delegated by the Elders.

4. ~~One member of the Board of Trustees~~ Must ~~be~~ include an active Elder who fulfills the Office of Secretary.
5. ~~The Trustees~~ Will have the authorization to be on the signature card for all bank accounts along with the Treasurer.
6. ~~The Trustees~~ Will work with the Lead Pastor and Staff in preparing an annual budget. ~~that is to be presented to the Covenant Partners for approval at the annual meeting.~~
7. ~~The Trustees~~ Shall meet as needed and at least semiannually.
8. ~~The Elders have authority over the Trustees.~~ Are under the authority of the Elders
9. Financial Statements: Shall prepare complete and accurate financial statements and shall approve the engagement of an independent certified public accountant, review the annual financial statements, and maintain appropriate communication with the independent certified public accountant. The board shall be apprised of any material weaknesses in internal control or other significant risks.
10. Management Controls: Shall exercise the appropriate management and controls necessary to provide reasonable assurance that all of the organization's operations are carried out and resources are used in a responsible manner and in conformity with applicable laws and regulations, such conformity taking into account biblical mandates.
11. Compensation of Lead Pastor: Shall set compensation of its top leader under authority of the Elders and address related-party transactions in a manner that demonstrates integrity and propriety in conformity with the Evangelical Council For Financial Accountability Policy for Excellence in Compensation-Setting and Related-Party Transactions.
12. Truth in Communications: Shall be Truthful in Communications. In securing charitable gifts, all representations of fact, descriptions of the financial condition of the organization, or narratives about events must be current, complete, and accurate. References to past activities or events must be appropriately dated. There must be no material omissions or exaggerations of fact, use of misleading photographs, or any other communication which would tend to create a false impression or misunderstanding.
13. Use of Gifts: Shall honor statements made about the use of gifts. A giver's intent relates both to what was communicated in the appeal and to any instructions accompanying the gift, *if accepted by the organization*. Appeals for charitable gifts must not create unrealistic expectations of what a gift will actually accomplish.
14. Gift Acknowledgement: Shall provide givers appropriate and timely gift acknowledgments.
15. Hardship: Shall make every effort to avoid knowingly accepting a gift from, or entering into a contract with, a giver that would place a hardship on the giver or place the giver's future well-being in jeopardy.
16. Compensation: May not base compensation of outside stewardship resource consultants or its own staff directly or indirectly on a percentage of charitable contributions raised.
17. Collect and secure collection of Sunday offering.

#### 4. Chairperson / Office of Treasurer

1. The Chairperson shall serve as the Treasurer of the Church.
2. The Chairperson / Treasurer *may* be assigned the authority by the Elders to execute all deeds, ventures, mortgages, liens, transfers, property insurances, leases, contracts or any other documents for and on behalf of the church.
3. Be responsible for and oversee:
  1. All funds and securities of the Church.
  2. Receipts for moneys due and payable to the Church from any source.

3. Deposits of moneys in the name of the Church in banks, trust companies, or other depositories as provided by the bylaws or as directed by the Board of Elders or Lead Pastor.
4. Financial books and records of the Church.
5. Financial reports which are prepared at least annually.
6. Other duties as assigned by the Lead Pastor or by the Board of Elders.

### **5. Quorum**

At all meetings of the Board of Trustees, a simple majority of the members of the Board shall constitute a quorum for the transaction of business. If a quorum is present at no time during a meeting, a majority of the Board of Trustees present may adjourn and reconvene.

### **6. Termination**

1. Trustees may resign via written correspondence with the Chairperson.
2. A Trustee may be removed by a majority vote of the Board of Trustees or Board of Elders.

### **7. Compensation**

Trustees are not compensated financially.

## **6.6 STAFF**

Staff fulfills support and ministry roles.

### **1. Qualifications**

1. Living faith in Jesus Christ.
2. Basic knowledge and comprehension of the Word of God, especially as it relates to his or her being sound in doctrine and knowledge related to the role assigned.
3. History of being in biblical community including accountable, caring, submissive and enduring relationships with other believers.
4. Agreement with the mission, DNA, bylaws, and ~~doctrine~~ [Statement of Faith](#) of Oh Be Joyful Church. ~~in their entirety.~~
5. Signed Oh Be **Joyful Church Leadership Character Covenant**.
6. A Covenant Partner of Oh Be Joyful Church.

### **2. Selection**

The Lead Pastor or his delegate shall appoint and hire all Pastoral Staff and Staff in consultation with Elders.

### **3. Roles and Responsibilities**

Roles and responsibilities will be determined by the Lead Pastor or his delegates and defined by a job description. All staff are ministers of the Christian religion and perform important religious functions by advancing the Gospel and building Christ's Kingdom.

### **4. Termination**

1. May resign via written correspondence with the Lead Pastor.
2. May be terminated by the Lead Pastor or his delegate.

### **5. Compensation**

Staff are considered employees and are compensated financially. Compensation amount is determined by the Board of Elders and Board of Trustees.

## 6.7 MINISTRY LEADERS

Ministry Leaders generally serve as volunteers **leaders** and take on significant responsibility.

### 1. Qualifications

1. Ministry leaders shall be spiritually mature, respected, Covenant Partners of Oh Be Joyful Church.
2. Ministry leaders shall possess the scriptural qualifications set forth in Acts 6:3 and 1 Timothy 3:8-13.

### 2. Selection

As the need for Ministry Leaders in the church arises, the Pastoral Staff, Elders, other Ministry Leaders, and other Covenant Partners may recommend people as Ministry Leaders.

1. Individuals being considered will be asked to pray and seek God's will in the matter.
2. Ministry Leader candidates shall be prayerfully and carefully considered as to their spiritual qualifications.
3. **Agreement** Understanding of the mission, DNA, bylaws, and **doctrine Statement of Faith** of Oh Be Joyful Church. ~~-in their entirety.~~
4. Signed Oh Be Joyful **Church Volunteer Leadership Character Covenant**.
5. A Covenant Partner of Oh Be Joyful Church.

### 3. Roles and Responsibilities

Ministry Leaders are responsible for the administrative and other functional needs for their area of service. All Ministry Leaders are ministers of the Christian religion and perform important religious functions by advancing the Gospel and building Christ's Kingdom.

### 4. Termination

1. Responsibilities will cease when the need for service ends.
2. Resignation by his or her own request.
3. Termination by the Lead Pastor, **or** supervising staff, in **consultation with** Elders.

### 5. Compensation

Ministry Leaders are usually volunteers and may or may not be compensated financially.

## 6.8 VOLUNTEERS

Volunteers serve and use their gifts and interests to reach ministry goals.

### 1. Qualifications

1. Volunteers must be trusted and respected individuals.
2. Covenant Partnership and Oh Be Joyful **Church Volunteer Leadership Character Covenant** are not required, **but are encouraged**.
3. General understanding of the importance and significance of representing the church.
4. If working with children or youth, volunteers must sign the Oh Be Joyful Church Vulnerable People Policy, Oh Be Joyful Church Volunteer **Leadership** Character Covenant, and complete a background check.

### 2. Selection

1. Volunteers are generally selected by Pastoral Staff, Staff, and Ministry Leaders. Approval of volunteers to serve in any capacity is contingent upon passing the requisite background checks and signing the Volunteer **Leadership** Character Covenant **if required**. The Church reserves the right to exercise discretion in denying prospective volunteers in the interest of safety and wellbeing of all participants in it's ministries.

2. Volunteers are exercising gifts and interests by serving within the church.

### **3. Roles and Responsibilities**

Roles are designed to suit the area being served in. All volunteers are ministers of the Christian religion and perform important religious functions by advancing the Gospel and building Christ's Kingdom.

### **4. Termination**

1. Responsibilities will cease when the need for service ends.
2. Resignation by his or her own request.
3. Termination by the Lead Pastor, supervising Staff, or Elders.

### **5. Compensation**

Volunteer positions are not compensated financially.

## **6.9 OTHER ROLES**

The church may from time to time establish other roles within the church as needed such as interns, temporary employees, etc. The Lead Pastor and Pastoral Staff will determine the level of accountability required. All roles at Oh Be Joyful Church are ministerial in nature.

## **Article VII OFFICERS**

### **7.1 Officers**

The officers shall consist of a president, a secretary, and a treasurer. The Board of Elders may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions. Any two or more offices may be held by the same person, except the offices of president and treasurer.

### **7.2 General Duties**

All officers and agents of the Church shall have authority to perform duties and manage the Church as provided in these bylaws or as may be determined by resolution of the Board of Elders consistent with these bylaws.

### **7.3 Election and Term of Office**

The officers of the Church shall be appointed annually by the Board of Elders. Each officer shall hold office until his successor is chosen, or until his death, or until he shall have resigned, or until he shall have been removed in the manner provided below. An officer may be elected to succeed himself in the same office.

### **7.4 Removal**

Any officer elected or appointed by the Board of Elders may be removed (with or without cause) by the Board of Elders whenever in its sole judgment the best interests of the Church will be served by such removal, but such removal shall be without prejudice.

### **7.5 Resignation**

Any officer may resign at any time by giving written notice to the President. Such resignation shall take effect at the time specified in the notice, and, unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective. If the resignation is made effective at a later date, the Board of Elders may fill the pending vacancy before the effective date.



## **7.6 Vacancies**

Any vacancy in any office because of death, resignation, removal or any other cause shall be filled for the unexpired portion of the term in the manner prescribed in these Bylaws for election or appointment to such office.

## **7.7 President**

The Lead Pastor shall serve as president.

## **7.8 Vice President**

When the president is absent, is unable to act, or refuses to act, a vice president shall be selected by the Elders to perform the duties of the president. When a vice president acts in place of the president, the vice president shall have all the powers of and be subject to all the restrictions upon the president.

## **7.9 Secretary**

See **6.2.5**. An Elder will serve as secretary.

## **7.10 Treasurer**

See **6.5.4**. The Chairperson of the Trustees will serve as Treasurer.

## **7.11 Assistant Officers**

The Board of Elders may appoint one or more assistant secretaries and one or more assistant treasurers if the assistant meets the requirements of the respective roles. Each assistant secretary and each assistant treasurer shall hold office for such period as the Board of Elders may prescribe. An assistant secretary may perform the duties or exercise the powers of the secretary as required in the administration of the business and affairs of the Church, and an assistant treasurer may perform the duties or exercise the powers of the treasurer as required in the administration of the business and affairs of the Church.

## **Article VIII ORDINATION AND LICENSING**

The Board of Elders may ordain and/or license an elder or a pastoral staff member, serving as minister of the gospel, after prayerful review and in accordance with Section VI.

The Board of Elders will document the ordination and/or licensure in their minutes.

The Board of Elders may revoke ordination and/or licensure at their discretion.

## **Article IX COMMITTEES**

### **9.1 Establishment of Committees**

The Church shall create and maintain such departments and committees as may be necessary and advisable for the extension of its work. All such committees (referred to collectively as "committees") shall be subordinate to the Board of Elders and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Board of Elders. The Board of Elders shall appoint the chairperson(s) to head all committees and departments. Except as otherwise provided by resolution, members of each such committee shall be Covenant Partners of the Church, and the chairperson(s) of said committee shall appoint the members thereof. Any members of a committee may be removed by the person or persons authorized to appoint such committee members whenever in their judgment the best interests of the Church shall be served by such removal. The establishment of a committee or the delegation of authority to it shall not relieve the Board of Elders, or any

individual Officer of the Board of Elders of any responsibility imposed by the bylaws or otherwise imposed by law.

No committee shall have the authority to:

1. Amend the Articles of Formation.
2. Adopt a plan of merger or a plan of consolidation with another corporation. Authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Church.
3. Authorize the voluntary dissolution of the Church. Adopt a plan for the distribution of the assets of the Church. Amend, alter, or repeal the bylaws. Elect, appoint, or remove a member of a committee or an officer of the Church. Approve any transaction to which the Church is a party and that involves a potential conflict of interest as defined in Section 11.5 or as set forth in Section 11.6, below.
4. Approve or recommend to the Covenant Partners any action that requires the approval under this chapter.
5. Take any action outside the scope of authority delegated to it by the Board of Elders.

## **9.2 Term of Office**

Each member of a committee shall continue to serve on the committee until the next annual meeting of the Board of Elders and until a successor is appointed. However, the term of a committee member may terminate earlier if the committee is terminated or if the member dies, ceases to qualify, resigns, or is removed as a committee member. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee shall serve for the unexpired portion of the terminated committee member's term.

## **9.3 Chair and Vice-Chair**

One member of each committee shall be designated as the chair of the committee and another member of each committee shall be designated as the vice-chair. The chair shall be approved by the Board of Elders, and the vice-chair shall be appointed by the members of the committee. The chair shall call and preside at all meetings of the committee. When the chair is absent, is unable to act, or refuses to act, the vice-chair shall perform the duties of the chair. When a vice-chair acts in place of the chair, the vice-chair shall have all the powers of and be subject to all the restrictions upon the chair.

## **9.4 Notice of Meetings**

Notice of a committee meeting shall be delivered to each member of a committee not less than seven nor more than thirty (30) days before the date of the meeting. The notice shall state the place, day, and time of the meeting, and the purpose or purposes for which the meeting is called.

## **9.5 Quorum**

One-half of the number of members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. The committee members present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough committee members leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of committee members required to constitute a quorum. If a quorum is present at no time during a meeting, the chair may adjourn and reconvene the meeting one time without further notice.

## **9.6 Actions of Committees**

Committees shall try to take action by consensus. However, the vote of a majority of

committee members present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the committee unless the act of a greater number is required by law or the Bylaws. A committee member who is present at a meeting and abstains from a vote is not considered to be present and voting for the purpose of determining the act of the committee.

## **Article X MEETINGS**

### **10.1 Annual Meeting**

A meeting to adopt a budget for the new year and other business. Only Covenant Partners in good standing shall be permitted to vote. If feasible, virtual attendance will be made available. Notice of the annual meeting shall be given no less than 30 days prior to the scheduled meeting with the finalized agenda and necessary documents provided by the Board of Elders 15 days prior to the scheduled meeting.

### **10.2 Quorum**

At least ten Covenant Partners in good standing shall constitute a quorum for the transaction of business at an annual meeting. The Covenant Partners present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough Covenant Partners leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of Covenant Partners required to constitute a quorum.

### **10.3 Other Meetings**

May be called by the Board of Elders for the purpose of transacting business matters with no less than 30 days notice to the church body and an agenda and necessary documents provided by the Board of Elders 15 days prior to the scheduled meeting time.

### **10.4 Emergency Meetings**

May be called by the Board of Elders with the purpose of handling a sudden emergency with a minimum of five days notice.

## **Article XI TRANSACTIONS OF THE CHURCH**

### **11.1 Contracts**

The Board of Elders may authorize any officer or agent of the Church to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Church. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

### **11.2 Deposits**

All funds of the Church shall be deposited to the credit of the Church in banks, trust companies, or other depositories that the Board of Trustees selects.

### **11.3 Separation of Duties**

1. Check preparation for payment of obligations - Checks are to only be prepared by the church financial manager. Trustees may not prepare checks unless the church does not currently employ a financial manager. Only Trustees may sign checks and during this signing process, they are to review the reason for payment and amount requested.
2. Bank statement reconciliation - The primary reconciliation of bank statements is to be done by the church financial manager and not a Trustee.

3. Bank account access - Online access to all bank accounts can be granted to any trustee. It is encouraged that the Trustee chairperson regularly monitors all bank account activity.

#### **11.4 Gifts**

The Board of Elders may accept or decline on behalf of the Church any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Church. The Board of Elders may make gifts and give charitable contributions that are not prohibited by the Bylaws, the Articles of Formation, state law, and any requirements for maintaining the Churches federal and state tax exemptions.

#### **11.5 Loans to Related Parties**

The Church shall not make any loan to an officer, Elder, Trustee, or staff person of the Church [except under provisions of the Horizon Project Housing Assistance Fund](#).

#### **11.6 Prohibited Acts**

As long as the Church is in existence, and except with the prior approval of the Board of Elders, no officer, or committee member of the Church shall:

1. Do any act in violation of the Bylaws or a binding obligation of the Church
2. Do any act with the intention of harming the Church or any of its operations.
3. Do any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Church.
4. Receive an improper personal benefit from the operation of the Church.
5. Use the assets of this Church, directly or indirectly, for any purpose other than carrying on the business of this Church.
6. Wrongfully transfer or dispose of Church property, including intangible property such as goodwill.
7. Use the name of the Church (or any substantially similar name) or any trademark, logo, or trade name adopted by the Church, except on behalf of the Church in the ordinary course of the Church's business.
8. Disclose any of the Church business practices, trade secrets, or any other information not generally known to the business community to any person not authorized to receive it.

#### **11.7 Permanent Designated Endowments**

In regard to any designated endowment fund established by the Board of Elders or accepted by the Church, the Board of Elders is prohibited from expending any part of the designated endowment principal except as herein provided. The designated endowment principal is to be held, maintained and administered in accordance with its designation. The Board of Elders may, however, expend such portion of the permanent endowment fund principal as may be necessary to pay any and all costs and expenses of the Church in connection therewith including, without limitation, fees, expenses, accountants fees, attorneys fees, filing fees, brokerage fees, commissions, maintenance fees, office expenses, management fees, and salaries as may be necessary to operate such property or properties and to maintain the Church, but only to the extent that its income is not sufficient to pay any of the above mentioned fees and obligations.

#### **11.8 Disbursement of Income**

The Board of Elders shall be under no obligation to expend income in any particular year, but shall disburse income to designated beneficiaries as the Board of Elders may, from time to time, determine necessary and advisable. Any income not expended, although added to the principal corpus of the current endowment fund, may be accounted for and expended for the purposes of the Church in any later year at the discretion of the Board of Elders.

### **11.9 Other Designated Funds**

Other funds established with this Church as administrator or Trustee shall be administered by the Board of Elders and distributed by the Board of Elders in accordance with the instructions, terms and conditions established by the donor so long as such property is donated to the Church for the purposes stated above and in the Articles of Formation and consistent with section 501(c)(3) of the Internal Revenue Code. Absent donor instructions, the provisions herein shall control and such contributions and properties shall be administered as part of the permanent endowment fund.

### **11.10 Undesignated Funds**

All other funds and property received by the Church shall be held, maintained and administered by the Board of Elders in its discretion, consistent with the purposes of the Church and consistent with section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal Tax Code.

## **ARTICLE XII BOOKS AND RECORDS**

### **12.1 Required Books and Records**

The Church shall keep correct and complete books and records of accounts. The Church's books and records shall include:

1. A file-endorsed copy of all documents filed with the Colorado Secretary of State relating to the Church, including, but not limited to, the Articles of Formation, and any articles of amendment, restated articles, articles of merger, articles of consolidation, and statement of change of registered office or registered agent.
2. A copy of the bylaws, and any amended versions or amendments to the bylaws.
3. Minutes of the proceedings of the Board of Elders and committees having any of the authority of the Board of Elders.
4. A list of the names and addresses of the Elders, officers, Trustees, committee members, and Covenant Partners of the Church.
5. A financial statement showing the assets, liabilities, and net worth of the Church at the end of the five (5) most recent fiscal years.
6. A financial statement showing the income and expenses of the Church for the five(5) most recent fiscal years.
7. All rulings, letters, and other documents relating to the Church's federal, state, and local tax status.

### **12.2 Inspection and Copying**

The Board of Elders may approve individuals to inspect and/or receive copies of books and records of the Church required to be kept by the bylaws. A person approved to inspect and copy the Church's books and records may do so through his or her attorney or other duly authorized representative. The Church shall provide requested copies of book or records no later than five working days after receipt of an approved request. As a condition precedent to any inspection or copying, the Church may require or request the person to execute a Nondisclosure or Confidentiality Agreement related to the books and records inspected or copied. The Board of Elders may establish reasonable fees for copying the Church's books and records.

## **ARTICLE XIII FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first day of April and end on the last day in March in each year.

## **ARTICLE XIV USE OF FACILITIES**

All use of facilities or equipment belonging to the Church must be approved by the Lead Pastor or his agent and in accordance with the Oh Be Joyful Church Facility Use Policy. Scheduled use by the ministries of the church would have preference over any other group. All other use would be according to established use policy. In the event that additional services are required, a fee shall be charged to cover the expense.

## **ARTICLE XV PROPERTY**

In the event that Oh Be Joyful Church ceases to exist, all property or revenue from sale of property shall be transferred to an evangelical church planting non-profit to be decided upon by the Board of Elders or Officers.

## **ARTICLE XVI INDEMNIFICATION**

### **16.1 Insurance**

The Church will purchase and maintain liability insurance on behalf of any and all persons who are or were a director, officer, leader, employee, committee member or volunteer of the Church (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of the Church.

### **16.2 Indemnification Requests**

Should any director, officer, leader, employee, committee member or volunteer of the Church incur any liability as a result of their affiliation with or service to the Church that is not covered by the Church's insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from the Church. The granting of full or partial indemnification shall be at the discretion of the Board of Elders.

### **16.3 Indemnification Decisions**

In relation to any indemnification request that is made pursuant to 17.02 herein, if such request is made by an individual who is not currently serving on the governing board of the Church, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by the Board of Elders. Such a decision of the Board of Elders will be final. If the indemnification request is being made by a person who is currently serving on the Board of Elders, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification), will be made by the remaining disinterested members of the Board of Elders. A decision on the indemnification request by a majority of disinterested members of the Board of Elders will be final.

## **~~ARTICLE XVII—WHISTLEBLOWER POLICY~~**

~~Oh Be Joyful Church will maintain a whistleblower policy that protects the safety of a person(s) who makes accusations, outlines a process of accountability and transparency to investigate and respond, and follows biblical discipline protocols with the goal of reconciliation.~~

**CERTIFICATE OF SECRETARY**

I hereby certify that I am duly appointed and acting Secretary of said Church and that the foregoing Bylaws, comprised of \_\_\_\_ pages, constitute the Bylaws of said Church as duly adopted by the Board of Elders at a meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Secretary of the Church [Printed Name]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]