

# Constitution and Bylaws of New Hope Church, Inc.

## *Constitution*

### **PREAMBLE**

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WHEREAS, God has in these last days founded His Church upon Christ Jesus (*Ephesians 2:20; I Corinthians 3:11*), built it through His people (*I Corinthians 12:14*), given it power and authority (*Matthew 16:19*), and unified it with internal structure (*I Corinthians 12:28*) and the Holy Spirit as the guide (*John 16:13*), that we, as the body of Christ (*Ephesians 1:22-23*), might present His Gospel (*Mark 16:15*) by assisting in the implementation of the vision for this local church with the following Constitution and Bylaws of the Church.

BE IT RESOLVED, that we recognize ourselves as a body of Christian believers working together for the common purpose or mission of helping all people become fully-devoted followers of Jesus Christ. We will pursue this mission by establishing a community hub offering essential resources, training, and support to help all people reach their God-given potential. Under the laws of the Commonwealth of Virginia, we may exercise all the rights and privileges granted to religious bodies.

### **ARTICLE I-NAME AND LOCATION**

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This body shall be organized as a church corporation known as New Hope Church, Inc. (hereinafter "Church") located at Lorton, Virginia or whatever location the Board and members may determine (*Acts 2:17-21*).

### **ARTICLE II-PURPOSE**

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The purpose of this corporation is to:

- 1) Bring unbelievers to faith in Christ alone for their salvation. We do this by:
  - a. Deliberately making friends with non-Christians
  - b. Telling His story, the Gospel, and my story/personal testimony (*I Peter 3:15*)
  - c. Inviting them to an event (*Matthew 28:19-20*)
  
- 2) Build mature followers of Christ who practice these habits:
  - a. Worship (*Matthew 22:36-38; Romans 12:1-2*)
  - b. Evangelism (*Matthew 4:19; Philemon 6*)
  - c. Small group fellowship (*Acts 2:42-47*)
  - d. Serving in ministry (*Romans 12; I Corinthians 12*)
  - e. Training (*II Timothy 3:16-17*)
  - f. Giving (*Deuteronomy 14:22; Matthew 6:21*)
  
- 3) Develop leaders who set the pace in the basic habits. (*I Peter 5:1-5; Matthew 20:26*)

- 4) Encourage all members to pursue developing Christ-like lives. *(Philippians 3:12-14)*

## **ARTICLE III—TENETS OF FAITH**

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1) *About God:*

God is the Creator and Ruler of the universe. He is spirit and has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

*(Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14)*

2) *About Jesus Christ:*

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus, was born of a virgin, lived a sinless human life, and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory, and will return again someday to earth, to reign as King of Kings, and Lord of Lords.

*(Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; I Timothy 6:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; Titus 2:13)*

3) *About The Holy Spirit:*

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift(s) when they are saved. As Christians, we seek to live under His control daily.

*(II Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; I Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18)*

4) *About The Bible:*

The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.

*(II Timothy 3:16; II Peter 1:20-21; II Timothy 1:13; Psalm 119:105, 160; Proverbs 30:5)*

5) *About Human Beings:*

People are made in God's image, which means we are spiritual beings with a soul. We were created by God to have a personal relationship with Him. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God

called "sin". This attitude separates people from God and causes many problems in life.

*(Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2)*

6) *About Salvation:*

Salvation is God's free gift but each person must decide whether or not they will accept it. We can never make up for our sins by self-improvement or good works. Only by trusting Jesus Christ as God's offer of forgiveness, can we be saved from sin's penalty. When we turn from our self-ruled lives and turn to Jesus in faith, we are saved. Eternal life begins the moment we receive Jesus Christ into our lives by faith.

*(Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)*

7) *About Eternal Security:*

Because God gives us eternal life through Jesus Christ, the true believer is secure in salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and sustaining power of God that gives us this security.

*(John 10:28-29; II Timothy 1:12; Hebrews 7:25, 10:10, 14; I Peter 1:3-5)*

8) *About Eternity:*

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

*(Hebrews 9:27; II Corinthians 5:10; John 3:16; John 2:25; I John 5:11-13; Romans 3:23; Romans 6:23; Revelation 20:15)*

9) *About The Church:*

There is one true universal church, known in scripture as the body of Christ, composed of all those who acknowledge Jesus Christ as Savior. The scripture commands believers to regularly gather, to devote themselves to worship, prayer, teaching the Word and fellowship.

Baptism and the Lord's Supper (Communion) are observed as the ordinances established by Jesus Christ. Service to the body of Christ and outreach to the world are accomplished through the development and use of gifts and talents. The local expression of the church is realized wherever God's people meet in obedience to this command. Members are to work together in love and unity, under the watch care and guidance of the appropriate leadership, with the ultimate purpose of glorifying Christ.

*(Matthew 16:15-19; Mark 14:22-26; Acts 2:42-47; Romans 6:3-5; I Corinthians 11:23-28; Ephesians 1:22-23; 2:19-22; 4:11-12; Hebrews 10:24-25)*

## **ARTICLE IV–CORE VALUES**

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- 1) We believe that lost people matter to God; therefore, they matter to us.  
*(Luke 15, 5:30-32; Matthew 28:19-20; John 3:16)*
- 2) We believe the Bible is the source of authority for our beliefs, and the standard by which we live.  
*(II Timothy 3:16-17; Joshua 1:8; Hebrews 4:12)*
- 3) We believe that the pursuit of full devotion to Jesus and His cause is normal for every believer.  
*(Luke 9:23-25; John 14:21; Romans 12:1-2; Ephesians 5:1-2)*
- 4) We believe that every Christian should be involved in meaningful ministries that use their spiritual gifts, abilities, and experiences.  
*(I Corinthians 12; Romans 12:4-8; Ephesians 4:11-13; 1 Peter 4:9-11)*
- 5) We believe that the church should be culturally relevant while remaining doctrinally pure.  
*(I Corinthians 9:19-23; Acts 17: 16-34)*
- 6) We believe that excellence honors God and inspires people.  
*(Colossians 3:17, 23-24; Ephesians 6:7-8)*
- 7) We believe that worship is a primary way to experience God’s love for us, and to express our love for Him.  
*(Romans 12:1-2; John 4:23-24; Matthew 22:37)*
- 8) We believe that teamwork is the most effective way of accomplishing God’s goals and objectives.  
*(I Corinthians 12; Romans 12: 4-8; Ephesians 4:11-13)*
- 9) We believe prayer is crucial to stay dependent and empowered by God’s Spirit.  
*(John 15:5; Colossians 4:2; Romans 8:26; Ephesians 6:18-20; Mark 1:35)*
- 10) We believe that loving relationships should permeate every aspect of church life.  
*(John 13: 34-35; Romans 12: 9-10; I Corinthians 13: 4-8; Philippians 2: 3-4; Matthew 22: 39; Acts 2:42-45)*

## **ARTICLE V–AFFILIATION**

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The Church is autonomous and maintains the right to govern itself. However, recognizing the benefits of cooperation with other churches and organizations for the sake of Christ’s work, we voluntarily affiliate with and support the Southern Baptist Convention, the Virginia Baptist General Convention, the NorthStar Church Network,

and any other association of churches that have similar beliefs. Our present decision to be a Southern Baptist Church allows us greater opportunity to fulfill our mission.

## **ARTICLE VI- COVENANT**

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Having received Christ as my Savior and Leader, following that with Baptism and being in agreement with New Hope's Beliefs, Values, Heart Attitudes, and Mission, I unite with the New Hope Church family. In doing so, I commit myself to God and to others by doing the following:

I will take responsibility for my own spiritual growth and development by pursuing a close relationship with Jesus and prayerfully learning and applying His teaching. I will strive to put God's Kingdom and pleasing Him, first in my life.

I will devote myself to care for and love others, as Jesus would, by living an open and honest life, promoting and preserving unity, receiving and giving Biblical encouragement and correction, and putting the needs and interests of others above my own.

I will work together with others by serving wherever I am needed, supporting the ministry of New Hope financially, and following spiritual leadership within Biblical boundaries.

I will work diligently in my community and throughout the world to accomplish my part in helping God's Kingdom in general, and New Hope in particular, fulfill the mission of "helping all people become fully devoted followers of Christ".

I have read the Articles, Constitution, and Bylaws including those policies dealing with church discipline, conflict resolution and members' rights and responsibilities and holy covenant and agree to be bound by the Articles, Constitution and Bylaws and accompanying policies and procedures.

I commit to submit to the teaching and leadership of the Church, to the governing of the church according to its Bylaws, to the settlement of disputes by and/or among the members of the church without appeal to any outside civil court, according to Matthew 18:15-20; I Corinthians 6:1-8 and the *Rules of Christian Conciliation* (copy of *Rules* may be found at [www.hispeace.org](http://www.hispeace.org)), to the Word of God as our final authority, to the church's discipline upon ourselves and lovingly assume our responsibility to participate in the discipline of other members, as taught in Scripture.

## **ARTICLE VII-AMENDMENTS**

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Proposals for changes, additions, and/or deletions to this Constitution may be initiated by the Staff, Advisory Team, or any member. After prayerful consideration and approval by a 4/5 majority of the Advisory Team, the proposal will be brought to

the members of New Hope Church for ratification by a 2/3 majority vote by the members present and voting. The text of any proposed changes or additions will be distributed to New Hope Church, Inc. members at least two weeks prior to the meeting date.

# Constitution and Bylaws of New Hope Church, Inc.

## *Bylaws*

### **ARTICLE I-ORDER**

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For the purpose of conducting business, the Senior Pastor/President will, in an orderly manner, preside over all of the affairs of the corporation.

### **ARTICLE II- MEMBERSHIP**

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#### ***Qualifications***

Membership is open to those 18 years and older who have:

- 1) Personally received Christ as their Savior.
- 2) Been baptized since becoming a believer.
- 3) Expressed a desire to become committed to New Hope Church as a local body of believers.
- 4) Taken the Discovery Class.
- 5) Written or described their spiritual journey (testimony).
- 6) Completed a Membership Application.
- 7) Completed and signed a Membership Covenant that may be renewed regularly.

All present members of the unincorporated entity known as the New Hope Church shall, upon incorporation and agreeing to be bound by the Articles, Constitution and Bylaws of the new church corporation, become active members of this Church. No member of this Church, nor any officer, nor any member of the Board of Directors/Advisory Team shall by virtue of such membership, office or position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts or omissions of this Corporation.

#### ***Persons may be removed from Membership by:***

- 1) Personal request.
- 2) Transfer to another church.
- 3) Death.
- 4) Dismissal due to life or conduct that hinders the ministry and reputation of Christ and His church. In this situation, we will follow the steps outlined in *Matthew 18:15-17*. At the present time, the Advisory Team will handle all discipline and restoration matters for New Hope Church, in order to treat these individuals justly and confidentially. Restoration is a constant desire for any who is removed, and will be pursued through prayer and reaching out, according to the spirit of *2 Corinthians 2:7-8*.

#### ***Church Discipline and Restoration***

The purposes of Church discipline are to:

- 1) Glorify God by maintaining purity in the local church (*1 Corinthians 5:6*).

- 2) Edify believers by deterring sin (*1 Timothy 5:20*).
- 3) Promote the spiritual welfare of the believer by calling them to return to a biblical standard of doctrine and conduct (*Galatians 6: 1*).

In the event that a member is engaged in false doctrine or wrongful conduct that violates Scripture, the member will be subject to Church discipline, including the exclusion from fellowship and/or Membership in the Church according to *Matthew 18:15-18*; *Galatians 6:1-5*; and *1 Corinthians 5:1-13*. The discipline will be the responsibility of the Advisory Team.

Before such action is taken, the following will occur:

- 1) After reasonable notice which includes a short explanation of the charges against the member, he/she will be brought before the Advisory Team for a thorough investigation in accordance with the procedures prescribed by Scripture, including *Matthew 18:15-18* and *1 Timothy 5:19*. If there is found to be sufficient evidence of the member's false doctrine or misconduct, after they have been appropriately confronted in love, and if they have refused to repent, then:
  - a) The Advisory Team will inform the member of discipline/exclusion and then inform the Church of the action in order that the Church may call the individual to repentance. If the individual demonstrates repentance, then the exclusion action will not be taken or if taken already, then restoration may be considered. If, however, the individual does not repent in response to the Advisory Team and Church, then
  - b) The member will be publicly excluded from the fellowship and/or Membership of the Church at a regularly scheduled business meeting. If the individual, after such exclusion, heeds the warning, demonstrates repentance, and requests reinstatement before the Advisory Team, then they may consider restoration of all or part of the rights, duties, privileges, and responsibilities of fellowship and/or Membership depending on the circumstances.

The members of this Church, and all other professing Christians who regularly attend or fellowship with this Church, agree that there will be no appeal to any court or arbiter because of the dismissal or the necessary public statements to the congregation at any stages of Church discipline and restoration process. If the discipline process has begun or if the member is under discipline by the Church, he/she forfeits and waives the right to resign from this Church. Resignations from Membership are possible only by members who are in good standing and who are not under any disciplinary investigation or action.

### ***Designation of Membership***

Voting members will be referred to in these Bylaws as "member." To properly and accurately reflect the Membership of the Church, three roles will be maintained:

- 1) *Voting Members:*

All members who are currently active in the Church, and are at least eighteen years old.

2) *Non-Voting Associate Member:*

Children under age eighteen (18), students, military and government officials and others who are temporarily residing in the Northern Virginia area who are members of a Christian church or other Christians that do not agree with everything in the Articles, Bylaws, Constitution and policies may apply for associate membership. Qualifications are similar to those of full membership as set out above, except that home church membership may be retained and they do not have to sign a Members Covenant. A letter of commendation may be sought from the applicant's home church, or, concerning children under the age of eighteen (18), from their home fellowship leaders or team leader if they want to become an associate non-voting member of this Church. They may serve in all ministry capacities but not in leadership of Ministry Teams or on the Advisory Team.

3) *Inactive Members:*

Members who have become inactive as determined by the Pastors and Advisory Team may not vote and will be contacted by the Church to ascertain the reasons for such inactivity.

***Voting Rights of Members***

Every member will have the right to vote on the following matters:

- 1) Annual budget of the Church and any **10% change in the budget during the year;**
- 2) Election of the layperson Advisory Team members;
- 3) Disposition of all or substantially all of the Church's assets;
- 4) Merger or dissolution of the Church;
- 5) Acquisition of real property and related indebtedness;
- 6) Call or removal of the Senior Pastor/President;
- 7) Amendments to the Articles of Incorporation, Constitution, or Bylaws of the Church; and
- 8) Any other major event or decision as designated by the Advisory Team.

Members on the meeting date who are otherwise eligible to vote are entitled to vote at the meeting. All ministers who are to be ordained or licensed from the Church must be Church members.

**ARTICLE III-GOVERNMENT/OFFICERS**

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***Officers***

- 1) A Senior Pastor/President
- 2) An Executive Pastor/Vice-President
- 3) A Secretary (to be held by a lay member of the Advisory Team)
- 4) A Treasurer (to be held by the current Director of Church Operations)
- 5) Other officers as needed

The Senior Pastor/President appoints or removes these officers in consultation with the Board.

### ***Official Board of Directors***

The Official Board of Directors will be the lay members of the Advisory Team, the Senior Pastor and Executive Pastor. **The Senior Pastor/President acts the ultimate spiritual decision-maker for the corporation but the Chairman of the Board shall be a lay Board member recommended by the Senior Pastor and elected annually from the lay members of the Board.**

### ***Trustees***

If legally necessary, the Advisory Team (*see Article IV*) will serve as the Trustees. Appointment, approval, removal, and term will be the same as that of the Advisory Team.

The Trustees may be empowered as follows:

- 1) To hold legal title to the real and personal property of New Hope Church.
- 2) To acquire and dispose of such property and additional property as directed by the Church Membership by a majority vote.
- 3) To borrow money and incur indebtedness on behalf of the Church at the direction of the Church through majority vote.
- 4) To serve as legal representatives of New Hope Church in financial, business, and other matters as directed by the Membership and required by Virginia laws.

### ***Committees***

There may, as the occasion demands, be operational committees appointed by the Senior Pastor/President or the Advisory Team to serve in the capacity of expediting the work of the ministry.

### ***Pastors***

The Senior Pastor/President may appoint an Executive Pastor to govern the affairs of the Church. The appointed Executive Pastor(s) will give account to the Senior Pastor/President concerning every aspect of the Church.

### ***Small Group Leaders (SGLs)***

Leadership of Small Groups is determined by:

- 1) Input from the Small Group members.
- 2) Recommendation by the Senior Pastor.
- 3) Approval from the Advisory Team.
- 4) Acceptance of the Small Group Leaders' qualifications and responsibilities as outlined in the SGL Training manual.

All leaders are required to be members in good standing with the beliefs, mission, strategy, and commitments found in this document.

### ***Ministry Team Leaders***

We believe that every follower of Jesus Christ is equipped and called by God to be a minister. The Pastoral Staff administers so the members can minister. The Ministry Teams are structured to care for the multitude of needs within our growing

congregation and to reach out with love to our community, nation, and world. Ministry Teams are created when needs and opportunities arise, and leadership is available.

Leadership of Ministry Teams is determined by:

- 1) Input from the Ministry Team members.
- 2) Recommendation from the Pastoral Staff.
- 3) Approval by the Advisory Team.
- 4) Acceptance of the Ministry Team Leaders' qualifications and responsibilities.

All leaders are required to be members in good standing with the beliefs, mission, strategy, and commitments found in this document.

## **ARTICLE IV-ADVISORY TEAM/BOARD OF DIRECTORS**

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There will be an Advisory Team/Board of Directors (hereinafter "Advisory Team") made up of no less than three people and no more than five. The Advisory Team will assist the Senior Pastor/President in managing the business and affairs of the Church. All corporate powers will be exercised by or under the authority of the Advisory Team. The powers, business, and property of the Church will be exercised, conducted, and controlled by the Advisory Team for the purposes of directing the affairs of the Church with consensus agreement. *(Ephesians 4:3)*

### ***Purpose***

The purpose of the Advisory Team is to:

- 1) Provide a spiritual covering by prayerfully giving necessary aid, comfort, instruction, guidance, protection, and correction, as well as counsel, wisdom, and fellowship to the Senior Pastor/President *(II Timothy 3:16-17; Acts 15)*.
- 2) Set the Senior Pastor/President's salary.
- 3) Work with the Church Staff to set church-wide policies.
- 4) Review/approve the annual budget (before it goes to the Small Group Leaders and then to the members).
- 5) Make themselves available to listen to complaints/accusations against the Senior Pastor/ President of the corporation. The Advisory Team will determine if the Senior Pastor/ President is guilty or innocent and whether to dismiss him from office. The Advisory Team is the only entity that has the authority to dismiss the Senior Pastor/President from his position if, after carefully considering all accusations against him, they determine that it is the best course of action for him and the Church. **The decision to dismiss shall be by a vote of \_\_\_\_ of The Advisory Team.**
- 6) In the event of death, removal or resignation of the Senior Pastor/President, the Advisory Team may select a new Senior Pastor/President **by a vote of \_\_\_\_\_** .
- 7) Be responsible for the maintenance of Scriptural discipline within the Church and its Membership.
- 8) The Pastoral Staff, led by the Senior Pastor/President, provides overall direction for the ministry with the Membership of the Advisory Team.

### ***Structure***

The Board of Directors will consist of the following: selected full-time Pastoral Staff to include, at minimum, the Senior Pastor and the Executive Pastor; and elected lay members.

### ***Qualifications***

In general, to qualify, a man or woman must have a solid relationship with Christ and be a member in good standing at New Hope. The attributes of these leaders should follow the pattern found in *1 Timothy 3:1-7*, which includes: having a good reputation within and outside the Church; having a healthy family life (if married); having a pattern of self-control in areas like temper, finances, alcohol, relationships, etc. In addition, this person should not be a brand new believer, but one who has a track record of trusting, obeying, and serving God. He/she should be Biblically solid and able to discern truth. As members in good standing, candidates should be living out the heart attitudes, connected to a Small Group, serving on a ministry team, and be committed to tithing.

Once the Senior Pastor/President presents his recommendations for the Advisory Team, there will be a ten-day period where members can evaluate the candidates. This is a time for people to raise any issues that might disqualify one of the candidates. It's very important that the people who are selected have the confidence of the members. Each candidate must agree to allow any member to raise questions that might be of concern regarding their competence to serve on the Advisory Team. These questions can be given to the Senior Pastor/President in person, by phone, or e-mail. After the ten-day review period, if all the candidates are accepted and ready to serve, they will be presented to the Church for formal approval and vote at the annual meeting and commissioning.

### ***Terms of Lay Members of Advisory Team/Board of Directors***

There shall be three annual classes of lay Board members so that approximately one third (1/3) are up for election every third year to maintain continuity and make for smooth transitions within the Board. The authorized number of Board Members shall be fifteen (15) but the Board may from time to time change such number, provided that such number shall not be less than three (3). With the exception of the Pastors who serve as on the Board, no Board member shall serve for more than two consecutive terms without taking a year off before thereafter being reelected.

***Vacancies on the Board.*** A vacancy on the Board, because of death, resignation, removal, disqualification or any other cause shall be filled by nomination of the Senior Pastor and majority election of the Board for the remainder of the term.

### ***Resignation and Removal***

At any time, an Advisory Team member may deliver a written notice of intent to resign. The notice will be given to the Senior Pastor/President, and will be effective upon acceptance by the Advisory Team. In addition, an Advisory Team member may be removed at any time with or without cause when, in the sole judgment and discretion of the majority of the Advisory Team, it is determined that this member

should no longer serve on the Team. That decision will be submitted to the members who may ratify the removal by a 2/3 majority vote of the members at a duly called meeting. In the event an Advisory Team member is removed, a new Team member may be elected to that vacancy at that same meeting or another meeting called for that purpose.

### ***Transactions with Interested Parties-Full Disclosure***

A "Transaction with an Interested Party" is defined as a contract or other transaction between the Church and one or more of its Advisory Team members, Ministry Leaders, or members (hereinafter "Interested Party"). It can also be a transaction between the Church and any other entity, where any of its Advisory Team members or Ministry Leaders are also Interested Parties, or in which an Interested Party has a financial interest in the entity. This type of transaction will be voidable at the sole election of the Church unless all of the following provisions are satisfied:

- 1) The Church entered into the transaction for its own benefit.
- 2) The transaction was fair and reasonable to the Church, or was in furtherance of its exempt purposes at the time the Church entered into the transaction.
- 3) Prior to consummating the transaction, the Advisory Team authorized or approved the transaction, in good faith, by a vote of a majority of the Advisory Team members. This vote will not count the vote of the interested Advisory Team members, and will be done with the knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction.
- 4) Prior to authorizing or approving the transaction, the Advisory Team, in good faith, determined after reasonable investigation and consideration, that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church's tax-exempt purposes.

Common or interested Advisory Team members may not be counted in determining the presence of a quorum at a meeting of the Advisory Team which authorizes, approves, or ratifies such contract or transaction. Notwithstanding the above, no loan will be made by the Church to any of its Advisory Team members or employees.

### ***Conflicts of Interest Policy***

#### ***Definitions***

- 1) New Hope Church: For purposes of this policy statement, this term includes any entity whose financial condition is included in the annual combined financial statements of New Hope Church.
- 2) Business Concern: Any individual, Membership, corporation, or separately identifiable entity who is a wholesale, retail, or commercial supplier/customer of New Hope Church. A business concern also includes donors, contributors, non-profit organizations, and other ministries.

- 3) Related Person: This term means a parent, spouse, child, or any relative of the staff, employee or Advisory Team member.
- 4) Substantial Interest: This term is defined as an interest in another business concern including, but not limited to:
  - 1) Personal services rendered by a staff, employee or Advisory Team member as a consultant, contractor, or employee.
  - 2) The staff, employee or Advisory Team member is an owner, member, director, trustee, officer, lender, or borrower or major donor of another business concern.

As a Christian ministry and church, the conduct of our leaders must be above reproach in fact and in appearance. We purpose to follow the Biblical injunctions to avoid the very appearance of evil. We seek to live in an exemplary, God-pleasing manner. Integrity, stewardship, and accountability are essential features of our Church. All Advisory Team members and employees are expected to regulate their activities in order to avoid conflicts of interest and are expected to disclose any possible conflicts of interest in order to avoid damage to the ministry and reputation of New Hope Church and the Christian community. All Advisory Team members and employees will be required to sign a Disclosure Statement that will remain on file.

- 1) A conflict of interest exists whenever an Advisory Team member or employee has an interest in conflict with that of the ministry or its affiliates. For example, an employee's interest in New Hope Church may be compromised by his or her interest in another enterprise, business, project, or ministry. Loyalty requires that a employee be conscious of such conflicts and act with candor and care in dealing with such situations.
- 2) The presence of a potential conflict of interest by itself is not the problem. It is the concealment or nondisclosure of a conflict of interest that does the damage and results in a breach of the Duty of Loyalty. Therefore, New Hope Church requires disclosure of all matters of conflict that could develop into a situation which, in fact or in appearance, would be damaging to New Hope Church.
- 3) When an Advisory Team member or employee has an interest in a transaction being considered by the Advisory Team, the Advisory Team member or employee should disclose the conflict before action is taken on the matter. Disclosure of information which results in identifiable damage to New Hope Church will be considered grounds for removal from the Advisory Team or termination of employment.

### ***Political Activity***

No contribution of money, property, mailing lists, or services to any political candidate, party, organization, committee, or individual, or for any other political purpose whatsoever may be made on behalf of New Hope Church or at the expense of New Hope Church. Advisory Team members and employees are free (and encouraged) to personally participate and contribute to any and all political functions on their own time, in their own name, away from New Hope Church premises.

### ***Confidentiality***

Any information that is not public by authorized means is considered confidential and privileged information. No disclosure is to be made for any reason about New Hope Church or its plans/ expectations. This confidentiality includes, but is not limited to, information from personnel records, Advisory Team minutes, Advisory Team discussions, mailing lists, business correspondence, legal documents, business files, or any other pertinent documentation.

### ***Unauthorized Disbursement***

No funds or other assets will be paid or conveyed to any government official, employee, or agent, except as prescribed by established policies and procedures with appropriate approvals and documentation.

### ***Potential Conflicts of Interest***

While it is not possible to develop a detailed list of all circumstances that constitute a potential conflict of interest, the following examples serve as a guide:

- 1) An Advisory Team member or employee has a substantial interest in any other business concern which does business with New Hope Church.
- 2) An Advisory Team member or employee is a Board member or has significant influence in an organization New Hope Church supports.
- 3) The Advisory Team member or employee receives or accepts any compensation, gifts, or favors of more than nominal value including, but not limited to, loans, excessive entertainment, or other similar gifts from any business concern which does or seeks to do business with New Hope Church.
- 4) An Advisory Team member or employee has the opportunity to vote on the approval of any transaction which the director or a related person has a substantial personal or business interest.
- 5) An Advisory Team member or employee is involved in direct or indirect competition with New Hope Church in the purchase or sale of property or property rights/interests.
- 6) An Advisory Team member or employee seizes an opportunity that the ministry would have been interested in pursuing for his or her own purposes.

### ***No Compensation for Advisory Team/Board Members***

No salary or compensation will be paid to any member of the Advisory Team in his/her capacity on the Advisory Team. Nothing should preclude the Advisory Team members from serving the Church in another capacity and receiving reasonable compensation. Moreover, the Advisory Team members may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

### ***Time and Notice of Meetings***

Meetings will be conducted on a regular basis with notice. Special meetings may be called by the Senior Pastor/President and/or Chairman of the Board with two day's notice to the Advisory Team members. The notice does not need to specify the purpose for which the meeting is called.

### ***Waiver of Notice***

The transactions of any meeting of the Advisory Team, however called or wherever held, will be as valid as those taken at a meeting held after regular notice, if a quorum is present. Either before or after the meeting, each of the Advisory Team members not present signs a written waiver of notice, a consent to holding the meeting, or approves the minutes, by signing the original copy. The waiver of notice or consent will specify the purpose of the meeting. All waivers, consents, and approvals will be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting need not be given to any Advisory Team members who attend the meeting without protesting before or at its commencement about the lack of notice.

### ***Quorum***

While it is the strong desire that 100% of the Advisory Team should always be present at meetings, 75% will constitute a quorum. The Advisory Team may only meet if it has been called to do so unanimously by the official Board excluding the Senior Pastor/President. Every action taken or decision made by a majority of the Advisory Team will be the act of the Advisory Team.

If, in the course of the decision-making processes, the Advisory Team cannot reach consensus, then the decisions will be submitted to a vote. If it is still a tie vote, then the decision rests with the Senior Pastor/President, who will be recognized as the final authority to oversee spiritual and Church affairs.

### ***Action Without Meeting***

Any action required or permitted to be taken by the Advisory Team members may be taken without a meeting if all of the Advisory Team members, individually or collectively, consent in writing to the action. Such action by written consent will have the same force and effect as the unanimous vote of the Advisory Team members. Such written consent or consents will be filed with the minutes of the proceedings of the Advisory Team members.

### ***Manner of Acting***

Except as otherwise provided, the act of the majority of the Advisory Team members present at a meeting at which a quorum is present will be the act of the Advisory Team.

### ***Participation by Conference Telephone***

Members of the Advisory Team may participate in a meeting by means of a conference telephone or similar communications equipment where everyone participating in the meeting can hear each other. Participation by such means will constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record will be made of the action taken at such meeting, noting participation of those who were present remotely.

## **ARTICLE V –FINANCE AND FISCAL MATTERS**

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The church corporation will be financed by the freewill offerings of covenant members and friends of the corporation, by the established places of worship, by all other subordinate groups affiliated with the Church and by fundraisers that are recognized by the Senior Pastor/President and official Board (*1 Chronicles. 29:6-9; 2 Chronicles. 24:10, 31:10*).

### ***Fiscal Matters***

#### ***1) Deposits***

The Advisory Team will select banks, trust companies, or other depositories in which all funds of the Church not being used will, from time to time, be deposited to the credit of the Church.

#### ***2) Checks***

All checks or demands for money and notes of the Church will be signed by an officer or officers or the Advisory Team may from time to time designate other people. Two signatories will be required for any check over the amount set by the Advisory Team and the check writer and signer can never be the same person or related by blood.

#### ***3) Fiscal Year***

The Advisory Team will have the power to fix, and from time to time to change, the fiscal year of the Church. Unless otherwise fixed by the Board, the fiscal year will be the calendar year.

#### ***4) Contracts***

The Advisory Team may authorize any officers or agents of the Church to enter into any contract or execute and deliver any instrument on behalf of the Church. All contracts should be reviewed by legal counsel prior to execution. Such authority may be general or confined to specific instances.

#### ***5) Endowments***

The Advisory Team may establish on behalf of the Church any endowments for the general purposes or for any special purpose of the Church.

#### ***6) Designated Contributions***

The Church may accept any designated contribution, grant, bequest or devise consistent with its general tax exempt purposes, as set forth in the Articles of Incorporation. Donor designated contributions will be accepted for special funds, purposes, or uses, and such designations generally will be honored. However, the Church will reserve all rights, title, and interest to control such contributions. In addition the Church has full discretion as to the ultimate expenditure or distribution of contributions in connection with any funds (including designated contributions) to assure that such funds will be used to carry out the Church's tax exempt purposes.

#### ***7) Budget and Audit***

The Annual Budget will be prepared under the guidance of the Pastoral Staff in Membership with the Finance Team and others on the Advisory Team. Once agreed upon, the Membership will be given full copies for review, prayer, and opportunity for discussion with the Advisory Team and Finance Team. The Annual

Meeting is structured to address any and all question as well as to vote on matters.

8) *Withdrawals*

Only the Treasurer under the supervision of the Senior Pastor/President and Advisory Team will make withdrawals from the regular corporation treasury. In the event that the Treasurer is unable for a period of time to make deposits or withdrawals, he/she may (in written form) authorize the Senior Pastor/President to handle these matters.

9) *Salaries*

- a The Senior Pastor/President will be given a regular and reasonable salary as determined by the Advisory Team (excluding the Senior Pastor's vote). He/she may participate in discussions concerning his/her salary, but he/she cannot vote on his/her compensation package.
- b The salaries of all other officers and employees will be determined by the Senior Pastor/President and the Advisory Team.

10) *Partnerships, Joint Ventures, LLC's and Auxiliary Corporations*

The Board may authorize in writing any officer(s), or agent(s) of the Church to enter into any partnerships or joint ventures or create auxiliary corporations or limited liability companies that the Board determine will advance the religious purposes and goals of the members as described herein and not violate the Church's tax exempt status.

11) *Benevolence Fund*

Consistent with Biblical teaching to share with those in need, the Church may establish a benevolence fund to meet material and financial needs of its members and others. The Board shall appoint at least six active members to administer this fund as the Benevolence Committee under the direction of the Board, under a policy which sets forth the fund's purpose, procedures for administration and objective criteria for selection of recipients for financial

## **ARTICLE VI—SETTLEMENT OF DISPUTES WITHIN OR AGAINST CHURCH**

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In any dispute arising between or among Church members, Pastors, or Staff, the dispute may be resolved by the Advisory Team (or a duly appointed team from the Advisory Team). Christian mediation should be attempted. If it does not resolve the dispute, then legally binding Christian Arbitration will be employed by the Advisory Team or individuals selected by the Advisory Team in accordance with the rules of procedure for Christian conciliation found at [www.HisPeace.org](http://www.HisPeace.org). A decision will be reached after prayerful consideration, in a spirit of humility, with each Arbitrator seeking that which most glorifies God and regarding one another before himself.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue will be Fairfax County, Virginia, and Virginia law will apply to any dispute resolution. Members, Pastors, Staff, or third-party vendors/contractors should understand that these methods will be the sole remedy for any controversy or claim arising against the Church. These parties expressly waive their right to file a lawsuit in any civil court against one another or the Church for such disputes, except to enforce an arbitration decision. In that case, judgment

upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia.

## **ARTICLE VII–MEETINGS**

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### ***Corporation Meetings***

- 1) The corporation year will coincide with the calendar year beginning on January 1<sup>st</sup>, and running through December 31<sup>st</sup>.
- 2) The Senior Pastor/President will call the following meeting:
  - a. An official Board meeting, for discussion of the direction of the corporation. The Senior Pastor/President will set dates and times for Board meetings. A minimum of three officers including the Senior Pastor/President must be present for an official Board meeting to exist. The Board may have guests present at any meeting if the Senior Pastor/President has approved it.
  - b. The Secretary will keep an accurate account of the minutes that were discussed at any Board meeting. He/she then has to submit them at the next Board meeting for discussion by the official Board and approval by the Senior Pastor/President. Upon approval by the Senior Pastor/President, the minutes will be adopted, and all policies and procedures in them will continue to be enforced.
- 3) Notice of the time and place of the meeting, as determined by the Board, will be given three weeks prior to the meeting, and should be listed in the Church program for three consecutive weeks before the meeting (either method will be deemed a reasonable method of calling the annual congregational meeting).
- 4) Special meetings may be called at any time by the Advisory Team. These include meetings to discuss and vote on hiring or dismissing the Senior Pastor, purchasing land or facilities, amendments to the Constitution, and any other business that the Advisory Team deems necessary. The Advisory Team will provide a minimum two week's written notice about the meeting to allow everyone the opportunity to participate. In the event of extreme emergencies where two week's notice cannot be given, at least three day's notice will be required.

## **ARTICLE VIII–BIBLICAL COUNSELING**

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All Christians struggle with sin and the effect it has on our lives and our relationships (*Romans 3:23; 7:7-25*). Whenever a Christian is unable to overcome sinful attitudes or behaviors through private efforts, God commands that he should seek assistance from other members, and especially from the Pastor and Advisory Team, who have the responsibility of providing Pastoral counseling and oversight (*Romans 15:14; Galatians 6; 1-2; Colossians 3:16; 2 Timothy 3:16-4:2; Hebrews 10:24-25; 13:17; James 5:16*). Therefore, this Church encourages and enjoins its members to confess and seek counsel from each other, especially from our Pastor counselors.

We believe that the Bible provides thorough guidance and instruction for faith and life. Therefore, our counseling will be based on scriptural principles rather than those of secular psychology of psychiatry. Neither the Pastoral nor the lay

counselors of this Church are trained or licensed as psychotherapists or mental health professionals, nor should they be expected to follow the methods of such specialists.

Although some members of the Church work in professional fields outside the Church, when serving as Pastoral or lay counselors within the Church they do not provide the same kind of professional advice and services that they do when they are hired in their professional capacities. Therefore, members who have significant legal, financial, medical, or other technical questions should seek advice from independent professionals. Our Pastoral and lay counselors will be available to cooperate with such advisors and help members to consider their advice in the light of relevant scriptural principles.

## **ARTICLE IX—CONFIDENTIALITY**

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The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect (*Matthew 7:12*). It also discourages harmful gossip (*Proverbs 16:28; 26:20*), invites confession (*Proverbs 11:13; 28:13; James 5:16*), and encourages people to seek needed counseling (*Proverbs 10:19; Romans 15:14*). Since these goals are essential to the ministry of the Gospel and the work of this Church, all members are expected to refrain from gossip and to respect the confidences of others. In particular, our Pastor, Advisory Team, and Small Group Leaders will carefully protect all information that they receive through Pastoral counseling, subject to the following guidelines.

Although confidentiality is to be respected as much as possible, there are times when it is appropriate to reveal certain information to others. In particular, when the Pastors, Advisory Team, and Small Group Leaders of this Church believe it is biblically necessary, they may disclose confidential information to appropriate people in the following circumstances:

- 1) When a Pastor, Advisory Team member, or Small Group Leader is uncertain of how to counsel a person about a particular problem and needs to seek advice from other leaders, or if the person attends another Church. (*Proverbs 11:14; 13:10; 15:22; 19:20; 20:18; Matthew 18:15-17*)
- 2) When the person who disclosed the information or any other person is in imminent danger of serious harm unless others intervene (*Proverbs 24:11-12*).
- 3) When a person refuses to repent of sin and it becomes necessary to institute disciplinary proceedings (*Matthew 18:15-20*) or seek the assistance of individuals or agencies outside this Church (*Romans 13:1-5*).
- 4) When required by law to report suspected child abuse.

Scripture commands that confidential information is to be shared with others only when a problem cannot be resolved through the efforts of a small group of people within the Church (*Matthew 18:15-17*). Therefore a Pastor, Advisory Team member, or Small Group Leader may not disclose confidential information to anyone

outside the Church without the approval of the Advisory Team or the consent of the person who originally disclosed the information. The Advisory Team may approve such disclosure only when it finds that all internal efforts to resolve a problem have been exhausted (*1 Corinthians 6:1-8*) and the problem can be satisfactorily resolved without the assistance of individuals or agencies outside this Church (*Romans 13:1-5*). This limitation will apply to but is not limited to the giving of testimony in a court of law and the reporting of abuse.

The Pastors, Advisory Team, or Small Group Leaders may, but need not, provide counselees with written notice of these confidentiality provisions, but these provisions will be in effect regardless of whether such notice is given.

## **ARTICLE X-DEPARTMENTS AND COMMITTEES**

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The corporation will create departments and committees as needed. These departments and committees will be subordinate to the corporation and will be under the general supervision of the Senior Pastor/President.

No relative or staff member, by blood or marriage, shall serve on any committee making decisions affecting the related staff member. A quorum of any committee or team shall be required for committee action or decision. A majority of the committee or team membership shall constitute a quorum. The Pastor and the Executive Pastor will be non-voting ex officio members of all committees

### ***Established Places of Worship***

All established places of worship will be recognized as a subordinate department of New Hope Church, Inc., and will submit to the authority of the corporation under the guidance of the Senior Pastor/President.

#### ***1) Purpose:***

The purpose of an established place of worship is to maintain a place of worship for God's people, such as a building or home where the congregation can come together for religious purposes.

#### ***2) Duties:***

All established places of worship will subscribe to Articles III and IV of this Constitution as fundamental to Christian ministry. The appointed Pastor will also be responsible and preside over all meetings at the established place of worship.

#### ***3) Rights and Privileges:***

All established places of worship may operate under their own Constitution and Bylaws provided that they neither contradict nor violate the framework of the Constitution and Bylaws of New Hope Church, Inc.

### ***Other Subordinate Groups***

All other subordinate groups will be dealt with on an individual basis. The requirements will be set forth for each subordinate group in an agreement between New Hope Church, Inc. and the subordinate group.

## **ARTICLE XI- PROPERTY RIGHTS**

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- 1) All property, real or chattel, will be taken, held, sold, transferred, or conveyed in the corporation's name.
- 2) No real or chattel property of the corporation will be sold, leased, mortgaged, or otherwise alienated without authorization of the Senior Pastor/President.
- 3) The Senior Pastor/President of the corporation will certify in such conveyances, leases, or mortgages.
- 4) In the event that the corporation ceases to exist, all assets of New Hope Church, Inc. will (at the discretion of the Senior Pastor/President) be given to the organization(s) of his/her choice that are exempt as described in section 501(c)(3) and or 170(c)(2) of the Internal Revenue code of 1986. No individual, including the President, will inure any benefit from such distribution of assets.

## **ARTICLE XII-GOVERNMENT AND OFFICIAL FUNCTIONS**

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### ***Senior Pastor/President***

- 1) *Qualifications*
  - a) He/she will be sound in doctrine and apt to make good judgment. He/she must also cooperate and listen to the sound advice given by the Advisory Team.
- 2) *Duties*
  - a) The Senior Pastor/President will be the head of the entire corporation as outlined within.
  - b) The Senior Pastor/President will be chairman of the official Board and preside over all corporation meetings.
- 3) *Manner of Appointment*
  - a) In the event that the corporation needs a new Senior Pastor/President, the Executive Pastor/Vice-President will become the Senior Pastor/President of the corporation and he/she will appoint a new officer to fill the vacant position of Executive Pastor/Vice-President.
  - b) If there is no Executive Pastor/Vice-President to take the seat of the former Senior Pastor/President then the remaining officers will between themselves appoint a new Senior Pastor/President.
  - c) If there are no remaining officers, then the covenant fellowship members of the corporation will appoint a new Senior Pastor/President by agreement of 80% of the covenant fellowship Membership.
- 4) *Term of Office*
  - a) The term of the Senior Pastor/President's office will be for an indefinite period of time and is subject to dismissal if he/she violates the Constitution and Bylaws of New Hope Church, Inc.

As provided herein, The Advisory Team has sole authority to dismiss the Senior Pastor/President. However, unless the dismissal is due to illegal and/or immoral conduct, the church shall continue to pay the senior pastor's salary for one (1) month, if termination is approved.

## ***Executive Pastor/Vice-President***

### ***1) Qualifications***

- a) The Executive Pastor/Vice-President will have wisdom in handling the corporation's affairs if the Senior Pastor/President is out carrying on the work of the ministry. He/she will be sound in doctrine and apt to make good judgment. He/she will serve as chief advisor to the Senior Pastor/President.

### ***2) Duties***

- a) He/she will serve as the Executive Pastor of the corporation.
- b) He/she will serve on the Advisory Team/Board.
- c) He/she will carry out the responsibilities that the Senior Pastor/President delegates to him/her.

### ***3) Manner of Appointment***

- a) The Senior Pastor/President will appoint the Executive Pastor/Vice-President to office.

### ***4) Term of Office***

- a) The office of the Executive Pastor/Vice-President will be for an indefinite period of time; he/she is subject to dismissal if he/she violates the Constitution and Bylaws of New Hope Church, Inc.

## ***Secretary***

### ***1) Qualifications***

- a) The Secretary will be a spiritually minded person and of sound judgment.
- b) He/she must be capable of recording the minutes of meetings, and of doing all of the correspondence necessary in the conduct of official corporation business.

### ***2) Duties***

- a) By virtue of his/her office, the Secretary will keep a true and accurate record of all meetings, including business meetings of the corporation **and Board**. He/she will perform clerical duties, and will be the custodian of all legal documents.

### ***3) Manner of Appointment***

- a) The Senior Pastor/President will appoint the Secretary to office once they have been approved for the Advisory Team

### ***4) Term of Office***

- a) The term of office will be for an indefinite period of time; the Secretary is subject to dismissal if he/she violates the Constitution and Bylaws of New Hope Church, Inc.

## ***Treasurer***

### ***1) Qualifications***

- a) The Treasurer will be a spiritually minded person, and of sound business judgment. He/she will be capable of doing the accounting required to maintain the corporation books.

### ***2) Duties***

- a) By virtue of his/her office the Treasurer will keep, in a business-like manner, an itemized account of all receipts and disbursements of moneys committed to

his/her trust and will make reports to be presented during the official Board meetings. He/she will deposit and make withdrawals in a manner prescribed in article IV of the Bylaws.

3) *Manner of Appointment*

- a) The Senior Pastor/President will appoint the Treasurer to office for an indefinite period of time; he/she (Treasurer) is subject to dismissal if he/she violates the Constitution and Bylaws of New Hope Church, Inc

4) *Term of Office*

- a) The term of office will be for an indefinite period of time; he/she (Treasurer) is subject to dismissal if he/she violates the Constitution and Bylaws of New Hope Church, Inc

***Other Employees***

- 1) Employees may be hired from time to time in order to carry out the work of the ministry. The Senior Pastor/President must approve an employee. An employee is hired for an indefinite period of time and may be dismissed at any time by the Senior Pastor/President.

**ARTICLE XIII—CHURCH EMPLOYEES**

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The paid Staff employees of the Church will be administered in accordance with the provisions of the Personnel Policies and Procedures Manual. The paid Staff employees will be under the supervision of the Senior Pastor/President or someone designated by the Senior Pastor/President.

**ARTICLE XIV—CHURCH POLICY AND OPERATIONS MANUAL**

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The development of a Church policy and operations manual will be overseen by the Director of Church Operations with professional consultation and review. This manual will include all Church policies, procedures, job descriptions, and organization charts depicting lines of responsibility in the administration of the Church. The manual will be kept in the Church office and made available for use by any member of the Church. The Director of Church Operations will maintain the manual. The Advisory Team will review the manual at least annually, with the authority to recommend changes for the Church to consider and vote on.

Any Church member may initiate suggested additions, revisions, or deletions to the manual by:

- 1) Recommendation to the related organization or committee,
- 2) Review by the Advisory Team, and
- 3) Approval by the Advisory Team.

**ARTICLE XV—INDEMNIFICATION**

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Anyone made or threatened to be made a party to any action or proceeding, whether civil or criminal by reason of the fact that he, his testator, or in testate, is or was a Advisory Team member, employee or agent of the Church, may be indemnified by the Church. The Church may advance his related expenses, to the full

extent permitted by law. The Church may purchase and maintain insurance to indemnify: itself for any obligation which it incurs as a result of the indemnification specified above; and its Advisory Team members.

## **ARTICLE XVI—RECORDS AND REPORTS**

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The Church, by its Secretary, will maintain the following records and reports:

- 1) Correct books and records of governing documents, financial accounts, and annual reports financial and otherwise.
- 2) Written minutes of the proceedings of its Membership and Advisory Team meetings.
- 3) The current Membership rolls, which rolls will set forth the members' names and addresses, contribution statements for contributors, and other member information for the past five years.

All such records will be kept at the Church's principal office in a fire-proof safe or file cabinet. The Church may also maintain any other records as may from time to time be deemed necessary or useful in the pursuit of its purposes.

Any voting Member of the Church may inspect the records (reports from completed quarterly cycles) of the Church within normal business hours, in the offices of the Church, upon written request and written notice delivered to any member of the Advisory Team. The written request will state the time at which inspection is desired and will be delivered to the Advisory Team at least five business days prior to the proposed date of inspection. Copies of any disclosed records of the Church will be made available to the Member upon payment of a reasonable charge per page for such copies. However, individual records of contributions and personnel records will be confidential and not subject to disclosure.

## **ARTICLE XVII—CONSTRUCTION, DEFINITION AND RULES OF PROCEDURE**

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Unless the context requires otherwise, Virginia law will govern the construction of these Bylaws. In conducting the affairs of this Church, the Church will be governed by parliamentary procedures set forth in the current edition of Robert's Rules of Order (Revised Ed) unless the Articles and Bylaws state otherwise.

## **ARTICLE XVIII—OTHER CONSIDERATIONS**

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Anything that has not been discussed in this Constitution and Bylaws will be discussed and decided upon at an official Board meeting. Nothing can be decided upon without the authorization and approval of the Senior Pastor/President and approval of the Advisory Team.

## **ARTICLE XIX—AMENDMENTS**

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Proposals for changes, additions, and/or deletions to this document may be initiated by the Staff, Advisory Team, or any member. After prayerful consideration and

approval by a 4/5 majority of the Advisory Team, the proposal will be brought to the members of New Hope Church for ratification by a simple majority vote by the members present and voting. The text of any proposed changes or additions will be distributed to New Hope Church, Inc. members at least two weeks prior to the meeting date.

I, the undersigned Secretary of New Hope Church do hereby certify that the above Constitution and Bylaws were adopted on \_\_\_\_\_ by the members at a duly called meeting and that these Constitution and Bylaws are current and in operation as of that time.

\_\_\_\_\_  
Church Clerk/Secretary

\_\_\_\_\_  
Date