

Contents of the Bylaws of the Bible Fellowship Church of Zionsville

Article I – Name.....	4
Article II – Constitution	4
Article III – Purpose	4
Article IV – Covenant of Fellowship.....	5
Article V – Membership	6
A. Definition of Membership.....	6
B. Requirements for Membership	6
C. Privileges and Responsibilities of Members	6
D. Application for Membership.....	6
E. Acceptance into Membership	7
F. Discipline of Members	7
G. Termination of Membership	8
H. Reinstatement of Membership	9
Article VI – Congregational Meetings	10
A. Annual Congregational Meeting	10
B. Special Congregational Meetings.....	10
C. Notice of Meetings.....	11
D. Informational Meetings	11
E. Officers of Meetings.....	11
F. Organization of Meetings.....	11
G. Voting.....	11
Article VII – Officers of the Church	12
A. Elders	12
B. Pastoral Staff	14
C. Deacons	15

D. Resignation of Elders or Deacons	17
Article VIII – Committees of the Church	18
A. Purpose and Function of Committees	18
B. Elder Committees	18
1. Pastoral Relations Committee	18
2. Membership Committee.....	19
3. Legal Committee	19
C. Elder-led Committees.....	19
1. Christian Education Committee	19
2. Finance Committee.....	20
3. Missions Committee.....	20
4. Music Committee	21
D. Other Committees	21
1. Cemetery Committee	21
2. Hospitality Committee	22
3. Ordinance Committee	22
4. Property Committee	22
Article IX – Church Employees.....	22
Article X – Amendments.....	23
Article XI – Child Protection Policy	23
Article XII – Conflict of Interest Policy.....	23
Article XIII – Gift Acceptance Policy	23
Article XIV – Whistle Blower Policy	25
Article XV – Dissolution Policy	25
Appendix A.....	26
Child Protection Policy	26

Appendix B..... 26

 I. Conflict of Interest Policy 26

 Conflict Of Interest/Related Party – Questionnaire 33

 II. Gift Acceptance Policy 34

 III. Whistleblower Policy 35

Bylaws of The Bible Fellowship Church of Zionsville

Article I – Name

The name of the church shall be THE BIBLE FELLOWSHIP CHURCH OF ZIONSVILLE. The church is located at 6401 Vera Cruz Road South, Zionsville, Pennsylvania, 18092, Upper Milford Township, Lehigh County. THE BIBLE FELLOWSHIP CHURCH OF ZIONSVILLE may be hereafter in these Bylaws referred to as "the Church."

Article II – Constitution

The constitution of The Bible Fellowship Church of Zionsville is the *Faith and Order of the Bible Fellowship Church* and the Standing Rules of the Annual Conference. As a member of the Annual Conference of the Bible Fellowship Church, the Bible Fellowship Church of Zionsville is bound by legislation approved by that body, and these Bylaws are subject to the provisions contained in the *Faith and Order of the Bible Fellowship Church*.

Article III – Purpose

The Bible Fellowship Church of Zionsville is a Bible-believing, Christ-centered church that seeks to glorify God (Eph. 3:21) through:

- A. Worshiping Him together
(Psalm 34:3; John 4:23-24; I Pet. 2:5,9)
- B. Building up believers in the faith
(Col. 1:10; I Cor. 12:7,11; Heb.10:24)
- C. Loving and caring for each other
(John 13:34-35; Eph. 5:2; Gal. 6:2,10)
- D. Evangelizing the lost, both in our community and around the world
(Matt. 28:19-20; 2 Cor. 5:18-20; I Pet. 3:15)

All aspects of Church life shall be designed to support one or more of these purposes.

Article IV – Covenant of Fellowship

Having been led by the Holy Spirit of God to receive Jesus Christ as our Lord and Savior¹ and to be baptized in accordance with Christ's command², and acknowledging that the Christian life cannot be lived in the flesh but only by the Spirit of God, and Christ living in us³, we do now in the presence of God and our fellow members solemnly enter into covenant with one another as one body in Christ⁴ to endeavor:

1. To walk together in Christian love.⁵
2. To exercise Christian care and watchfulness over one another.⁶
3. To pray with and for one another, sharing our joys, burdens, and sorrows.⁷
4. To be thoughtful and courteous to one another, to be slow to take offense, and to be quick to forgive and to seek forgiveness.⁸
5. To guard the spiritual and Scriptural purity, peace, and well-being of the Church and its growth in Scriptural knowledge and godliness.⁹
6. To faithfully and regularly attend the weekly worship services of the Church¹⁰
7. To contribute, as the Lord directs and prospers, to the financial support of the Church, the relief of the needy, and the evangelization of all peoples.¹¹
8. To honor, love, and submit to the Elders of the Church.¹²
9. To regularly engage in personal Bible reading and prayer.¹³
10. To put Christ at the center of our family life, regularly teaching the Scriptures to such children as may be entrusted to our care.¹⁴
11. To maintain a godly lifestyle and to walk prudently in the world.¹⁵
12. To serve the body of Christ with our time and our talents; and recognizing that we are summoned to be doers of the Word and not hearers only, to discover, develop, and exercise the spiritual gifts God has sovereignly given each of us for ministry to the body and to the world.¹⁶
13. To endeavor by example and by word to share the gospel of Jesus Christ with the lost, praying that the Lord would bring them to repentance for their sins and an acceptance of Jesus Christ as Lord and Savior.¹⁷

1. John 14:6; Rom. 10:9-10,13; Acts 4:11-12; John 1:12; Acts 16:30-31; Heb. 7:24-25
2. Matt. 28:19; Mark 16:15-16
3. John 15:5; Phil. 1:6, 2:13; Gal. 2:20; Heb. 13:20-21
4. Eph. 4:4-6; I Cor. 12:13, 27; Rom. 12:4
5. John 13:34-35; Rom. 12:10; Eph. 5:2; Heb. 13:1; I Pet. 1:22; I John 4:11
6. Phil. 2:4; Rom. 15:2; Gal. 6:10; I Thess. 5:11,14; Gal. 6:1
7. I Tim. 2:1; Rom. 12:15; Gal. 6:2; Eph. 6:18; James 5:16
8. Eph. 4:2-3; Eph. 4:32; Col. 3:12-13; I Cor. 13:4-7
9. Acts. 17:11; I Thess. 5:21; I John 4:1; Col. 3:16; Rom. 12:18; Heb. 10:24
10. Heb. 10:25; Matt. 18:20; Acts 1:14, 2:1, 2:42,46-47, 12:12; 20:7

11. I Cor. 16:2; 2 Cor. 9:7; I Chron. 29:14; Prov. 3:9; Prov. 19:17; Heb. 13:16; I John 3:17-18; 2 Cor. 8:1-15; I Tim 6:17-18
12. I Thess. 5:12-13; Heb. 13:17; I Tim. 5:17
13. I Pet. 2:2; 2 Tim. 3:16-17; Josh. 1:8; Psalm 119:11; Heb. 4:16; Phil. 4:6; I Thess. 5:16-18; I John 5:14-15
14. Deut. 6:6-7; 2 Tim. 1:5, 3:15; Psalm 78:3-7; Prov. 22:6; Eph. 6:4
15. Eph. 4:1, 5:15-16; Col. 1:10, 3:23-24; Gal. 5:13; I Pet. 1:15-16, 2:11-12; Tit. 2:11-12; I John 2:15-17; I Cor. 6:12, 10:23, 15:58
16. I Pet. 4:10; James 1:22; Rom. 12:4-8; I Cor. 12:4-7,11
17. Matt. 28:19-20; Mark 16:15-16; 2 Cor. 5:18-20; I Pet. 3:15; Rom. 1:16

Article V – Membership

A. Definition of Membership

From the moment of salvation, each true believer in Jesus Christ becomes a member of the invisible, universal Church, which includes the elect from all times and in all places. The local Church, on the other hand, is an assembly of believers in a specific geographical location. Church membership is a voluntary, formal relationship between an individual Christian and a local Church. The individual commits him- or herself to active participation in the local Church and submission to the Elders of the Church, and the Church as a whole (i.e., the Church body including the Elders) commits itself to the care and spiritual well-being of the individual.

B. Requirements for Membership

1. Testimony of repentance and faith in Jesus Christ as the only means of salvation
2. Baptism by immersion after salvation
3. Willingness to abide by the Bylaws of The Bible Fellowship Church of Zionsville
4. Agreement, or sympathy, with the *Faith and Order of the Bible Fellowship Church*
5. Aged 18 years or older

C. Benefits, Privileges, and Responsibilities of Members

1. The responsibilities of the Church toward its Members are laid out in the *Faith and Order of the Bible Fellowship Church*.
2. Only Members may vote on Church matters, serve on Church committees, and hold elected Church office for which they are qualified.
3. Those who teach adults or children must be Members, however helpers are not required to be Members.
4. Those who provide special music in the church service (singing or instrumental) or accompany congregational singing are not required to be Members.
5. The responsibilities of Members are laid out in Article IV – Covenant of Fellowship.

D. Application for Membership

1. Any individual who meets the above requirements and desires Membership in The Bible Fellowship of Zionsville may request a Membership application from a Pastor or Elder.
2. The applicant shall read the Bylaws of the The Bible Fellowship Church of Zionsville and the *Faith and Order of the Bible Fellowship Church* and then fill out the Membership application and return it to a Pastor or Elder.
3. The Board of Elders shall review the application to verify that the applicant meets the qualifications for Membership. The congregation shall then be informed that the applicant is seeking Membership, and the Chairman of the Membership

Committee shall arrange a meeting between the applicant and the Membership Committee, which is a subset of the Board of Elders.

4. The purpose of the meeting is to: (a) review the application with the applicant and address any issues; (b) answer any questions the applicant may have about Membership, the Church, the Bylaws of ZBFC, or the *Faith and Order of the Bible Fellowship Church*; (c) explain the Covenant of Fellowship and verify the applicant's willingness to affirm the Covenant; and (d) decide whether both the applicant and the Membership Committee desire to move forward with the Membership. If deemed necessary by the applicant or the Membership Committee, additional individual or group sessions may be held to further explain or discuss any of these topics.

E. Acceptance into Membership

1. The Membership Committee shall have the opportunity to discuss the results of the Membership meeting(s) without the applicant present.
2. Official acceptance into Membership shall occur at a meeting with the Membership Committee.
3. Public recognition and welcoming of a new Member shall occur immediately following a Sunday morning service. A Pastor or Elder shall ask the new Member to publicly affirm the statements that he or she answered on the Membership application.* All of the Members present, including the new Member, shall then verbally and in unison covenant with one another using the Covenant of Fellowship found in Article IV. The Pastor or Elder leading shall officially welcome the new Member and invite the Members of the Church to come forward and personally welcome the new Member.

* (1) Do you testify that through repentance toward God and faith in Jesus Christ you have experienced the forgiveness of your sin and enjoy peace with God?

(2) Since the time that you were born again, have you been baptized by immersion as instructed by the Word of God?

(3) Do you believe the Bible to be the inspired, infallible Word of God and your sole authority for the way of salvation, and do you take this Word to be your rule of faith and conduct?

(4) Will you endeavor by God's help to be responsible for faithful attendance of public worship, daily reading of the Scriptures, prayer, praise, evangelism, and systematic giving?

(5) Are you willing to submit to the authority of The Bible Fellowship Church of Zionville and to live in keeping with the *Faith and Order of the Bible Fellowship Church*?

F. Discipline of Members

The Scriptures warn that false teachers and other disruptive persons will enter the church, and the church is admonished to exercise discipline over those who threaten the purity, peace, and order of the fellowship. A detailed explanation of the purpose and procedure for church discipline can be found in the *Faith and Order of the Bible Fellowship Church*.

1. The purposes of discipline:
 - a. To uphold and defend the honor of Christ
 - b. To promote and preserve the purity, peace, and order of the Church
 - c. To restore the offending Member to fellowship with the Lord and His people
 - d. To protect Members of the Church from spiritual or other harm
 - e. To maintain the testimony of the Church
 - f. To serve as a warning to other Members
2. The causes for discipline:

If a Member is

 - a. Disseminating false doctrine (I John 4:1; 2 Cor. 11:13-15; 2 Peter 2:1-3; I Tim. 6:3-5; Jude 1:4; Matt. 7:15; Col. 2:8; Rom. 16:17-18; Gal. 1:6-9; Acts 20:29-30; Tit. 1:10-11,13-14)
 - b. Engaging in significant, willful, and unrepentant disobedience to the Scriptures (I Cor. 5:1-13; I Tim. 5:20)
 - c. Demonstrating a persistent pattern of divisiveness or disorder in the Church (Titus 3:1,10; 2 Thess. 3:6,11,14-15; I Cor. 14:40; Eph. 4:3)
3. The procedure in discipline
 - a. A Member of the Church who has a grievance with another Member shall follow the biblical principles outlined in Scripture, principally Matthew 5:23-24, Matthew 18:15-17, and Galatians 6:1. If the Members are unable to resolve their differences, the matter may be brought to the Church.
 - b. When a matter has been brought to the Church for possible action or when the matter falls under the Church's jurisdiction (the causes for discipline listed in 2. above), the Book of Discipline in the *Faith and Order of the Bible Fellowship Church* shall be followed.
 - c. Church discipline is not a substitute for civil discipline. If a Member commits a criminal act, and this is made known to the Church, the matter shall be reported to the proper authorities.

G. Termination of Membership

Membership in the Church may terminate in any of the following ways:

1. By death.
2. By transfer to another Bible Fellowship Church or evangelical church. At the Member's request, the Board of Elders shall remove his or her name from the church roll and forward a letter of transfer to the church with which the Member is uniting. A letter of transfer will not be issued to an unspecified church.
3. By withdrawal. At the Member's request, the Board of Elders shall remove his or her name from the Membership roll.
4. By exclusion. In the event that faithful efforts to bring an erring Member to repentance, correction, and restoration, as detailed under "Discipline" above,

- are unsuccessful, and the Member willfully and persistently continues in his or her error or sin, the Board of Elders shall terminate his or her membership.
5. By inactivity. There are three possible categories of inactivity: (1) Members who have moved away from the area and, therefore, no longer attend the Church or participate in the life of the Church; (2) Members who remain in the area but no longer attend the Church; and (3) Members who are absent more often than they are present at the Church services. The Board of Elders shall review the Membership roll twice a year. Those in the first category of inactivity may be removed from Membership.* For those in the second and third categories, and where the reason for their absence is unknown, a Pastor or Elder shall make reasonable effort to contact them. If it is determined that there is a legitimate reason for their absence (health and/or mobility issues, travel, or any other reason deemed legitimate by the Board of Elders), the Member shall remain on the Active Membership roll. If the reason is not deemed legitimate or contact cannot be made with the Member, the Member shall be placed on the Inactive Membership roll.* Inactive Members are not eligible to vote on Church matters, serve on Church committees, or hold elected Church office. Should they resume regular attendance, however, they may be reinstated as Active Members with the approval of the Board of Elders. The Board of Elders shall consider the circumstances of each Inactive Member at their semi-annual review and decide whether to remove him or her from Membership.*

* Any Member who is removed from Membership or placed on the Inactive Membership roll shall be informed of this action in writing, provided their contact information is known.

H. Reinstatement of Membership

Numbered points below correspond to numbered points under Termination of Membership.

1. Not applicable
2. If the termination of Membership is the result of transfer to another Bible Fellowship Church or evangelical church, the person may resume Membership in The Bible Fellowship Church of Zionsville with a letter of transfer from that church or by completing the Membership process outlined in Section D above.
3. If the termination of Membership is the result of withdrawal, the person shall complete the Membership process outlined in Section D above.
4. If the termination of Membership is the result of discipline, the Church may reinstate the person's Membership according to the following process:
 - a. The person shall meet with the Board of Elders and, both verbally and in writing, express their repentance and their desire to be reinstated to Membership.
 - b. The Church shall be notified of the person's desire for reinstatement.

- c. The Elders shall thoroughly examine and verify evidence that the person is truly repentant and has made the necessary changes in his or her life.
 - d. If the Elders are satisfied with the evidence of repentance and change, the person shall then complete the Membership process outlined in Section D above. If the Elders are not satisfied with the evidence, they will notify the person in writing of this, including their reasons and what must change for the person to be considered for reinstatement.
5. If the termination of Membership is the result of inactivity, the person shall complete the Membership process outlined in Section D above.

Article VI – Congregational Meetings

A. Annual Congregational Meeting

The Board of Elders shall conduct an annual Congregational Meeting which shall include the following:

1. Presentation of a “State-of-the-Church” report
2. Presentation of the Board of Elders report – this report shall include (1) the Membership report, including any changes to the Membership roll over the past year; (2) the declarations of each Elder that they are in agreement with the *Faith and Order of the Bible Fellowship Church*; (3) any additional information of importance as determined by the Board of Elders
3. Presentation of Committee reports prepared by each Committee Chairman – these reports shall include (1) the purpose of the Committee; (2) the members of the Committee; and (3) a brief summary of the activity of the Committee over the previous year
4. Presentation of the Financial report
5. Presentation, discussion, and voting on the Church budget
6. Election of Elders
7. Election of Deacons (as necessary)
8. Any other business or discussion on Church matters that may arise

All active Members are strongly encouraged to attend the annual Congregational Meeting.

B. Special Congregational Meetings

Special Congregational Meetings may be called by the Board of Elders as needed at other times of the year. Calls for special meetings shall include a statement of the purpose of the meeting. No other business beyond the stated purpose shall be conducted at the meeting.

C. Notice of Meetings

Public notice of the time, place, and purpose of all Congregational Meetings shall be given at no fewer than two officially scheduled services before the day of the meeting. In addition, notice shall be published through the official communication channels of the Church.

D. Informational Meetings

Informational meetings may be held on short notice if there is a need to convey time-sensitive information to the Members. A good faith effort will be made to notify all Members of the time and place for this meeting. No voting may take place at an Informational Meeting.

E. Officers of Meetings

1. The Chairman of the Board of Elders shall serve as Chairman of all Congregational Meetings.
2. The Secretary of the Board of Elders shall serve as Secretary of all Congregational Meetings.
3. If either of these officers cannot serve in a specific meeting, another Elder shall be chosen by the Board of Elders to bear the responsibility.

F. Organization of Meetings

1. Prayer shall be offered at the beginning and close of all Congregational Meetings.
2. Robert's Rules of Order shall be used in conducting all Congregational Meetings.

G. Voting

1. General Requirements
 - a. A congregational vote on any Church matter may only take place at a duly called Congregational Meeting.
 - b. Under normal circumstances, only active Members who are physically present at the meeting shall be eligible to vote, however the Board of Elders may decide to allow remote votes if they believe a specific situation warrants it.
 - c. A quorum shall consist of the Chairman, the Secretary, and all of the eligible voters present.
 - d. Votes on all Church matters shall be by simple majority of the vote.
2. Elections
 - a. Secret ballots shall be used in all elections.
 - b. The election of all officers of the Church shall be by simple majority of the vote unless otherwise stated in the *Faith and Order of the Bible Fellowship Church*.

Article VII – Officers of the Church

A. Elders

1. The Elders shall be mature, godly men who meet the qualifications for this office as found in the Scriptures, the principal passages being 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-4.
2. No person shall be considered as a candidate for the office of Elder unless he has been an active Member in good standing in the Church for at least one year at the time of the election and has completed training to the satisfaction of the Board of Elders.
3. The Board of Elders shall be composed of the Pastor (or Senior Pastor if there is more than one Pastor) and the Elders elected by and from the congregation.
4. Election of Elders
 - a. The Board of Elders shall be responsible to assess and train candidates for the office of Elder and recommend them to the congregation.
 - b. The election of Elders shall be held at the annual Congregational Meeting unless otherwise authorized by the Board of Elders.
 - c. Elders shall be elected for a period of three years and, when possible, arranged in classes so that not more than approximately one-third of the Elders will be elected in any one year.
 - d. After the completion of a full term of office, an Elder may be eligible for re-election. There shall be no limit to the number of terms that an Elder shall be able to succeed himself.
 - e. Installation of new Elders shall be in accordance with the *Faith and Order of the Bible Fellowship Church*.
 - f. If a vacancy occurs on the Board of Elders, the Board of Elders may decide to fill the unexpired term by an election at the annual Congregational Meeting or at a Special Congregational Meeting.
5. The Board of Elders shall have the general oversight of the life and work of the Church, and they shall rule as “undershepherds” of Christ, the Chief Shepherd, and according to the needs of the congregation. The Elders shall, at all times, seek to carry out their duties in a Christlike, wise, humble, and prayerful manner. The duties of Elders are described in the *Faith and Order of the Bible Fellowship Church* and include, but are not limited to, the following:
 - a. Lead the Church in fulfilling its Purpose as set out in Article III above
 - b. Instruct, pray for, care for, and guard the congregation
 - c. Administer the Ordinances of the Church (Baptism and the Lord’s Supper)
 - d. Be an example to the congregation of godliness
 - e. Be diligent and faithful in attendance at the Elders’ meetings and at the regular services of the Church
 - f. Maintain a godly testimony in the world

6. Each Elder shall annually read the *Faith and Order of the Bible Fellowship Church* and shall declare in writing his agreement with the *Articles of Faith* and his willingness to follow the *Principles of Order of the Bible Fellowship Church*. This declaration shall be included in the Board of Elders report to the Congregation at the annual Congregational Meeting.
7. The Board of Elders shall meet at least nine times each year. The dates shall be determined according to the schedules of the individuals of the Board of Elders. Two-thirds of the membership of the Board shall constitute a quorum. Votes shall pass with a simple majority.
8. At their first meeting after the annual Congregational Meeting, the Board of Elders shall, in addition to their regular business, undertake the following organizational tasks which shall be effective as of the date of this meeting:
 - a. Elect from their number men who will serve in the following positions:
 - 1) Chairman – He shall set the agenda for all meetings of the Board of Elders with input from the other Elders, and he shall lead the meetings.
 - 2) President – He shall serve as Chairman of the Legal Committee and he is the authorized legal representative of the Church. He shall carry out these duties in accordance with the will and direction of the Board of Elders.
 - 3) Vice President – He shall carry out the duties of the President if the President is absent or unable to fulfill his office.
 - 4) Treasurer – He shall serve as Chairman of the Finance Committee, and shall carry out the responsibilities enumerated under Article VIII.C.2.b.
 - 5) Secretary - He shall record and distribute minutes of all Board of Elders meetings and Congregational Meetings and shall ensure that all essential records for the Church are maintained and preserved.
 - b. Appoint the Chairman for each of the Committees of the Church
9. The Board of Elders shall have oversight of any Church-organized instruction of adults in the Church, including but not limited to Sunday School and any Bible or book studies. This oversight shall include the approval of the leaders or teachers and any materials used.
10. The Board of Elders may authorize expenditures up to 10% of the approved annual budget for unplanned, unbudgeted items, but must obtain the approval of the Congregation for anything beyond that.
11. The Board of Elders collectively and each Elder individually shall educate and prepare themselves to respond wisely, compassionately, and legally to reports of spousal abuse, child abuse, or other abuse, according to federal and state law, the guidelines in the *Faith and Order of the Bible Fellowship Church*, and the Child Protection Policy of the Church.
12. The Board of Elders shall have the responsibility to communicate to the Church the proceedings of the BFC Annual Conference and any other significant activities and decisions of the denomination.

13. An Elder may only be removed from office in accordance with the process set forth in the *Faith and Order of the Bible Fellowship Church*. The Congregation shall be notified of this removal and the reason as soon as is practicable.

B. Pastoral Staff

1. Pastor (or Senior Pastor if there is more than one Pastor)
 - a. Qualifications
 - 1) As one of the Elders, the Pastor shall be a mature, godly man who meets the qualifications for this office as found in the Scriptures.
 - 2) The Pastor shall be gifted and called by God to teach and preach.
 - 3) The Pastor shall hold or be seeking credentials in the Bible Fellowship Church.
 - 4) The spiritual, personal, physical, and educational qualifications for a Pastor are laid out in more detail in the *Faith and Order of the Bible Fellowship Church*.
 - b. Selection
 - 1) The Board of Elders shall choose one of their number to serve as Chairman of the Pastoral Search Committee. The members of the Committee shall be active Members of the Church and shall be approved by the Congregation.
 - 2) After prayerful investigation and consideration of various candidates by the Pastoral Search Committee, and upon recommendation of the Board of Elders, the chosen Pastor shall be called in accordance with the procedures in the *Faith and Order of the Bible Fellowship Church*.
 - 3) The Pastor shall then be elected by the congregation for an indefinite period.
 - c. Responsibilities
 - 1) To diligently and faithfully study the Scriptures in order to preach and teach God's Word for the edification of the congregation
 - 2) To serve along with the other Elders in the general oversight of the life and work of the Church
 - 3) To lead in the administration of the Ordinances of the Church (Baptism and the Lord's Supper)
 - 4) To provide care and counseling to individuals in the congregation as necessary, to visit them in the hospital, and to assist them in crisis situations
 - 5) To officiate at weddings and funerals when requested
 - 6) To fulfill other duties as determined and communicated by the Board of Elders

- d. The Pastor shall be required to annually declare in writing his agreement, without reservation, with the *Articles of Faith* and his willingness to follow the *Principles of Order of the Bible Fellowship Church*.
 - e. Dissolving the Pastoral Relationship
 - 1) A Pastor may resign from Office in accordance with the procedures outlined in the *Faith and Order of the Bible Fellowship Church* and in communication with the Ministerial Relations Committee of the BFC.
 - 2) A Pastor may be removed from Office for moral, doctrinal, or other serious issues that threaten the continuation of the pastorate.
 - 3) Removal of a Pastor from Office shall be in accordance with the procedures outlined in the *Faith and Order of the Bible Fellowship Church* and under the direction of the Ministerial Relations Committee of the BFC.
2. Other Pastoral Staff
- The Board of Elders shall determine if and when the proper function of the Church requires the services of an additional pastor. If so, they shall recommend the addition of this position to the Congregation along with a proposed addition to the budget for the pastor's compensation, and a congregational vote shall be taken. The selection process for the pastor shall be established by the Board of Elders in accordance with the *Faith and Order of the Bible Fellowship Church*, and this pastor shall serve under the direction of the Board of Elders.

C. Deacons

1. The Deacons shall be mature, godly men who meet the qualifications for this office as found in the Scriptures, the principal passages being Acts 6:1-8 and 1 Timothy 3:8-13.
2. No person shall be considered as a candidate for the office of Deacon unless he has been an active Member in good standing in the Church for at least one year at the time of election and has completed training to the satisfaction of the Board of Elders.
3. The number of Deacons shall be determined by the Board of Elders, and they shall be elected by and from the Congregation.
4. Election of Deacons
 - a. The Board of Elders shall be responsible to assess and train candidates for the office of Deacon and recommend them to the congregation.
 - b. The election of Deacons shall take place at the annual Congregational Meeting unless otherwise authorized by the Board of Elders.
 - c. Deacons shall be elected for a period of three years and, when possible, arranged in classes so that not more than approximately one-third of the Deacons will be elected in any one year.

- d. Installation of new Deacons shall be in accordance with the *Faith and Order of the Bible Fellowship Church*.
 - e. After completion of a full term of office, a Deacon may be eligible for re-election. There shall be no limit to the number of terms that a Deacon shall be able to succeed himself.
 - f. If a vacancy occurs on the Board of Deacons, the Board of Elders may decide to fill the unexpired term by an election at the annual Congregational Meeting or at a Special Congregational Meeting.
5. The general responsibility of the Deacons is one of sympathetic and benevolent service to the Church and to the distressed, friendless, and sick, showing the mercy and concern of the Church for the material and natural needs of others. They shall, at all times, seek to carry out their duties in a Christlike, wise, humble, and prayerful manner. It shall be the duty of Deacons to:
- a. See that the material and natural needs of the congregation are met so that the Elders can give freely of their time and concern to the spiritual needs of the congregation (Acts 6:4)
 - b. Maintain appropriate discretion and confidentiality about the needs of individuals they minister to
 - c. Assess whether individuals could benefit from financial or other counseling or instruction in addition to receiving help for their immediate needs
 - d. Be an example to the congregation of godliness
 - e. Be diligent and faithful in attendance at the Deacons' meetings (if any) and at the regular services of the Church
 - f. Maintain a godly testimony in the world
6. Benevolence Fund
- a. The Board of Deacons, or the sole Deacon if there is only one, shall have the administration of the Benevolence Fund.
 - b. The Benevolence Offering shall be collected after each observance of the Lord's Supper.
 - c. The Deacon(s) shall have discretion of the expenditures of the funds, however, the Deacon(s) may not use the funds for personal or family needs without the approval of the Board of Elders.
 - d. The Treasurer of the Board of Elders shall disperse the funds at the request of the Board of Deacons, unless otherwise directed by the Board of Elders.
 - e. The Benevolence Fund shall be used primarily for the needs of people in the congregation, but may be used for the needs of people in the immediate community of the church if there are no pressing needs in the congregation.
 - f. If there are no Deacons, the Board of Elders shall determine which of their number shall carry out this role, however the Pastor may not serve in this capacity.
7. The Board of Deacons shall serve under the direction of the Board of Elders. If there is only one Deacon, that Deacon shall be responsible to submit a written

report of his activities as Deacon to the Board of Elders at the intervals they determine, but not less than annually. In the event that there is more than one Deacon, the Deacons shall elect a Chairman and a Secretary from their number. The Chairman shall set the agenda for all meetings of the Board of Deacons with input from the other Deacon(s), and he shall lead the meetings. The Secretary shall record and distribute minutes of all Board of Deacons meetings to the Deacons and to the Board of Elders. Two-thirds of the membership of the Board shall constitute a quorum. Votes shall pass with a simple majority.

8. A Deacon may only be removed from office in accordance with the process set forth in the *Faith and Order of the Bible Fellowship Church*. The Congregation shall be notified of this removal and the reason as soon as is practicable.

D. Resignation of Elders or Deacons

1. All resignations from elected church offices must be in writing and submitted to the Board of Elders. The written resignation shall include an explanation of the resignation.
2. The Board of Elders shall accept or reject the resignation.
3. If the resignation is accepted, the Board of Elders shall notify the congregation of the resignation and the reason as soon as is practicable.
4. The Board of Elders shall determine whether to hold an election to replace the Elder or Deacon who has resigned or wait until the next scheduled election.

Article VIII – Committees of the Church

A. Purpose and Function of Committees

1. The Purpose of the Committees is to support and assist the Board of Elders in carrying out the work of the Church, and all Committees shall serve under the direction of the Board of Elders.
2. The Board of Elders shall appoint the Chairman of each Committee, and the Chairman shall make decisions regarding the number and composition of those who serve on the Committee.
3. All active Members of the Church are encouraged to serve on a Committee that fits their interests and gifts. Members who wish to join a particular Committee should seek out the Chairman of that Committee. Members may serve on more than one Committee.
4. The term of Committee Membership shall be for one year, unless otherwise specified, however there is no limit on how many terms a person may serve on a Committee.
5. Attendance at Committee meetings by non-Committee members shall be at the discretion of the Chairman of the Committee.
6. Information about each Committee, including its Purpose, the name of the Chairman, and a list of current Members, shall be made available and accessible to the Congregation.
7. The Committees included in the Bylaws are those typically operating, however the Board of Elders may modify the number and function of Committees as it deems necessary to meet the varying needs of the Church and its ministry.

B. Elder Committees

The following Committees shall be composed only of Elders. At least three Elders shall serve on each Committee, and unless otherwise noted, the Pastor(s) may be included in that number.

1. Pastoral Relations Committee

The Pastoral Relations Committee shall seek to encourage the Pastor (or each Pastor if there is more than one) in his endeavor to minister to the congregation and shall work to promote good relationships between the Pastor(s) and the congregation.

 - a. The Pastoral Relations Committee is the only Committee specifically required by the denomination, and its Purpose and Duties are defined in the *Faith and Order of the Bible Fellowship Church*.
 - b. All of the Elders except the Pastor(s) shall serve on this Committee.
 - c. The Pastoral Relations Committee shall meet at least twice annually.
 - d. Responsibilities of the Committee:

- 1) To conduct an annual review with the Pastor(s), including providing him with constructive feedback to help him be more effective in serving God and the congregation
 - 2) To annually reevaluate with the Pastor(s) the sufficiency of his compensation and recommend a budget for his salary and benefits
 - 3) To facilitate communication between the Pastor(s) and the congregation as necessary
2. Membership Committee
The Membership Committee shall maintain and manage the Membership roll of the Church, including making decisions regarding prospective members.
 3. Legal Committee
The Legal Committee shall represent the Church in legal matters, as well as investigate and make recommendations to the Board of Elders regarding legal issues.

C. Elder-led Committees

The following Committees shall have an Elder as their Chairman and should have at least three other Members whenever possible. (Committees listed in alphabetical order)

1. Christian Education Committee
The Christian Education Committee shall seek to assist parents in their responsibility to train their children in God's Word and shall have the oversight of all activities and programs of the Church for children and youth.
 - a. The Committee shall include but not be limited to one teacher from each educational ministry (e.g., Sunday School, Junior Church, Kids' Club, Youth Group).
 - b. Responsibilities of the Committee:
 - 1) To plan, schedule, and staff all activities and programs for children and youth
 - 2) To approve all educational materials used in those activities and programs
 - 3) To review all those desiring to teach and lead in those activities and programs and present them to the Board of Elders with a recommendation for final approval – at the discretion of the Chairman of the Christian Education Committee, new teachers or helpers may serve temporarily until final approval is obtained
 - c. The Chairman of the Christian Education Committee shall have responsibility for ensuring that those involved in children's ministry meet

all legal, regulatory, BFC, and Church requirements for the protection of children.

2. Finance Committee

The Finance Committee shall seek to promote wise stewardship of the finances of the Church and shall have the oversight of the finances and budget of the Church.

a. Responsibilities of the Committee:

- 1) To receive, count, and record the offerings and contributions of the Church in the presence of at least two unrelated Members of the Committee
- 2) To collect input from all Committees, draft a proposed annual budget for the Church, and submit it to the Board of Elders prior to the Annual Congregational Meeting at such time as is requested by the Board of Elders
- 3) To communicate with and make recommendations to the Board of Elders regarding the stewardship and use of the Church finances, including but not limited to (1) special financial opportunities that may arise, (2) the use and/or investment of surplus funds, and (3) significant shortfalls in estimated giving or significant unexpected expenses

b. Responsibilities of the Chairman (Treasurer of the Board of Elders):

- 1) To deposit the offerings and contributions in a Church-designated depository in the name of the Church
- 2) To disburse the funds of the Church according to the directions of the Board of Elders
- 3) To have the oversight of the financial accounts of the Church
- 4) To keep adequate records of all income and expenditures
- 5) To provide the Board of Elders with (1) a written financial overview monthly, and (2) a written detailed quarterly financial report
- 6) To prepare an annual financial report for presentation to the Board of Elders, to the Congregation, and to Annual Conference
- 7) To maintain records of individual giving and provide receipts for Federal Income Tax purposes
- 8) To facilitate special offerings to be received in the Church as directed by the Board of Elders.

3. Missions Committee

The Missions Committee shall seek to encourage a missions spirit within the church and shall have oversight of the missions giving of the church.

- a. Vocational missionaries supported by the Church must be BFC-approved missionaries.

- b. Active Members or regular attenders of the Church going on short-term missions trips may request support from the Church and/or the other Members or attenders.
- c. Responsibilities of the Committee:
 - 1) To investigate missionaries, missions projects, and church extension work in order to make recommendations to the Board of Elders and the congregation concerning financial support
 - 2) To seek to encourage Church-supported missionaries beyond their financial support
 - 3) To create opportunities for the Church to participate in missions or outreach projects and/or short-term missions trips
 - 4) To keep the Church informed concerning missions and church extension updates and prayer requests

4. Music Committee

The Music Committee shall seek to promote the worship of God and the edification of the congregation through music and shall have oversight of the music ministry of the Church.

Responsibilities of the Committee:

- a. To arrange for the musicians for all worship services
- b. To plan special music for the worship service from time to time and approve the selections chosen
- c. To ensure that the piano and organ are in good working order for the worship services, including scheduling regular piano tuning
- d. To periodically review the hymnal used in the Church, and if and when there is a need for replacement, make recommendations to the Board of Elders

D. Other Committees

The following Committees are not required to have an Elder as their Chairman, although the Chairman may be an Elder. The Committees shall have at least three other members besides the Chairman. (Committees listed in alphabetical order)

1. Cemetery Committee

The Cemetery Committee shall have oversight of the Church-owned cemetery.

Responsibilities of the Committee:

- a. To maintain records of ownership and availability for all plots in the cemetery
- b. To facilitate the purchase and transfer of plots in the cemetery
- c. To initiate and manage the process to reclaim unused plots according to the laws of the state of Pennsylvania

- d. To coordinate with funeral homes for any burials to take place, including marking locations and collecting fees as appropriate
 - e. To periodically assess the condition of headstones in the cemetery and arrange for any necessary remediation
2. Hospitality Committee
- The Hospitality Committee shall seek to promote a spirit of fellowship within the Church and shall have the oversight of Church fellowship meals and activities. Responsibilities of the Committee:
- a. To plan and implement regular church fellowship meals and activities, including purchasing needed supplies
 - b. To coordinate the provision of meals for those within the Church who are sick, recovering from injury or surgery, grieving the loss of a family member, or otherwise in need of this help
 - c. To coordinate the provision of funeral meals in accordance with Hospitality Committee practices and Elder direction
3. Ordinance Committee
- The Ordinance Committee shall assist the Board of Elders in carrying out the administration of the Ordinances of the Church. Responsibilities of the Committee:
- a. To ensure that the elements for the Lord's Supper are prepared beforehand and cleaned up afterward
 - b. To ensure that needed supplies are purchased for the Lord's Supper
 - c. To assist prior to or during Baptismal services as needed
4. Property Committee
- The Property Committee shall have the oversight and care of the physical properties of the Church, including the buildings, the fixtures and furnishings, the grounds, the parking lot, and the parsonage. Responsibilities of the Committee:
- a. To ensure that the Church is clean, safe, and in good working order for the meetings and activities of the Church, including snow and ice removal as needed
 - b. To arrange for the maintenance of the grounds of the Church properties
 - c. To arrange for any needed repairs of the Church properties
 - d. To purchase new or replacement fixtures and furnishings as needed
 - e. To plan and implement improvements to the Church properties as the budget allows

Article IX – Church Employees

The Board of Elders shall exercise the general oversight of all church employees. Employees are those who are hired for non-ministerial functions in the Church. This

may include a secretary, sexton, cemetery caretaker, etc. The Board of Elders shall have the authority to hire employees as it deems necessary within the allowances of the Church budget. The budget for employees' salaries shall be recommended by the Board of Elders in the Church budget and approved by the Membership. The Board of Elders shall provide job descriptions for all church employees.

Article X – Amendments

Amendments to these Bylaws may be made upon the recommendation of the Board of Elders and the approval of the Membership by a majority of those voting. Following approval by the Membership, the amended Bylaws shall supersede all previous resolutions and enactments of both the Board of Elders and the Membership.

Article XI – Child Protection Policy

The Bible Fellowship Church of Zionsville is wholly committed to providing all children and adults who attend the Church with a safe place to worship God and hear His Word. All abuse of children—physical, sexual, emotional, or spiritual—is abhorrent to the Lord (Matt. 18:5-6) and will not be tolerated or overlooked in the Church no matter who the abuser is. False accusations are also abhorrent to the Lord (Ex. 20:16; Prov. 6:16-19; John 8:44) and will not be tolerated or overlooked in the Church no matter who the accuser is. The full Child Protection Policy can be found in “Appendix A” of the Bylaws. As the Child Protection Policy may need to be updated in future years to remain current with state and federal laws, the Board of Elders shall have privilege to update this policy as needed by a majority vote of the Board of Elders.

Article XII – Conflict of Interest Policy

It is the policy of Bible Fellowship Church of Zionsville to operate in a manner that is free from Conflict of Interest. The full Conflict of Interest Policy can be found in “Appendix B.I.” of the Bylaws of the Bible Fellowship Church of Zionsville. As the Conflict of Interest Policy may need to be updated in future years to remain current with state and federal laws, the Board of Elders of the Bible Fellowship Church of Zionsville will have privilege to update this policy as needed by majority vote of the Board of Elders.

Article XIII – Gift Acceptance Policy

The main purpose of a gift acceptance policy is to assist the Bible Fellowship Church of Zionsville in evaluating potential gifts in order to protect the Bible Fellowship Church of Zionsville from “problem” gifts (gifts that expose the organization to risk or are inconsistent with our stated mission), and to provide guidance for the acceptance of any gift within the current framework of a non-profit organization. The full Gift

Acceptance Policy can be found in “Appendix B.II.” of the Bylaws of the Bible Fellowship Church of Zionsville. As the Gift Acceptance Policy may need to be updated in future years to remain current with state and federal laws, the Board of Elders of the Bible Fellowship Church of Zionsville will have privilege to update this policy as needed by majority vote of the Board of Elders.

Article XIV – Whistle Blower Policy

The Bible Fellowship Church of Zionsville is committed to being “above reproach” in all of its operations and functions in accordance with good governance policies and procedures. The Bible Fellowship Church of Zionsville will operate in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and we prohibit all fraudulent practices by any of our elders, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Bible Fellowship Church of Zionsville’s business and does not relate to private acts of an individual not connected to the business of the Bible Fellowship Church of Zionsville. The full Whistle Blower Policy can be found in “Appendix B.III.” of the Bylaws of the Bible Fellowship Church of Zionsville. As the Whistle Blower Policy may need to be updated in future years to remain current with state and federal laws, the Board of Elders of the Bible Fellowship Church of Zionsville will have privilege to update this policy as needed by majority vote of the Board of Elders.

Article XV – Dissolution Policy

The Bible Fellowship Church of Zionsville is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Appendix A Child Protection Policy

Appendix B Conflict of Interest, Gift Acceptance, and Whistleblower Policies

I. Conflict of Interest Policy

1. Reason for Policy

As a ministry initiated and sustained by God, the Bible Fellowship Church of Zionsville has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest. This duty is underscored by Standard #6 of the Evangelical Council for Financial Accountability (ECFA).

As a nonprofit, tax-exempt entity, the Bible Fellowship Church of Zionsville depends on charitable contributions from the public. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the IRS and state corporate and tax officials view the operations of the Bible Fellowship Church of Zionsville as a public trust, accountable to both governmental authorities and members of the public.

Among the Bible Fellowship Church of Zionsville and its Board of Elders there exists a fiduciary duty, which carries with it a broad and unbending duty of loyalty. The Board of Elders is responsible for administering the affairs of the Bible Fellowship Church of Zionsville honestly and prudently, and for exercising their best care, skill, and judgment for the sole benefit of the Bible Fellowship Church of Zionsville. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Bible Fellowship Church of Zionsville or knowledge gained there from for their personal benefit. The interests of the Bible Fellowship Church of Zionsville must have the first priority, and all purchases of goods and services must be affected on a basis that secures for the Bible Fellowship Church of Zionsville full competitive advantages as to product, service, and price.

2. Persons Concerned

This statement is directed to the Board of Elders as well as those employees annually designated by the Board of Elders who influence the actions of the Bible Fellowship

Church of Zionsville or its Board of Elders, or make commitments on their behalf. For example, this would include all who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning the Bible Fellowship Church of Zionsville.

3. Areas in Which Conflicts May Arise

Conflicts of interest may arise in the relations of Directors and management employees with any of the following third parties:

3.1 Persons or entities supplying goods and services to the Bible Fellowship Church of Zionsville.

3.2 Persons or entities from which the Bible Fellowship Church of Zionsville leases property and equipment.

3.3 Persons or entities with whom the Bible Fellowship Church of Zionsville is dealing or planning to deal in connection with the gift, purchase, or sale of real estate, securities, or other property.

3.4 Other ministries or nonprofit organizations that affect the operations of the Bible Fellowship Church of Zionsville.

3.5 Donors and others supporting the Bible Fellowship Church of Zionsville.

4. Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, between any person or entity mentioned in Section 3, and a Director or management employee, which might affect, *or might reasonably be thought by others to affect*, the judgment or conduct of a Director or management employee of the Bible Fellowship Church of Zionsville. Such an interest might arise through:

4.1 Owning stock or holding debt or other proprietary interests in any third party dealing with the Bible Fellowship Church of Zionsville.

4.2 Holding office, serving on the Board of Directors, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with the Bible Fellowship Church of Zionsville.

4.3 Receiving remuneration for services with respect to individual transactions involving the Bible Fellowship Church of Zionsville.

4.4 Using the Bible Fellowship Church of Zionsville's personnel, equipment, supplies, or goodwill for other than Bible Fellowship Church of Zionsville-approved activities, programs, and purposes.

4.5 Receiving personal gifts or loans from third parties dealing with the Bible Fellowship Church of Zionsville. (Receipt of any gift is disapproved except gifts of nominal value, which could not be refused without discourtesy. No personal gift of money should ever be accepted.)

4.6 Obtaining an interest in real estate, securities, or other property that the Bible Fellowship Church of Zionsville might consider buying or leasing.

4.7 Expending staff time during the Bible Fellowship Church of Zionsville's normal business hours for personal affairs to the detriment of work performance for the Bible Fellowship Church of Zionsville.

5. Indirect Interests

As noted above, conflicting interests may be indirect. A Director or management employee will be considered to have an indirect interest in another entity or transaction if any of the following also have an interest:

5.1 A family member of a Director or management employee. (Family member is defined for these purposes as all persons related by blood or marriage.)

5.2 An estate or trust of which the Director or management employee or member of his family is a beneficiary, personal representative, or trustee.

5.3 A company of which a member of the family of the Director or management employee is an officer, director, or employee, or in which he has ownership or other proprietary interests.

6. Interpretation of This Policy

The areas of conflicting interest listed above and the relations in those areas which may give rise to conflict, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the Board of Elders, Directors, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the Bible Fellowship Church of Zionsville. However, *it is the policy of the Board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated.* It shall be the continuing responsibility of the Board of Elders, Directors, and management employees to scrutinize their transactions with outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made to the Board of Elders (or if one of them is the one with the conflict, then to the Chairman of the Board of Elders), who shall bring these matters to the attention of the Board of Elders. The Board of Elders shall then determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable as to the Bible Fellowship Church of Zionsville. The decisions on these matters are the sole discretion of the Board of Elders. The Board of Elders's first concern must be the welfare of the Bible Fellowship Church of Zionsville and the advancement of its purposes.

Certification

I have carefully read the foregoing Statement of Policy concerning Conflicts of Interest and the accompanying Resolution of the Bible Fellowship Church of Zionsville Board of Elders. In signing this certificate, I have considered not only the literal expression of the policy, but also its intents. I hereby certify that, *except as hereinafter stated*: (1) I do not, to the best of my knowledge, have any of the relations with any person or firm of the classes listed above; and (2) I have no interests conflicting with the interests of this Bible Fellowship Church of Zionsville, nor do I have any relationship that may appear conflicting.

THE EXCEPTIONS ARE:

If any situation should arise in the future which I believe may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Chairman of the Board of Elders.

(Signature)

(Date)

Related-Party Board Resolution

RESOLVED, that in order to assist the Bible Fellowship Church of Zionsville in avoiding harm from conflicts of interest between the Bible Fellowship Church of Zionsville and its board members, officers, or management staff, the following conflict of interest policy is hereby adopted. It is hereby established as the policy of the Bible Fellowship Church of Zionsville that Related-Party Transactions (as defined below) must meet the following requirements:

1. For the purposes of this Policy, the term “Related Party” shall mean any member of the Bible Fellowship Church of Zionsville Board of Elders, any Director, or any relative of any such person within the second degree, whether related by blood or marriage, and any organization in which any such person(s) is an owner, partner, or shareholder.
2. In addition, for the purposes of this Policy, the term “Related-Party Transaction” shall mean any relationship between the Bible Fellowship Church of Zionsville and a Related Party pursuant to which the Bible Fellowship Church of Zionsville is to pay compensation for services, materials, or products.
3. If the transaction is one that would lend itself to competitive bidding, the Board of Elders or Appropriate Committee shall obtain not less than two (and preferably three or more) competing bids or proposals to provide the desired products and/or services. In soliciting and accepting such bids or proposals, Appropriate Committee shall not provide any person who is solicited to bid or who actually bids on the contract with access to any information contained in any of the bids of others until after the contract has been awarded by the Bible Fellowship Church of Zionsville Board of Elders or Appropriate Committee. Any information given to or any questions asked of any bidder shall be given to or asked of each and every other bidder. It shall be noted, however, that the contract does not necessarily have to be awarded to the person making the lowest price bid, if management is otherwise persuaded that to contract with a person who has not made the lowest bid would be in the best interest of the Bible Fellowship Church of Zionsville. A decision maker—that is, an Elder or Committee Chairman—should never be in a position to deal directly with a relative in a Related-Party Transaction.
4. A Related-Party Transaction in which an Elder or Appropriate Committee Member is a Related Party must be approved by the Board of Elders prior to any commitment by the Bible Fellowship Church of Zionsville or any of its Departments to any such transaction. All of the material terms and conditions of the Related-Party Transaction shall be described in writing and provided to the Board of Elders, together with the written request for approval of any such Related-Party Transaction.
5. Related-Party Transactions of amounts greater than \$1,000 in which any member of the Bible Fellowship Church of Zionsville Board of Elders or Appropriate Committee Member is a Related Party shall be approved by the Board of Elders. This shall be

determined by a vote of not less than a majority of the members present, without including the vote of any director who is a Related Party in the Related-Party Transaction. All of the material terms and conditions of the Related-Party Transaction shall be described in writing and provided to the Board of Elders prior to the Bible Fellowship Church of Zionsville Board of Elders's being committed to any such contract.

6. Related-Party Transactions which provide for ongoing or continuing services or product sales to the Bible Fellowship Church of Zionsville on an as-needed basis shall be reviewed and approved by the Board of Elders, as the case may require. This shall occur not less often than once each year, and will not require a transaction-by-transaction approval.

Conflict Of Interest/Related Party – Questionnaire

A conflict of interest may relate to you, your spouse, family members, business interests, and/or associates. Conflicts of interest may arise when one party has the ability to significantly influence the management or operating policies of the other, to the extent that one of the transacting parties might be prevented from fully pursuing the interests of the Bible Fellowship Church of Zionsville rather than his/her own separate or related-party interests.

Considering the period from _____ to date:	Yes*	No
1. I (or a party related to me) hold, directly or indirectly, a position of financial interest in an outside concern from which the Bible Fellowship Church of Zionsville secures goods or services.	_____	_____
2. I (or a related party of mine) render directive, managerial, or consultative services to, or am an employee of, any outside concern that does business with the Bible Fellowship Church of Zionsville.	_____	_____
3. I have accepted gifts or other benefits from any outside concern that does, or is seeking to do, business with the Bible Fellowship Church of Zionsville.	_____	_____
4. I have participated in management decisions concerning transactions that affect or benefit me, my family, or my personal financial interests (other than ordinary management decisions decisions on employment matters such as compensation).	_____	_____
5. I (or a related party of mine) have been indebted to the Bible Fellowship Church of Zionsville at some time during the above stated period. (If so, please note the nature, date, terms, and amount.)	_____	_____
6. The Bible Fellowship Church of Zionsville has been indebted to me (or a related party of mine) at some time during the above stated period. (If so, please note the nature, date, terms, and amount.)	_____	_____

*If you answered “Yes” to any of these statements, please provide further explanation and information on any related-party transactions.

(Signature)

(Date)

II. Gift Acceptance Policy

Acceptance of any contribution, gift or grant is at the discretion of the Bible Fellowship Church of Zionsville. The Bible Fellowship Church of Zionsville will not accept any gift unless it can be used or expended consistently with the purpose and mission of the Bible Fellowship Church of Zionsville.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

The Bible Fellowship Church of Zionsville will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their decision.

The Bible Fellowship Church of Zionsville will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of the Bible Fellowship Church of Zionsville.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the Bible Fellowship Church of Zionsville.

The Bible Fellowship Church of Zionsville will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the Bible Fellowship Church of Zionsville as a gift. However, except for gifts of cash and publicly traded securities, no value shall be ascribed to any receipt or other form of substantiation of a gift received by Bible Fellowship Church of Zionsville.

The Bible Fellowship Church of Zionsville will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, the Bible Fellowship Church of Zionsville will restrict information about the donor to only those staff members with a need to know.

The Bible Fellowship Church of Zionsville will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to the Bible Fellowship Church of Zionsville.

III. Whistleblower Policy

If an employee has a reasonable belief that an employee or representative of the Bible Fellowship Church of Zionsville has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Pastor of the church. If the employee does not feel comfortable reporting the information to the Pastor, he or she is expected to report the information to the Delegate of the Bible Fellowship Church of Zionsville.

All reports will be followed up promptly and an investigation conducted. In conducting its investigations, the Bible Fellowship Church of Zionsville will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

The Bible Fellowship Church of Zionsville will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Pastor, the Delegate or other member of the Board of Elders, or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding; or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The Bible Fellowship Church of Zionsville may take disciplinary action (up to and including termination) against an employee who, in the Board of Elders' assessment, has engaged in retaliatory conduct in violation of this policy.

In addition, the Bible Fellowship Church of Zionsville will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by the Bible Fellowship Church of Zionsville or any of its employees of a violation of any applicable law or regulation.