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Constitution and By Laws
Life Changing Ministries, Inc.
Baltimore, Maryland

Article I
Name

This Church is duly incorporated as a non-profit organization under the laws of the state of Maryland under the corporate name of Life Changing Ministries, Inc. This organization shall henceforth be identified in this document as LCM or The Body or The Church interchangeably.

Article II
Purpose

The purpose of LCM is to lead people to salvation through Jesus Christ our Lord, to provide a place for Christian fellowship for all whose personal confession is a belief in God, an acceptance of Jesus Christ as Savior and the receiving of the Holy Ghost. LCM purposes to understand God, His Word, His Will and His Love as demonstrated through His Son Jesus Christ our Savior. LCM is to proclaim and express such Love by preaching unity (to become one) within The Church and within the faith community, regardless of the denomination, race, sex, or ethnic culture. This purpose shall manifest itself through the proclamation of a sound biblical doctrine with special emphasis on the gospel (death, burial, and resurrection of Jesus Christ), through Christian education in The Church including special educational programs for youth and young adults, and adults through music, including musical instruments, and through regular fellowship and friendship. This purpose shall further be manifest by a commitment to provide special spiritual, intellectual, physical, mental, recreational, Church-community, social and economic empowerment programs of outreach ministries to the community in the immediate proximity to LCM and the community at large when the necessity arise and resources are available.

Article III
Organization

Section 1: Government

The government of LCM is vested in the body of believers who compose its membership as is designed in these articles; it controls the admission, disciplining and removal of its members according to its understanding of the Word of God. The governing structure is a theocracy consisting of God the foundation, Jesus the Head and center, the Pastor, who is believed to be divinely appointed by and guided by God, and the Officers who are believed to be divinely appointed by God through the Pastor and who are believed to be divinely guided by God as they serve under the authority of the Pastor. The appointments of the officers are according to these articles.

Section 2: Relationships

LCM is committed to an ecumenical ministry and seeks to support and cooperate with other local, state, national, and world agencies, which call churches together for larger ministry. LCM is encouraged to be affiliated with some religious/church/ministerial/empowerment bodies such as the Young Life (YL), Hampton Minister's Conference, Baptist Ministers Conference of Baltimore County and Vicinity, and the Fellowship of Christian Athletes (FCA). The LCM affiliation does not necessitate those listed above.

Article IV **Membership**

Section 1: Qualifications

All persons who (1) profess Jesus Christ as personal Savior and Lord, (2) are determined to understand and practice God's Word, (3) are in agreement and cooperation with the doctrine, Article of Incorporation, tenets of faith of LCM, Constitution and By-Laws and practices of LCM, (4) are in agreement to abide by the discipline of LCM, and (5) are in agreement to follow the authority/leadership of the Pastor of LCM, and the appointed Officers/Leaders over them are qualified to become members of LCM.

Persons may be admitted into membership and be declared as an active member by any of the below (Section 2) methods, subject in each case to be presented by the Pastor, or his/her designee. Candidates who seek membership are not voted into LCM; they are received in the name of Jesus, and welcomed by the Pastor and the LCM family. Age shall not be a factor in determining membership as long as the person can demonstrate some understanding of his/her acceptance of Jesus Christ as his/her Savior.

Section 2: Admission of Members

Admission to membership shall be by any of the following methods, so as to carry out the purpose set forth in Article II of this Constitution and By Laws.

A. By Conversion and Baptism - When one believes in their heart and confesses with their mouth the acceptance of Jesus Christ as their Lord and Savior, AND are willing to be baptized by the water immersion (In the name of the Father, the name of the Son, and in the name of the Holy Ghost, OR in Jesus Name, either one OR both), they may become a member.

B. By Letter of Transfer - When a believer brings in person or has sent from another Christian church, a letter stating that this person has been converted, and baptized according to the aforesaid methods, they may become a member. Letters may be obtained from the former attended Christian church at the discretion of the person seeking membership; however, it is not mandatory to receive a letter of transfer for membership.

C. By Christian Experience - Any person who publicly confesses having accepted the Lord Jesus as their Savior, having been baptized according to the aforesaid methods, and/or having since joined membership with another church, AND now desire to join LCM, may become a member.

D. By Restoration - Any person who has confessed the Lord Jesus as their Savior, having been baptized in one of the aforesaid methods, and professed to have left the faith and/or lost his/her active membership of LCM (according to Article IV, Section 4 and Section 6), may be restored. The Pastor or his/her designee will present such person to The Church as restored to the Body.

Section 3: Rights and Privileges of Membership

The rights and privileges of a member include the following but does not exclude others, attending meetings, voting, holding office, participating in church groups and organizations (i.e. ministries/auxiliaries), as the Senior Pastor or his/her designee so approve. Lastly, members are entitled to serve as appointed or designated by the Senior Pastor or his or her designee, and they have all rights and privileges specified in this Constitution and By Laws.

Section 4: Active Membership Duties

All members are expected to take an active part in the spiritual life of LCM, to regularly attend services of LCM, to establish a regular pattern of financial support for LCM and ministries through giving of tithes and offerings according to our understanding of the Word of God, and to understand and follow the authority/leadership of the Pastor/shepherd delegated to him/her by the Lord Jesus Christ. All new members shall receive a copy of the Constitution and By Laws upon being received into the fellowship and will be expected to abide by the rules and regulations stated therein.

Section 5: Termination of Membership

Membership may be terminated by any of the following methods:

A. By Letter of Transfer - active members may, upon request receive a letter resigning from membership of LCM to unite with another Christian church of choice, or otherwise. All letters of transfer shall be sent to the Pastor or his/her designee.

B. By Request - if a member wishes to become inactive or withdraw from LCM, the member's name shall be removed from the active church role at the member's oral or written request after verification by the Pastor, or his/her designee.

C. By Inactive Membership - any person who has not been actively participating in LCM, as stated in Article IV Section 4, or Section 6, for over two quarters (6 months) shall be removed from church role after verification by the Pastor, or his/her designee.

D. By Exclusion - any member whose conduct is detrimental to LCM and its name, by reason of unchristian behavior (as defined by the Bible) or by persistent breach of his or her vows to abide by the Articles of Incorporation and the Constitution and By Laws of LCM, may be terminated from membership of LCM in accordance with Article III of this Constitution and By Laws. The use of Matthew 18:15-18, and our understanding of it as it applies to church discipline shall be followed. Lastly, LCM members may be disciplined according to the Biblical Christian teaching on church discipline as is outlined in Article XXII and a member may be terminated after applying such teaching.

E. By Death

Section 6: Membership Files

A. File of Active Members - this file shall contain the names of all members who participate in public worship, the education programs, and financial support of LCM during the two quarters (6 months) immediately preceding the given quarter. If inactivity occurs and is due to sickness, or inability to participate, the above rule does not apply. For the purpose of this section, a quarter will consist of any of the following three month periods: January 1-March 31, April 1-June 30, July 1-September 30, or October 1-December 31.

B. File of Inactive Members - this file shall consist of the names of all members who have not been actively participating, as in Article IV Section 6 Paragraph A, for over two quarters (6 months).

C. File of Former Members - this file shall contain the names of those members who have been terminated in accordance with Article III and any of the procedures set forth in Article IV, Section 5, Paragraphs A-D of this Constitution and By Laws.

Article V **Meeting of the Congregation**

Section 1: Worship service

There shall be provisions for public worship each Sunday, and/or at such times as the Senior Pastor or his/her designees may direct. Classes for the purpose of Christian Education (e.g. Church School and Bible Study) shall be held each week or as the Senior Pastor or his/her designee may direct.

Section 2: Business Meetings

In accordance with this Constitution and By Laws, the business of LCM shall be conducted as follows:

A. Annual Meetings (or End of Year) - the annual meeting shall be held in December of each year on the date and time as determined by the Senior Pastor or his/her designee with the notice thereof being given at least two (2) weeks prior to the date of the meeting by public announcement during the Sunday Morning Worship Service(s). The purpose is to present and receive the end of year reports from the Senior Pastor, receive other reports, and to transact other business that comes before the meeting, having already been approved by the Senior Pastor or his/her designee. The Senior Pastor or his/her designee will chair the meeting. This date is set on the LCM calendar during the September quarterly meeting, unless otherwise deemed appropriate and approved by the Senior Pastor or his/her designee. There shall be no new business discussed during this meeting unless presented to and approved by the Senior Pastor or his/her designee at least two (2) weeks prior to the meeting date.

B. Quarterly Meeting - the quarterly meeting shall be held in March, June, and September of each year, on a date and time as determined by the Pastor or his/her designee with notice thereof being given at least one (1) week prior to the date of the meeting by public announcement during the Sunday Morning Worship Service(s). The purpose is to present and

receive reports and updates from the Senior Pastor, boards, and committees, and to transact such other business as is proper to come before the meeting, having been approved by the Senior Pastor or his/her designee. The September meeting shall have as one of its two main objectives to develop the next year's annual calendar and, to present the budget and finance committee's recommendation of the next year's budget for a vote, and adoption with necessary corrections. These dates are set in the LCM calendar during the September quarterly meeting, unless otherwise deemed appropriate and approved by the Senior Pastor or his/her designee.

C. Special meetings - all official meetings must be called by the Senior Pastor or his/her designee. When LCM is without a Senior Pastor, the same authority shall be vested in the Executive Pastor, in the event that LCM is without the Senior Pastor or Executive Pastor, the same authority shall be vested in the Ministerial Assistant. Special meetings may be called at any time by the Senior Pastor or his/her designee. Special meetings are to be held to handle business that is immediate or emergent in nature or business that may not be advisable to be held until the next scheduled meeting. Notice of such meetings and the purpose for which they are called must be announced from the pulpit by the Senior Pastor or his/her designee at least one (1) week prior to the date of that meeting during the Sunday Morning Worship Service. The Senior Pastor or his/her designee will chair the meeting. When LCM is without a Senior Pastor or Executive Pastor, the same authority shall be vested in the Ministerial Assistant to chair the meeting.

Section 3: Development of Agenda

The agenda for the meetings of the congregation shall be developed by the Senior Pastor or his/her designee. The Chairperson of the Deacons Ministry, The Chairperson of the Trustee/Stewardship Ministry, ministry leaders, other organizations that are governed by LCM, and members of LCM may recommend items for the agenda to be dealt with at the quarterly, annual, and/or special meetings. The recommendation must be submitted to the Senior Pastor or his/her designee at least seven (7) days prior to the scheduled meeting, unless otherwise approved by the Senior Pastor or his/her designee. Submission must be written and signed, unless otherwise approved by the Senior Pastor or his/her designee.

Section 4: Quorum

A quorum for the transaction of business at any quarterly, annual, and/or special meeting shall consist of those members present at the meeting, providing the meeting has been announced in the prescribed manner of Article V, section 2, and that the meeting is conducted at the designated date, day, time and place as announced.

Section 5: Eligible Votes

A. All matters pertaining to the purchase, sale, or mortgaging of real property shall be voted on by the active members only.

B. Voting by proxy shall not be permitted.

C. Absentee votes:

1. Absentee ballots will be accepted that are mailed and post marked on or before the date of the vote.

2. An absentee ballot, and signature of said voter, must be verified before the vote is accepted and counted.
3. An absentee ballot and signature must be verified by the individual submitting it and the Officer (s) appointed by the Senior Pastor or his/her designee to be the Verification Officer(s). This verification must be completed within three business days after the said vote was taken.
4. All possible efforts must be employed to verify the ballot and signature by the Verification Officer(s) and a complete report must be presented to the Senior Pastor and his/her designee(s) of such efforts.
5. If verification can not be obtained as prescribed in lines 1-4 the above ballot will be declared invalid and the vote will not be counted.
6. If an active member is indisposed, a valid vote can be submitted via absentee ballot.

D. Only members 18 years of age shall have the right to vote in LCM.

E. Members who are below the age of 18, who are members of and active (as defined by Article IV, Section 6-A) and who are in good standing {as is defined by the Pastor/Leader of the LCM Youth and Young Adult Ministry or his/her designee(s)}, shall have one or two representatives to speak for them in each quarterly, annual, and/or special meeting. Every three persons below 18, who are in good standing (as stated above) and can demonstrate an understanding of the matter under consideration, who together agree or disagree with the matters under consideration and vote for or against the matter under consideration, will have the power to represent one legal binding vote.

Section 6: Rules

Normal parliamentary procedures, to include Robert's Rules of Order, shall be used to conduct any meeting of the LCM congregation, when there are no conflict with the Bible or with this Constitution and By Laws. Other methods of conducting meetings may be considered (e.g. Hiscox or other means) by the Senior Pastor or his/her designee when they are not in conflict with the Bible and this Constitution and By Laws. The Bible will be the ultimate rule of order if there is a difference of methods between the Bible and another book of orders. If there is a conflict, the Senior Pastor or his/her designee(s) will have the authority to make the final decision.

Article VI **Officers of the Church**

The officers of LCM shall include the Senior Pastor, Executive/Co-Pastor, Ministerial Assistant, Chairperson of the Board of Deacons, Chairperson of the Board of Trustees/Stewardship Ministry, Ministry Leader of the Board of Elders, and Pastor/Leader of the Youth and Young Adult Ministry or his/her designee. The Pastor or his/her designee shall be the Chair at all meetings of the Officers. The Officers must support all church activities by regular attendance at Christian Education classes, Sunday Worship, Mid-week service, and other services and fellowships with other churches. Officers must be in regular attendance to Officer meetings, Executive Board meetings, and congregational meetings. The Officers must demonstrate

financial support of LCM by tithes and offerings. All officers must be a member of LCM and the particular board or body they represent.

Article VII **Senior Pastor**

Section 1: Qualifications of the Senior Pastor

The Senior Pastor must be at least 20 years of age, he/she must be one who confesses salvation in Jesus Christ and professes to be baptized according to Article IV, Section 2-A. He/she must have a lifestyle of good report. The Senior Pastor shall be a Christian Ordained Minister whose ordination is accepted by LCM members, or a Christian Minister who can/will be ordained as accepted by LCM members. The Senior Pastor shall hold a minimum of a B.S. degree from an accredited academic/theological institution, or the Senior Pastor must agree to begin and continue a theological education toward a B.S. degree if acceptable by the LCM members.

Section 2: Authority of the Senior Pastor

The Senior Pastor shall be Chief Executive Officer of LCM. The Senior Pastor shall have all the authority delegated to him/her by God as the Senior Pastor/Shepherd of the congregation. The Senior Pastor or his/her designee shall be the Moderator/Chair of all Church business meetings of LCM. The Senior Pastor shall assume responsibility for the ministry, program administration, and oversee the financial stability of LCM. He/she shall be a member of, and hold leadership authority in all Church organizations, boards, bodies, ministries etc, by virtue of the position held. The Senior Pastor at the annual, quarterly or special LCM meetings has the authority to appoint or dismiss the Chair and members of the Deacon Ministry and Trustee Boards/Stewardship Ministry, Financial secretary, Treasurer, or Clerk/Secretary. Likewise, the Senior Pastor has the authority to appoint or dismiss members of any other board, body, auxiliary or committee. The appointment or dismissal may or may not be recommended by the respective board, body, auxiliary or the Church. However, if in the event of a conflict or stalemate between the respective board, body, auxiliary or ministry and the Senior Pastor, by his/her authority, being God's appointed authority and the Chief Executive Officer of the Church, he/she shall bear the greater weight of authority and decision.

A. The process to handle problems, conflicts and issues will be conducted as follows. First, the Senior Pastor or his/her designee will talk to the individual(s) in an attempt to reason together and resolve the situation. If not resolved, then secondly, the Senior Pastor or his/her designee will discuss the matter and seek assistance from the Executive/Co-Pastor (unless the conflict involves the Executive/Co-Pastor, if so, then the Senior Pastor will discuss the matter and seek assistance from the Ministerial Assistant of LCM or another officer of his/her choice). Lastly, if not resolved, the Senior Pastor's Advisory Council (Advisory Council will consist of seven members: {more or less} to include the Senior Pastor, Executive/Co-Pastor, Chairperson of Deacon Ministry, Chairperson of Trustee/Stewardship Ministry, Pastor/Leader of the Youth and Young Adult ministry, most senior member and two Church members designated by the Senior Pastor {if the conflict involves any of these persons, another person will be designated}) will be convened. The matter or conflict will be presented to the Senior Pastor's Advisory Council, which will discuss, investigate the matter

and advise the Senior Pastor. The Senior Pastor will then make a decision, and when appropriate he/she will present the decision to the LCM body at his/her earliest convenience.

B. This will be the procedure unless an open, clear, and blatant offense occurs warranting an immediate action of dismissal by the Senior Pastor (article VII, Section 2). However, the Pastor does have the right to dismiss, after due process, anyone who appears not to be working for the betterment of LCM and or as a representative of God.

C. Each person who is called into accountability will have thirty (30) days for improvement, then another assessment will be taken by the Senior Pastor and the Officers, unless otherwise stated by the Senior Pastor and Executive/Co-Pastor.

Section 3: Duties of the Senior Pastor

A. The Senior Pastor or his/her designee shall be responsible for all divine worship services at LCM. The order of the service will always be approved by him/her. He/she will lead and assure that the Church is involved in effective prayer, Bible Study and Godly living.

B. The Senior Pastor or his/her designee shall appoint or dismiss, at the annual quarterly, or special church meetings or as appropriate, the Chairperson of Deacon Ministry and Trustee/Stewardship Ministry, Chairs of various boards, bodies, auxiliaries and committees/ministries of LCM. The Chair may be recommended by the respective board, body, auxiliary and committee, or the Church. The Deacon and Trustee Chairs are handled according to the respective Articles (Trustee/Stewardship-Article VIII and Deacons-Article IX).

C. He/she shall direct the work of the members of his/her staff. The Assistants to the Senior Pastor and Associate Minister (whether members of LCM or Associate Ministers of other Churches who are regularly worshipping at LCM) are all members of the Senior Pastoral staff. Members of the Senior Pastor's Supportive Staff who shall serve under his/her supervision are: the Minister of Music, Musician(s), Choir Director(s), Church Sexton/Custodian(s), Church Secretary/Clerk, and Administrative Assistant.

D. The Senior Pastor or his/her designee will present reports to LCM of the progress of its ministries and programs, recommending any new policies and any new policies that will be instituted, recommending new programs and organizations needed for advancement of LCM at any annual, quarterly, or special church meeting.

E. The Senior Pastor or his/her designee shall perform all other duties as specified in this constitution and By Laws and contractual agreements upon which he/she is obligated to act on behalf of LCM. He/she shall be free to be an active participant in religious, civic, and social affairs on behalf of LCM. He/she shall not personally be liable for any damages that may occur due to his/her representing LCM in the above affairs, unless absolute neglect and total disregard for LCM can be proven against him/her.

F. The Senior Pastor has approving authority for the participation of LCM as a congregation, or any part of, in a joint or shared activity. No board, body, auxiliary, committee or ministry of LCM is a separate entity; all come under the umbrella of LCM and under the authority of the Senior Pastor or his/her designee.

G. The Senior Pastor must be a member of LCM, or become a member of LCM upon acceptance of the position.

H. The Senior Pastor must be involved in continuing education, whether through school, conferences, conventions, seminars, etc.

I. The Senior Pastor is responsible for overseeing and has authority over the fiscal and physical welfare of the ministry. He/she is also responsible for overseeing the Spiritual growth and wholeness of the congregation by biblical teaching, by living and encouraging the congregants to live a Godly life, by setting an example, and other methods promoting overall wholeness in Jesus Christ.

Section 4: Calling a Senior Pastor

A. Upon the inability, resignation, or retirement of the founding Pastor, the right of ascension belongs to the Executive/Co-Pastor. If he/she declines or is not qualified according to the Constitution and By Laws, LCM must then gather and pray for God's divine guidance and a Pulpit Committee shall be formed for the purpose of recommending a Pastor. The committee shall represent a cross-section of LCM, to include The Youth and Young Adult Ministry. The committee shall be appointed by the Chairperson of the Deacons Ministry and confirmed by the LCM congregation. The Chairperson Deacons Ministry, along with the Pulpit Committee, will establish guidelines and procedures for the Pulpit Committee. The Chairperson of the Deacons Ministry shall oversee the selection of the Pulpit Committee and the Chairperson of the Deacon Ministry shall oversee the selection of the Pulpit Committee in its search for a Senior Pastor. The Pulpit committee shall consist of nine (9) members: Chairperson of the Deacons Ministry, Ministerial Assistant to the Senior Pastor (or Administrative Assistant to the Senior Pastor, if the Ministerial Assistant to the Senior Pastor position is vacant), Chairperson of the Trustee/Stewardship Ministry, Youth and Young Adult Pastor/Minister/Leader, Christian Education Department Head, one (1) member of the Youth Ministry who is at least 16 years old (nominated by and voted in by the Youth Ministry) and three (3) Adult members of the Church (being nominated and voted in by members of the Church Body). If there is no Assistant to the Senior Pastor positions filled or a Christian Education Department Head, a fourth (4th) and fifth (5th) person shall be nominated and voted in from the Adult Members and the Youth Ministry, respectively.

B. Subsequent pastoral vacancies will be handled in a like manner as article VIII, Section 4-A.

C. Calling of a Pastor shall be within one year of pastoral vacancy, by secret ballot, and by a two-thirds (2/3) vote, of those qualified to vote (Article V, section 5), of LCM members who are in attendance at the specific meeting for the voting for a Senior Pastor. The meeting shall be called according to Article V, Section 2, as appropriate. A quorum for that specific pastoral voting meeting shall consist of sixty percent (60%) of the active members.

D. Absentee ballots shall be permitted, according to Article V, Section 5-B.

E. The Chair and Board of Trustees will be authorized to enter into written contracted agreement with the new Pastor. Such contracts will be constructed in cooperation with the Chairperson and Deacons Ministry. The contractual agreement for that Senior Pastor will possibly include most if not all the following {but shall not exclude others}:

1. Adequate salary, with annual cost of living increases (adequate will be defined as any amount that does not handicap LCM ministry).
2. Proper insurance benefits (health, sick leave, retirement, social security, life and burial), with a disability rider.
3. Adequate, paid vacation and sick leave.
4. Health permitting, the Senior Pastor shall have the option of retiring at the age of sixty-five (65), if he/she has served a minimum of fifteen years prior to their sixty-fifth (65th) birthday, or the time can be lessened with the approval of LCM.
5. In the event of death of the Senior Pastor, an adequate burial expense shall be appropriated.
6. Conference and convention fees to which the Senior Pastor and LCM belong shall be paid by LCM.
7. Cost for conferences and conventions attended by the Senior Pastor for growth and advancement of the Senior Pastor and LCM shall be augmented by LCM.
8. Travel expenses shall be paid when the Senior Pastor attends Funerals/Home Goings of LCM members, or their immediate family, whose services are out of state or a great distance from LCM.

B. The Senior Pastor or his/her designee shall appoint or dismiss, at the annual quarterly, or special church meetings or as appropriate, the Chairperson of Deacon Ministry and Trustee/Stewardship Ministry, Chairs of various boards, bodies, auxiliaries and committees/ministries of LCM. The Chair may be recommended by the respective board, body, auxiliary and committee, or the Church. The Deacon and Trustee Chairs are handled according to the respective Articles (Trustee/Stewardship-Article VIII and Deacons-Article IX).

C. He/she shall direct the work of the members of his/her staff. The Assistants to the Senior Pastor and Associate Minister (whether members of LCM or Associate Ministers of other Churches who are regularly worshiping at LCM) are all members of the Senior Pastoral staff. Members of the Senior Pastor's Supportive Staff who shall serve under his/her supervision are: the Minister of Music, Musician(s), Choir Director(s), Church Sexton/Custodian(s), Church Secretary/Clerk, and Administrative Assistant.

D. The Senior Pastor or his/her designee will present reports to LCM of the progress of its ministries and programs, recommending any new policies and any new policies that will be instituted, recommending new programs and organizations needed for advancement of LCM at any annual, quarterly, or special church meeting.

E. The Senior Pastor or his/her designee shall perform all other duties as specified in this constitution and By Laws and contractual agreements upon which he/she is obligated to act on behalf of LCM. He/she shall be free to be an active participant in religious, civic, and social affairs on behalf of LCM. He/she shall not personally be liable for any damages that may occur due to his/her representing LCM in the above affairs, unless absolute neglect and total disregard for LCM can be proven against him/her.

F. The Senior Pastor has approving authority for the participation of LCM as a congregation, or any part of, in a joint or shared activity. No board, body, auxiliary, committee or ministry

of LCM is a separate entity; all come under the umbrella of LCM and under the authority of the Senior Pastor or his/her designee.

G. The Senior Pastor must be a member of LCM, or become a member of LCM upon acceptance of the position.

H. The Senior Pastor must be involved in continuing education, whether through school, conferences, conventions, seminars, etc.

I. The Senior Pastor is responsible for overseeing and has authority over the fiscal and physical welfare of the ministry. He/she is also responsible for overseeing the Spiritual growth and wholeness of the congregation by biblical teaching, by living and encouraging the congregants to live a Godly life, by setting an example, and other methods promoting overall wholeness in Jesus Christ.

Section 4: Calling a Senior Pastor

A. Upon the inability, resignation, or retirement of the founding Pastor, the right of ascension belongs to the Executive/Co-Pastor. If he/she declines or is not qualified according to the Constitution and By Laws, LCM must then gather and pray for God's divine guidance and a Pulpit Committee shall be formed for the purpose of recommending a Pastor. The committee shall represent a cross-section of LCM, to include The Youth and Young Adult Ministry. The committee shall be appointed by the Chairperson of the Deacons Ministry and confirmed by the LCM congregation. The Chairperson Deacons Ministry, along with the Pulpit Committee, will establish guidelines and procedures for the Pulpit Committee. The Chairperson of the Deacons Ministry shall oversee the selection of the Pulpit Committee and the Chairperson of the Deacon Ministry shall oversee the selection of the Pulpit Committee in its search for a Senior Pastor. The Pulpit committee shall consist of nine (9) members: Chairperson of the Deacons Ministry, Ministerial Assistant to the Senior Pastor (or Administrative Assistant to the Senior Pastor, if the Ministerial Assistant to the Senior Pastor position is vacant), Chairperson of the Trustee/Stewardship Ministry, Youth and Young Adult Pastor/Minister/Leader, Christian Education Department Head, one (1) member of the Youth Ministry who is at least 16 years old (nominated by and voted in by the Youth Ministry) and three (3) Adult members of the Church (being nominated and voted in by members of the Church Body). If there is no Assistant to the Senior Pastor positions filled or a Christian Education Department Head, a fourth (4th) and fifth (5th) person shall be nominated and voted in from the Adult Members and the Youth Ministry, respectively.

B. Subsequent pastoral vacancies will be handled in a like manner as article VIII, Section 4-A.

C. Calling of a Pastor shall be within one year of pastoral vacancy, by secret ballot, and by a two-thirds (2/3) vote, of those qualified to vote (Article V, section 5), of LCM members who are in attendance at the specific meeting for the voting for a Senior Pastor. The meeting shall be called according to Article V, Section 2, as appropriate. A quorum for that specific pastoral voting meeting shall consist of sixty percent (60%) of the active members.

D. Absentee ballots shall be permitted, according to Article V, Section 5-B.

E. The Chair and Board of Trustees will be authorized to enter into written contracted agreement with the new Pastor. Such contracts will be constructed in cooperation with the

Chairperson and Deacons Ministry. The contractual agreement for that Senior Pastor will possibly include most if not all the following {but shall not exclude others}:

1. Adequate salary, with annual cost of living increases (adequate will be defined as any amount that does not handicap LCM ministry).
2. Proper insurance benefits (health, sick leave, retirement, social security, life and burial), with a disability rider.
3. Adequate, paid vacation and sick leave.
4. Health permitting, the Senior Pastor shall have the option of retiring at the age of sixty-five (65), if he/she has served a minimum of fifteen years prior to their sixty-fifth (65th) birthday, or the time can be lessened with the approval of LCM.
5. In the event of death of the Senior Pastor, an adequate burial expense shall be appropriated.
6. Conference and convention fees to which the Senior Pastor and LCM belong shall be paid by LCM.
7. Cost for conferences and conventions attended by the Senior Pastor for growth and advancement of the Senior Pastor and LCM shall be augmented by LCM.
8. Travel expenses shall be paid when the Senior Pastor attends Funerals/Home Goings of LCM members, or their immediate family, whose services are out of state or a great distance from LCM.

Article VIII **Executive/Co- Pastor**

Section 1: Qualifications of the Executive/Co- Pastor

The Executive/Co-Pastor must be at least 20 years of age, he/she must be one who confesses salvation in Jesus Christ and professes to be baptized according to Article IV, Section 2-A. He/she must have a lifestyle of good report. The Executive/Co-Pastor shall be a Christian Ordained Minister whose ordination is accepted by LCM members, or a Christian Minister who can/will be ordained as accepted by LCM members. The Executive/Co-Pastor shall hold a minimum of a B.S. degree from an accredited academic institution, or the Executive/Co-Pastor must agree to begin and continue a theological education if acceptable by the LCM members.

Section 2: Authority of the Executive/Co-Pastor

In the event of the dismissal, retirement, or death of the founding Senior Pastor the Executive/Co-Pastor shall become the Chief Executive Officer of LCM. The Executive/Co-Pastor shall have all the authority delegated to him/her by God as the Executive/Co-Pastor of the congregation. The Executive/Co-Pastor shall be the Moderator/Chair of Church business meetings of LCM, at the designation of the Senior Pastor, or in his/her absence The Executive/Co-Pastor shall assume in conjunction with the Senior Pastor the responsibility for the ministry, program administration, and oversee the financial stability of LCM. The Executive/Co-Pastor at the annual, quarterly or special LCM meetings has the authority to appoint or dismiss, as designated by the Senior Pastor, the Chairperson and members of the Deacon Ministry and Trustee Boards/Stewardship Ministry, Financial secretary, Treasurer, or Clerk/Secretary. Likewise, the Executive/Co-Pastor has the authority to appoint or dismiss members of any other board, body, auxiliary or committee, as designated by the Senior Pastor.

The appointment or dismissal may or may not be recommended by the respective board, body, auxiliary or the Church. However, if in the event of a conflict or stalemate between the respective board, body, auxiliary or ministry and the Executive/Co-Pastor, by his/her authority, being the Senior Pastor's appointed authority and the acting - Chief Executive Officer of the Church, he/she shall bear the greater weight of authority and decision. In the absence of the Senior Pastor or in the event of his/her death, inability or refusal to act, the Executive/Co-Pastor by consensus shall perform the duties of the Senior Pastor, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Senior Pastor; as voted to and approved by the by-laws of the church. The Executive/Co-Pastor shall perform such other duties as from time to time may be assigned to him/her by the Senior Pastor.

A. The process to handle problems, conflicts and issues will be conducted as follows. First, the Senior Pastor and the Executive/Co-Pastor will talk to the individual(s) in an attempt to reason together and resolve the situation. If not resolved, then secondly, the Senior Pastor and the Executive/Co-Pastor will discuss the matter and seek assistance from the Ministerial Assistant (unless the conflict involves the Ministerial Assistant, if so, then the Executive/Co-Pastor will discuss the matter and seek assistance from the Chairperson of the Deacons Ministry or another officer of his/her choice). Lastly, if not resolved, the Senior Pastor's Advisory Council (Advisory Council will consist of seven members: {more or less} to include the Senior Pastor, Executive/Co-Pastor, Chairperson of Deacon Ministry, Chairperson of Trustee/Stewardship Ministry, Pastor/Leader of the Youth and Young Adult ministry, most senior member and two Church members designated by the Executive/Co-Pastor {if the conflict involves any of these persons, another person will be designated}) will be convened. The matter or conflict will be presented to the Executive/Co-Pastor's Advisory Council, which will discuss, investigate the matter and advise the Executive/Co-Pastor. The Executive/Co-Pastor, in the absence of the Senior Pastor will then make a decision, and when appropriate he/she will present the decision to the LCM body at his/her earliest convenience.

B. This will be the procedure unless an open, clear, and blatant offense occurs warranting an immediate action of dismissal by the Executive/Co-Pastor, as he/she acts in absence of the Senior Pastor (article VII, Section 2). However, the Senior Pastor does have the right to dismiss, after due process, anyone who appears not to be working for the betterment of LCM and or as a representative of God.

C. Each person who is called into accountability will have thirty (30) days for improvement, then another assessment will be taken by the Executive/Co-Pastor, as the Senior Pastor's designee, and the Officers, unless otherwise stated by the Senior Pastor and Executive/Co-Pastor.

Section 3: Duties of the Executive/Co-Pastor:

A. The Executive/Co-Pastor shall be responsible for divine worship services at LCM. He/she will lead and assure that the Church is involved in effective prayer, Bible Study and Godly living.

B. The Executive/Co-Pastor shall appoint or dismiss, at the annual quarterly, or special church meetings or as appropriate, the Chairperson of Deacon Ministry and Trustee/Stewardship Ministry, Chairs of various boards, bodies, auxiliaries and committees/ministries of LCM, as designated by Senior Pastor. The Chairperson may be recommended by the respective board, body, auxiliary and committee, or the Church. The Deacon and Trustee Chairs are handled according to the respective Articles (Trustee/Stewardship-Article IX and Deacons-Article X).

C. He/she shall direct the work of the members of his/her staff. The staff of the Executive/Co-Pastor will be designated by the Senior Pastor of LCM.

D. The Executive/Co-Pastor will present reports to LCM of the progress of its ministries and programs, recommending any new policies and any new policies that will be instituted, recommending new programs and organizations needed for advancement of LCM at any annual, quarterly, or special church meeting, at the designation of the Senior Pastor.

E. The Executive/Co-Pastor shall perform all other duties as specified in this constitution and By Laws and contractual agreements upon which he/she is obligated to act on behalf of LCM. He/she shall be free to be an active participant in religious, civic, and social affairs on behalf of LCM. He/she shall not personally be liable for any damages that may occur due to his/her representing LCM in the above affairs, unless absolute neglect and total disregard for LCM can be proven against him/her.

F. The Executive/Co-Pastor has approving authority for the participation of LCM as a congregation, or any part of, in a joint or shared activity. No board, body, auxiliary, committee or ministry of LCM is a separate entity; all come under the umbrella of LCM and under the authority of the Executive/Co-Pastor or his/her designee.

G. The Executive/Co-Pastor must be a member of LCM, or become a member of LCM upon acceptance of the position.

H. The Executive/Co-Pastor must be involved in continuing education, whether through school, conferences, conventions, seminars, etc.

I. The Executive/Co-Pastor is responsible for overseeing and has authority over the fiscal and physical welfare of the ministry. He/she is also responsible for overseeing the Spiritual growth and wholeness of the congregation by biblical teaching, by living and encouraging the congregants to live a Godly life, by setting an example, and other methods promoting overall wholeness in Jesus Christ.

Article IX
Board of Trustees/Stewardship Ministry

A. Chairperson of the Board of Trustees/Stewardship Ministry:

He/she shall inform the Senior Pastor of all meetings scheduled by the Chairperson with the Board when it assembles to handle LCM business. The Chairperson shall preside at meetings of the Board of Trustees/Stewardship Ministry, when meeting without the Senior Pastor, or as directed by the Senior Pastor when the Senior Pastor is present. He/she must assure that all responsibilities in Article IX, section 2 are carried out. The Chairperson shall be responsible, during his/her tenure, for the proper transfer of records and equipment owned by LCM when transferring between successors of an office under their authority. The Chairperson shall be the Head of all Committees of the Board of Trustees/Stewardship Ministry and appoint a Chairperson over said committee as needed. He/she may not simultaneously serve as the Chairperson of the Board of Deacons. The Senior Pastor and the Chair shall assure that the Board of Trustees/Stewardship Ministry meet periodically and conduct meetings in such a way that the fiscal and temporal affairs of LCM are cared for in a business-like, and a Christian manner. He/she shall also supervise the work of the Board. The Chairperson shall be appointed by the Senior Pastor and shall serve at the Senior Pastor's pleasure.

B. Vice-Chairperson of the Board of Trustees/Stewardship Ministry:

The Vice-Chairperson shall, in the event of the unavailability of the Chairperson, act for, and in place of the Chairperson. He/she shall be elected annually from within and by the Board of Trustees/Stewardship Ministry and shall perform such services as may be requested by the Chairperson. The Vice-Chairperson needs to cooperatively work with the Chairperson, so he/she can be aware of the current LCM issues. Likewise, the Vice-Chairperson needs to understand the relationship between the Senior Pastor and the Chairperson, and strive to maintain such, in the event that the Vice-Chairperson needs to act for and/or in the place of the Chairperson.

C. Secretary of the Board of Trustees/Stewardship Ministry: The Secretary shall keep accurate records of all proceedings of all meetings of the Board, and shall present such records upon request of the Pastor and/or the Chairperson. He/she shall perform other such duties as the Chairperson or his/her designee may direct. The Secretary shall be selected from the Board membership.

D. Treasurer of the Board of Trustees/Stewardship Ministry: The treasurer shall be appointed or dismissed by the Senior Pastor. The treasurer shall keep accurate records of all financial transactions of LCM. These records are to be reviewed by the Chairperson and Board of Trustees as they transact financial business for LCM. These records shall be collaborated with the LCM Financial Secretary, and upon request, be presented for review and audit by the Pastor, the congregation of LCM, and/or The Church Accountant. The treasurer, if he/she is authorized to co-sign LCM checks, shall be Bonded.

Section 5: Term of service for the Board of Trustees

The Senior Pastor shall appoint or dismiss the members of the Board from time to time, as he or she deems appropriate (Article VII, Section 2). However the term of membership of the Board of two (2) years with the term ending at the annual meeting. Members of the Board may not serve more than two consecutive terms. The term limits may be superseded by the Senior Pastor only, as he/she deems appropriate. The Board shall not be a paid staff.

Section 6: Meetings of the Board of Trustees/Stewardship Ministry

Meetings of the Board shall be called by the Senior Pastor or the Executive/Co-Pastor, or the Chair with knowledge of it by the Senior Pastor. Meetings shall be called, as deemed appropriate, such as scheduled monthly, and especially prior to a quarterly or annual LCM meeting. A monthly meeting may be canceled, with approval from the Senior Pastor or Executive/Co-Pastor.

Section 7: Vacancies on the Board of Trustees

If a vacancy occurs, due to resignation, inability, dismissal, term has ended or death of a member, the Senior Pastor shall appoint a person to fill the position (Article IX, Section 5). If dismissals are considered by the Senior Pastor, it will be based upon two basic areas: improperly carrying out the responsibilities of the Trustees (Article IX, Section 2) or for unchristian like behavior (Article IV, Section 5-C) Though these two basic areas are included, it does not exclude other gross areas that may occur to which the Senior Pastor may have to consider dismissal.

Section 8: Quorum for the Board of Trustees

A quorum for a regular or special meeting shall consist of a simple majority of the membership of the Board; however, it must include the Senior Pastor, Executive/Co-Pastor and chairperson, or designees respectively.

Article X **Board of Deacons**

Section 1: Responsibilities of the Board of Deacons

The Board of Deacons, also known as the Deacons Ministry, shall work under the authority of and in cooperation with the Senior Pastor, as an assistant to the Senior Pastor or his/her designee in promoting the spiritual welfare of LCM. The Deacons are not to operate independent of the Senior Pastor, except in very rare and urgent cases when the welfare of LCM is emergent and with the understanding that they are operating under the authority of the Senior Pastor in his/her absence and shall inform the Senior Pastor of said action immediately. Therefore, the Chairperson and the Deacons Ministry shall be responsible for implementing all that is necessary to fully cooperate with, keep informed, communicate with the Senior Pastor, and follow his/her leadership. The Deacons are to assist in the conducting of Worship services, and provide for and assist in the administration of the Ordinance (Baptizing, marriages, Funerals/Home Goings,

communion Services, etc.) The Chair of the Deacons Ministry is responsible for assuring these and all other responsibilities are carried out.

A. The Deacons Ministry shall visit the bereaved, sick, shut-in, widows, and distressed members of LCM, keeping the Senior Pastor and Church informed of members status. When necessary, the Board shall relieve the bereaved, sick, shut-in, widows and distressed members needs by serving them in whatever capacity, to include appropriating necessary funds, if needed, by request from the Benevolence Fund. When available, and with Pastoral approval, the Board shall extend such service to non-members of LCM.

B. The Deacons Ministry shall be responsible for making sure the Senior Pastor's needs are taken care of. Any thing that will assure that the Senior Pastor's job is made easier is included in the "Senior Pastor's needs". So the Senior Pastor can be free to perform his/her Pastoral ministry, the Board, shall under the authority and leadership of the Senior Pastor, relieve the Senior Pastor of certain responsibilities.

C. The Deacons Ministry, in cooperation with the Board of Trustees/Stewardship Ministry, with the greater weight on the Deacons Ministry, shall assure that the Senior Pastor is adequately compensated i.e. salary, paid vacation, paid training, insurance, maintain an active Pastor's Compensation Committee, etc.

D. The Board shall be of and maintain high morals, ideals, and practices. The Board shall base their lives upon the Holy Scriptures, constitution and By Laws of LCM, and the authority and leadership of the Senior Pastor. They shall set a Godly example first at home, then the Church and lastly the community at large. They must not be deceitful, double-tongued, addicted to nor a consumer of alcoholic beverages, user of illegal drugs, and greedy for gain and money.

E. The Deacons Ministry shall, in cooperation with the Board of Trustees/Stewardship Ministry, construct and approve the written contractual agreement with the Senior Pastor. The contractual agreement shall include such as is stated in Article VII, Section 4-E.

F. The Deacons Ministry may recommend persons to the Pastor for consideration of membership to the Board. These recommendations may be to enlarge the membership, fill an inactive membership, or to replace a member who has been dismissed (Article VII, Section 2).

Section 2: Membership of Deacons Ministry

The Senior Pastor shall be the President of the Deacons Ministry and hold leadership authority over and within the Board. The Chairperson of the Board may be male or female as God leads the Senior Pastor, and he/she shall be appointed by the Senior Pastor. The Senior Pastor shall appoint or dismiss members of the Deacons Ministry from time to time, as he or she is led by the Lord and deem it appropriate (Article VII, Section 2).

A. The Officers of the Board shall include the Chairperson, Vice-Chairperson and Secretary. Persons to fill the office of Vice-Chairperson and Secretary will be selected by and from within the Board. Other offices within the Board may be designated and filled as the Chairperson and Board deems it necessary.

B. The Chairperson and Deacons Ministry must understand that they are instruments of God, representatives of and Servants of the Church, and are under the authority and leadership of the Senior Pastor, as he/she is led by the Lord.

C. The Deacons Ministry shall consist of LCM members who have been duly ordained and hold an Ordination License recognized by LCM, under the authority and leadership of the Senior Pastor.

D. Candidates for appointment to a Deacon will be presented to the Church and placed on probation as a Deacon Candidate for six (6) months or longer if deemed necessary and appropriate by the Senior Pastor and the Chairperson of the Deacons, in which time he/she will undergo training and preparation under the Senior Pastor and Chairperson of the Deacon Ministry, or their designee. At the end of such time, if there is no cause not to, the candidate will be presented to the Church as a Deacon. He/she will continue in training as a Deacon as directed by the Senior Pastor and the chairperson, and will be ordained six (6) months later (or longer if deemed necessary and appropriate by the Pastor or recommended by the Chairperson of Deacons Ministry). A candidate for Deacon in LCM may be male or female as God leads and as is according to the teachings of the Holy Bible (New Testament 1 Timothy 3:8-13 NRSV, et al.).

Section 3: Qualifications for Members of the Deacon Board

Candidates shall:

A. Be saved and profess Jesus Christ as Savior and desire to serve Him.

B. Be in accordance with 1Timothy 3:8-13 (NRSV, et al).

C. Have been an active member in LCM long enough to have been observed by the Senior Pastor (the length of time as deemed by the Senior Pastor, considering one (1) year as a gauge).

D. Have a record of attending, and presently attends regular LCM Congregational Worship Services, Bible Study, and/or Church Sunday School, and business meetings.

E. Be active in LCM ministries.

F. Be at least twenty (20) years old (unless member of The Youth and Young Adult Ministry- Article XIV).

G. Be willing to serve under, and follow, the authority and leadership of the Senior Pastor and the Chairperson of the Deacons Ministry.

H. Agree to support LCM by the giving of tithes, offerings and service.

I. Agree to support the Senior Pastor in every way to carry out the vision God has given him/her.

Section 4: Duties of the Officers of the Board of Deacons

A. Chair of the Board of Deacons: The Chair of the Board of Deacons shall report all activities of the Board to the Senior Pastor, and seek approval, prior to commitment, on any

activities outside of the normal operations of LCM. He/she shall inform the Senior Pastor of all meetings scheduled by the Chairperson. The Chair shall preside at meetings of the Board of Deacons, when meeting without the Senior Pastor, or as directed by the Senior Pastor when he/she is present. He/she must assure that all responsibilities in article X, Section 1 are carried out. The Chairperson shall be the Head of all committees, as needed. The Senior Pastor and the Chairperson shall assure that the Board of Deacons meet periodically for advice and assistance in matters of LCM. The Chairperson shall also supervise the work of the Board. He/she shall be appointed by the Senior Pastor, and shall serve at the Senior Pastor's pleasure. In the absence of and under the authority and approval of the Senior Pastor, the Chairperson of the Deacons Ministry shall have authority over LCM to carry on affairs, unless the Executive Co-Pastor is present, at which time the Chairperson shall yield to his/her authority. All major decisions must be communicated with and approved by the Senior Pastor. When there is a Pastoral vacancy, the Chair Deacon has full authority over LCM until a Pastor has been sent by God and selected by the Church, unless the Executive Co-Pastor is present, at which time the Chairperson shall yield to his/her authority (Article VII, Section 4).

B. Vice-Chairperson of the Board of Deacons: The Vice-Chairperson shall in the event of the unavailability of the Chairperson, act for, and in the place of the Chairperson. The Vice-Chairperson shall be selected annually by and from within the Board of Deacons, and shall perform such duties and services as may be requested by the Chairperson. The Vice-Chairperson needs to work cooperatively with the Chairperson, so he/she can be aware of the current LCM issues. Likewise, the Vice-Chairperson needs to understand the relationship between the Senior Pastor and the Chairperson and strive to maintain such in the event that the Vice-Chairperson needs to act for and in the place of the Chairperson.

C. Secretary of the Board of Deacons: The Secretary shall keep accurate records of all proceedings, all meetings of the Board of Deacons, and shall present such records upon request of the Senior Pastor or Chairperson, and shall perform such other duties as the Chairperson or his/her designee may direct. The Secretary shall be elected from the membership of the Board.

Section 5: Term of Office for the Members of the Deacons Ministry

The Senior Pastor shall appoint or dismiss the members of the Board from time to time, as he/she deem appropriate. The term will be determined by faithful service (Article VII, Section 2).

Section 6: Meetings of the Board of Deacons

Meetings of the Board of Deacons shall be called by the Senior Pastor or the Church with the knowledge of the Senior Pastor or jointly. Meetings shall be called as deemed appropriate such as, scheduled monthly, and especially prior to a quarterly or annual Church meeting. A scheduled meeting may be canceled by or with the approval of the Senior Pastor. The Board of Deacons may meet at other times excluding the Senior Pastor's presence with the Senior Pastor's knowledge and approval.

Section 7: Quorum for the Board of Deacons

A quorum for regular and special meetings shall consist of a simple majority of the membership of the Board; however, it must include the Senior Pastor and the Chairperson or his/her designees respectively.

Section 8: Vacancy of the Board of Deacons

Vacancies shall be handled as follows: Should any member of the Board resign or fail to competently perform the responsibilities of a Deacon for a period of six (6) consecutive months, the Senior Pastor in cooperation with the Chairperson and the Board shall declare the office vacant. The Senior Pastor may at that time seek to and/or appoint a person to fill the position as provided by this Constitution and By Laws.

Article XI **Executive Board**

Section 1: Membership of the Executive Board

The Executive Board shall consist of the Senior Pastor or his/her designee. The Executive/ Co-Pastor Chairs of the Board of Deacons and Trustees of the Vice-Chairs in the absence of the Chairs (or a pre-arranged designee arranged with the Senior Pastor) and members of both the Boards of Deacons and Trustees. Likewise, the Executive Board will include the Pastor /Leader of the Youth and Young Ministry and assistants to the Pastor /Leader, leaders of all ministries and auxiliaries. Membership to the Executive Board may increase with the establishment or expansion of varied ministries with the approval of the Senior Pastor. The Senior Pastor or his/her designee will Chair the meetings of the Executive Board.

Section 2: Responsibilities of the Executive Board

The Executive Board shall assemble and pray prior to acting. Then the Executive Board shall act as the general administrative body of the Church and convene upon the request of the Senior Pastor or his/her designee {in a Pastoral vacancy the Executive/Co-Pastor, as is right of ascension, shall Chair the meetings} to:

A. Hear and review concerns, issues, problems of or within, or involving the Church presented by the Senior Pastor, Executive/Co-Pastor, Deacons Ministry, Board of Trustees/Stewardship Ministry, Ministerial Assistant, Board of Elders, or the Youth & Young Adult Ministry Pastor/Leader or designee, committees, auxiliaries, bodies, and any other Church organizations.

B. Hear and review concerns, issues, updates and problems of agencies, organizations, bodies whose concerns, issues, problems affect or may affect the Church or the religious community at large.

C. Quarterly review of updates and recommendations for tasks worked on by the Senior Pastor, Executive/Co-Pastor, Boards of Deacons and Trustees/Stewardship Ministry, Ministerial Assistant, Board of Elders, Youth & Young Adult Ministry, committees, auxiliaries, bodies, etc., which caused the board to convene.

D. Study recommendation for new Church projects, and program (spiritual, financial, services, etc.) and submit recommendations to the appropriate Church organization.

E. Hear and review whatever is approved by the Senior Pastor or his/her designee to be heard or reviewed in the Executive Board meetings.

The Executive Board does not have the authority over that of the Senior Pastor. It is a Board to recommend and advise the Senior Pastor, who in turn shall see such recommendations and advise in making Godly and sound decisions for LCM.

Section 3: Meetings of the Executive Board

Meetings of the Executive Board shall be called by the Senior Pastor or his/her designee. Meetings shall be called as deemed appropriate, such as scheduled monthly or special meetings. A scheduled meeting may be called by or with the approval of the Senior Pastor as he/she deems necessary.

Section 4: Quorum for the Executive Board Meetings

A quorum for regular and special meetings shall consist of a simple majority of the membership of the board, however, it must include the Senior Pastor or designee, Executive/Co-Pastor, Chairperson of Deacons Ministry or designee and Chairperson of Trustee Board/Stewardship Ministry or designee, Leader/Elder of Elders Board, Youth and Young Adult Ministry Leader or designee.

Article XII **Pastoral Staff**

The Senior Pastoral Staff will consist of persons who shall be under the direct authority/supervision of the Senior Pastor to perform administrative, ministerial, and supportive responsibilities. All shall attend regularly scheduled Worship Services, Church School and Bible Study. Their responsibilities are to assist in carrying out Church Ministerial duties assigned by the Senior Pastor. They shall be divided into three categories (unless divided differently by the Senior Pastor).

A. Administrative Assistant: is to assist with any administrative duties of, for, or on the behalf of LCM, or otherwise assigned or approved by the Senior Pastor.

B. Ministerial Staff: is to assist with public worship and ministries of, for, or on the behalf of LCM, or otherwise as assigned or approved by the Senior Pastor.

C. Supportive Staff: is to assist with the Church mission or ministry, or otherwise as assigned or approved by the Senior Pastor.

Section 1: Administrative Staff

The Administrative Staff consists of persons appointed by the Senior Pastor and/or Executive/Co-Pastor to perform administrative, or the like responsibilities, or any other that are assigned by the Senior Pastor.

A. The Administrative assistant to the Senior Pastor shall:

1. Be a Christian Minister, or member of the adult membership appointed by the Senior Pastor, unless deemed otherwise appropriate by the Senior Pastor and/or Executive/Co- Pastor.

2. Understand the term of appointment shall be determined by the Senior Pastor and/or Executive/Co- Pastor, as led by the Lord or deemed appropriate by the Senior Pastor and/or Executive/Co- Pastor.
3. Shall have obtained or be in training for an Academic degree at an accredited school or University, unless otherwise deemed appropriate by the Senior Pastor and/or Executive/Co- Pastor.
4. Shall perform such administrative responsibilities, or the like as assigned by the Senior Pastor and/or Executive/Co- Pastor, or his/her designee.

B. Church Secretary/Clerk

1. Is appointed, and serves as assigned by the Senior Pastor (Article VI, Section 2).
2. Understand the term of office shall be determined by the Senior Pastor.
3. Keep a record of the Church membership and statistics.
4. Be present, or have a Pastoral approved representative, at all meetings of the Church and keep records.
5. Keep minutes on a permanent record book and duplicate them as needed by approval of the Senior Pastor.
6. Write official letters for the Senior Pastor and LCM, and keep file copies of the same.
7. Read at each meeting, minutes of previous meetings, unless deferred or omitted by approval from the Senior Pastor and the Church body.
8. Keep records of member's names, addresses, baptismal records, dates of birth and death, dates of exclusion from the Church, and like data such as inactive and former member's files.
9. Be responsible for making church announcements and other announcements with Pastoral approval at worship services or at other times as is appropriate.
10. Maintain in proper order, according to clerical practices, the Church records and files to include letters of removals, terminations, and transfers.
11. Keep all information of archival nature.
12. Understand that all books, records, and papers are the property of LCM, and shall surrender such documents to LCM when requested by the Senior Pastor or his/her designee, upon resigning or vacating the office, or to transfer such documents to the office when the letter is appropriate and approved.
13. Shall be a notary public, or be in the process of obtaining such recognition.

C. Financial Secretary (see Article XV, Sectioned D).

D. Budget and Financial Committee (see Article XV, section 4).

E. Trustee Chair and Board (see Article VIII).

Section 2: Ministerial Staff/Board of Elders

The Ministerial Staff, also known as the Board of Elders, consists of persons appointed by the Senior Pastor, whether ministers or not, to perform ministerial, or the like responsibilities or any other that are assigned by the Senior Pastor.

A. The Executive/Co-Pastor shall:

1. Be a Christian Minister appointed by the Senior Pastor, unless otherwise deemed appropriate by the Senior Pastor.
2. Shall be appointed by the Senior Pastor, as led by the Lord and deemed appropriate by the Senior Pastor.
3. In the absence of the Senior Pastor or in the event of his/her death, inability or refusal to act, the Executive/Co-Pastor by right of ascension shall perform the duties of the Senior Pastor, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Senior Pastor; as voted to and approved by the by-laws of LCM.
4. Have obtained or be training for a Divinity/theological/Bible School Degree or an accredited School or University, unless otherwise deemed appropriate by the Senior Pastor.
5. Perform such spiritual welfare responsibilities, or the like as assigned by the Senior Pastor.

B. The Ministerial Assistant to the Senior Pastor shall:

1. Be a Christian Minister appointed by the Senior Pastor, unless otherwise deemed appropriate by the Senior Pastor.
2. Understand the term of appointment shall be determined by the Senior Pastor, as led by the Lord and deemed appropriate by the Senior Pastor.
3. Have obtained or be training for a Divinity/theological/Bible School Degree or an accredited School or University, unless otherwise deemed appropriate by the Senior Pastor.
4. Perform such spiritual welfare responsibilities or the like as assigned by the Senior Pastor or his/her designee.

C. Associate Minister/Pastors:

All ministers/pastors under the authority, leadership and supervision of the Senior Pastor, whether members or non-members of LCM, regardless of title, or previous Christian church affiliation, who have been approved by the Senior Pastor and subsequently, have been declared as Associate Ministers of LCM.

1. Members of LCM shall:

- a. Be under the authority, leadership, and supervision of the Senior Pastor.
- b. Be in ongoing training directed by the Senior Pastor, both within and outside of LCM.
- c. Have obtained or be in training for a Divinity/ Theological/ Bible School Degree at an accredited school or be in continuous Christian training as approved by the Senior Pastor or his/her designee.
- d. Perform such duties and responsibilities, administrative, spiritual, and otherwise, as assigned by the Senior Pastor or his/her designee.

2. Non-Members of LCM shall:

- a. Conference with the Senior Pastor, if the intent is to be a member of LCM's Ministerial Staff. The Conference shall include (is inclusive of but not exclusive of others) the following:

1. A request to be under the authority and leadership of the Senior Pastor and an active non-member of LCM under Pastoral Care.
 2. Need to be under the covering of the Senior Pastor and LCM and not to become a member.
 3. Must have served a minimum of six (6) months as member of Deacons Ministry, unless otherwise deemed by the Senior Pastor.
 4. Their calling, licensing and former church affiliation.
 5. Future plans.
- b. Be under the authority, leadership and supervision of the Senior Pastor.
 - c. Follow all guidelines for Associate Ministers who are members of LCM.
 - d. Perform such duties and responsibilities, administrative, spiritual, and otherwise as assigned by the Senior Pastor or his/her designee.

C. New Ministers:

1. Any persons, male or female, regardless of age, who believe that God has called them to Priestly Ministry, and desire to work in such spiritual vocation at LCM and under the authority and leadership of the Senior Pastor, must declare such a calling to the Senior Pastor.
2. The Senior Pastor, after talking with the potential candidate, and after praying to seek God's divine guidance (unless God has already confirmed this candidate's calling to the Senior Pastor), and unless there are very clear and blatant reasons not to, shall announce this calling to LCM.
3. To be a candidate, one must:
 - a. Be saved, have professed with the mouth an acceptance of the Lord Jesus as Savior, believed that God has raised Jesus from the dead, have been baptized by immersion, and have a desire to serve the Lord Jesus Christ.
 - b. Have attended LCM worship services, teachings, meetings, other activities on a regular basis.
 - c. Have been observed by the Senior Pastor and the Church as striving to live a Christian life, as per the Bible and the Church.
 - d. Have been observed by the Senior Pastor and the Church as striving to follow the authority/leadership of the Senior Pastor, and others on authority/leadership of LCM.
 - e. Have a High School Diploma, an equivalent, or working on obtaining one. A candidate must be able to use the English language adequately (speaking, reading, writing) and if not be willing to attend classes to learn such.
 - f. Must have served a minimum of six (6) months as member of Deacons Ministry, unless otherwise deemed by the Senior Pastor.

- g. Attend two years of training under the Senior Pastor or designee i.e. mandatory classes (which must be made up if missed), practicum, etc.
- h. Accept that their ministry is under the authority and leadership of the Senior Pastor and in the local Church until otherwise approved. Candidates must understand that they will work in ministry, as assigned or directed by the Senior Pastor.
- i. Strive to work in harmony with the Senior Pastor, Officers and Church, and fellow ministers of LCM and elsewhere.
- j. Understand that as long as they are ministers at LCM they must work in harmony and in respect with the Senior Pastor and in cooperation with LCM.

4. Classes shall include (classes inclusive but not exclusive of others)

- a. Bible Doctrine
- b. Understanding the Calling
- c. Humble Servant
- d. Faith Confession
- e. Church Policy
- f. Ministries vs. Ministering
- g. Faith at Work
- h. Preaching/Teaching
- i. Sermon Preparation
- j. Sermon Presentation/Critique
- k. Speaking/Reading/Writing
- l. Understanding/Following Leadership/Authority
- m. Church History
- n. Practicums:
 - 1. Baptizing
 - 2. Communion
 - 3. Weddings
 - 4. Funerals/Home Goings
 - 5. Christening/Dedications, etc.

5. Levels of Ministerial training and Licensing:

- a. Ministers License/Deacons Ordination Certificate: Given to the candidate after successfully demonstrating the ability to function in his/her calling, as determined by Senior Pastor and Executive/Co-Pastor, and by recommendation of the Chairperson of Deacons Ministry.
- b. Elders Ordination License: Given to the candidate one year after the Ministers License/Deacons Ordination Certificate, and successfully demonstrating the ability to function in his/her calling, as determined by Senior Pastor and Executive/Co-Pastor.

*With the candidate completing all requirements, all licenses are issued at the time frame stated, unless otherwise deemed appropriate by the Senior Pastor.

D. Youth and Young Adult Ministry Pastor/Leader shall:

1. Be a Christian Minister of LCM in good standing, and a minister appointed by the Senior Pastor unless otherwise deemed appropriate by the Senior Pastor (Article VII, section 2).
2. Be under the authority, leadership and supervision of the Senior Pastor.
3. Keep the Senior Pastor informed of all present activities and planned activities of the Youth Ministry, and shall obtain approval Youth and Young Adult Ministry activities.
4. Have authority, leadership and supervision of all Youth and Young Adult Ministry Staff, activities and operation, responsible only to the Senior Pastor.
5. Be responsible for developing the spiritual, financial, and creative activities, after approval from the Senior Pastor.
6. Assure training and development of the members of the Youth and Young Adult Ministry in all positions held in the Adult church, as deemed appropriate by Trainers/Instructors outside of the Youth and Young Adult Ministry as the Pastor /Leader deems necessary with approval from the Senior Pastor.
7. Understand that the term of appointment shall be determined by the Senior Pastor, as led by the Lord and deemed appropriate.
8. Perform such duties and responsibilities as administrative, spiritual, and otherwise as assigned by the Senior Pastor or his/her designee.

E. Chairperson of the Deacons Board (see Article IX).

Section 3. Supportive Staff: The Supportive Staff consists of persons appointed by the Senior Pastor or selected by members of LCM according to department and positions to perform supportive services, or other responsibilities that are assigned by the Senior Pastor.

A. Minister of Music shall:

1. Have obtained or be in training for a degree from an accredited School of Music, or may demonstrate ability to perform his/her duties as the position requires.
2. Be appointed by and follow under the authority, leadership and supervision of the Senior Pastor or his/her designee (Article VII, Section 2).
3. Be responsible for selecting the music for LCM with the approval from the Senior Pastor, and in cooperation with the Directors/Musicians. He/she shall play music as needed. Likewise, shall be responsible for training of the Musician(s), Director(s), and/or training/supervising, the training of the choir(s), singing group(s), etc.
4. Be responsible for supervising the Musicians and Choir Director(s) of LCM.
5. Be or become a member of LCM upon accepting the position.

6. Understanding that all choirs, singing groups, soloists, musicians, etc., who are members of LCM, belong to LCM, and can not be separated from LCM.
7. Maintain a constant and open communication with the Senior Pastor, Musician(s), Choir Director(s), and choir members.
8. Perform such duties and responsibilities related to music and worship as assigned by the Senior Pastor or his/her designee.

B. Musician(s) shall:

1. Be or become a member of LCM, upon accepting the position.
2. Be under the authority, leadership and supervision of the Senior Pastor.
3. Be directly supervised by the Minister of Music, who is the Senior Pastor's designee, and on the absence of a Minister of Music, shall be directly supervised by the Senior Pastor.
4. Play music or play music and direct the choir(s) at worship services, choir rehearsals and other special scheduled services (i.e. Funerals/Home Goings, Prayer Breakfast, etc) as requested. Likewise, shall be responsible for assisting in the selecting of songs and training the choir(s) and/or singing group(s).
5. Be trained or being trained in a School of Music or under a Certified Musician or as deemed appropriate by the Senior Pastor.
6. Understand that all choirs, singing groups, soloist, musicians, etc., who are members of LCM belong to LCM and can not be separated from LCM.
7. Maintain a constant and open communication with the Senior Pastor, Minister of Music, Choir Director(s), and Choir Member(s).
8. Perform such duties and responsibilities related to music/directing, as assigned by the Senior Pastor or his/her designee.

C. Choir Director(s) shall:

1. Be or become a member of LCM upon accepting the position.
2. Be under the authority, leadership, and supervision of the Senior Pastor or his/her designee.
3. Be directly supervised by the Minister of Music, who is the Senior Pastor's designee, and in the absence of a Minister of music, shall be directly supervised by the Senior Pastor.
4. Direct the choir(s) and/or play music at worship services, choir rehearsals, and other special scheduled services as requested. Likewise, shall be responsible for assisting in the selection of songs, and training the Choir(s).
5. Be trained or begin training in a School of Music or under a Certified Musician or as deemed appropriate by the Senior Pastor.
6. Understand that all choirs, singing groups, soloists, musicians, etc., who are members of LCM belong to LCM and can not be separated from LCM.

7. Maintain a constant and open communication with the Senior Pastor, Senior Pastor's designee, Minister of Music, and choir Members.

8. Perform such duties and responsibilities related to directing music as assigned by the Senior Pastor or his/her designee.

D. Department Heads: Church Department Heads, also known as Ministry Leaders, are any persons so appointed by the Senior Pastor or his/her designee, to Chair/lead a specific church ministry. (Article VII, Section 2). Department/Ministry Heads must support the Church activities by regular attendance to include, Church/Sunday School, Sunday Morning Worship, Bible Study, Church Business Meetings, and other worship services or fellowships held by the Church. Likewise, they must be willing to cooperate with and support the Senior Pastor, Officers, and Members of LCM. They must follow all the policies of LCM, and shall:

1. Be under the authority, leadership and supervision of the Senior Pastor, and the Executive/Co-Pastor.

2. Be responsible for Chairing the Department/Ministry they are appointed to. This responsibility includes (but does not exclude others) the following, they shall seek to understand:

a. The vision for LCM as God has given it to the Senior Pastor.

b. What is the Church's mission in carrying out the vision.

c. What part of the mission does the Department/Ministry have in carrying out the mission.

d. The strategies and goals must be developed to accomplish the Departments mission within the Church mission.

e. That strategies and goals must be implemented.

f. That a regular evaluation process be performed and reported to the Senior Pastor at the Department Head Meetings or other scheduled times.

g. That plans for future strategies and goals must be ongoing.

3. Keep Pastor fully informed about the Department.

4. Seek Pastoral approval and recommendations for projects.

5. Maintain an open and constant communication with the Senior Pastor.

6. Attend regularly the scheduled Pastor/Department Head meetings, to report, update, evaluate, etc.

7. Meet with department members regularly; provide supervision, guidance and accountability.

8. Be actively involved in the spiritual work and fundraising of LCM.

9. Understand that terms of appointment is determined by the Senior Pastor, as led by the Lord or deemed appropriate by the Senior Pastor.

10. Perform such duties and responsibilities related to department as assigned by the Senior Pastor or his/her designee.

E. Church Sexton/custodian shall:

1. Be under the authority, leadership and supervision of the Senior Pastor.
2. Be directly supervised by the Chair of the Trustees (who is the Senior Pastor's designee) or his/her designee. In the absence or the vacated seat of a Chairperson of the Trustee/Stewardship Ministry, he/she shall be directly supervised by the Senior Pastor or his/her designee.
3. Be expected to keep the Church building(s) and ground(s) in a clean, comfortable and attractive condition. All duties shall be clearly described in a written agreement by the Chair Trustee or in the absence or vacated seat of the Chairperson of the Trustee/ Stewardship Ministry, shall be accomplished by the Senior Pastor or his/her designee.
4. Perform such duties and responsibilities of the Church building(s) and ground(s) as assigned by the Senior Pastor, Executive/Co-Pastor or Chairperson of Trustees/ Stewardship Ministry.]

Article XIII
Auxiliaries

These are all committees, boards, departments, groups, ministries, etc., that help, aid and support the overall mission of LCM.

Section 1: The Missionary Board/Ministry:

A. Membership: May be recommended to, however, are appointed by the Senior Pastor. Term of appointment is determined by the Senior Pastor as led by the Lord or deemed appropriate by the Senior Pastor as long as they faithfully discharge their duties. The Ministry shall be supervised by the Chair, who is the Senior Pastor's designee, who may have been recommended to, yet appointed by the Senior Pastor (Article VII, Section 2).

B. Duties: To assist the Senior Pastor in developing the spiritual life of the Church. The Missionaries shall have the primary task of missions. A specific duty includes (but does not exclude others) the following:

1. Prepare and assist in Communion Service.
2. Demonstrate the Gospel by the ministry of helps i.e. visit/care for the sick, needy, bereaved/distressed members of LCM.
3. Develop and maintain outreach ministries.
4. Teach, witness and compel the lost and strayed souls to come to Christ.
5. Promote Christian instruction and growth of the members of the Church.
6. Encourage fellow Christians.
7. Encourage fellow Christians by word, deed, and life to engage in the mission works of the Lord.

8. Proclaim God's Word of salvation/deliverance through Jesus Christ the Lord and Savior.

C. Officers: The Ministry shall choose from within its members annually a Vice-Chair, Secretary, Treasurer, and others as needed.

D. Meetings: The Ministry shall meet regularly, at minimum once a month, unless otherwise approved by the Senior Pastor. The Ministry shall keep the Senior Pastor fully informed of activities; seek approval and recommendations on major endeavors.

Section 2: The Usher Board Ministry/Doorkeepers: Are servants of the Lord, Pastor and Congregation. The Usher Board Ministry shall also be known as The Doorkeeper Ministry.

A. Membership: Is open thought request to the Senior Pastor and the Chair of the ushers. Ushers shall serve under the authority, leadership and direction of the Senior Pastor at all worships services at the church and at other churches when the Church is in fellowship or at any Church related activity. The Ushers shall be under the direct supervision of the chair of the Ushers. The Chair shall be appointed by the Senior Pastor and may be recommended by the Ushers, LCM Officers, and/or members of LCM. The term of office for the Ushers shall be as long as they faithfully discharge their duties (Article VII, Section 2).

B. Duties: To maintain order and comfort during worship services or the like. Specific duties include (but does not exclude others) the following:

1. Be friendly, gracious, and warm as they receive and welcome persons entering the sanctuary, as an Ambassador of the Lord, the Senior Pastor and the Congregation.
2. Attend to the seating of the congregation.
3. Assist in the lifting of various offerings.
4. Attentively care for the needs of the Senior Pastor and/or the ministers occupying the minister's platform.
5. Consist of persons who are members of the Church. The ushers Ministry shall be organized as an Adult Ushers Ministry and work cooperatively with the Youth and young Adult Ushers. The Chair of the Ushers shall assure that the Ushers are included in the training and work of the Ushers coordinated with and under the authority of the Senior Pastor /Leader of the Youth and Young Adult Ministry.
6. Assist in keeping order during worship services. Therefore the Ushers under the leadership of the Chairperson of the Usher Ministry and by the authority of the Senior Pastor may move about the church maintaining order. They may request assistance of the Officers, when necessary.
7. Take care of the needs of the congregation during worship services as much as possible.
8. Perform such duties as is related to Ushering, or the like requested by the Senior Pastor or his/her designee.

C. Officers: The Usher Ministry shall choose from within its members annually a Vice-Chairperson, Secretary, Treasurer, or others as needed.

D. Meetings: The Usher Ministry shall meet regularly, at minimum once monthly, unless otherwise approved by the Senior Pastor. The Ministry shall keep the Senior Pastor fully informed of activities; seek approval and recommendations on major endeavors.

Section 3: Choir(s) and/or Singing Groups: Are responsible for the Ministry of Music of LCM.

A. Members: Is open through request of the Senior Pastor, Minister of Music, Chair, and Choir Director. The Choir shall serve under the authority, leadership and direction of the Senior Pastor. The general supervision shall be under the Minister of Music, who shall coordinate with and directly supervise the Choir Director(s) and Musician(s). The Chair of the Choir shall assist the Minister of Music, and Choir Director (and the Musicians if applicable) in carrying out their duties as well as responsible for assembling the Choir and other Choir related duties as requested.

B. Duties: To lead the congregation in the Ministry of Music. Specific duties include (but do not exclude others) the following:

1. Be a vehicle through which the congregation is led in and taught to sing hymns and songs.
2. Understand that the primary mission of all LCM Choirs and Singing Groups is to serve LCM. On special occasions and upon request and approval of the Senior Pastor, the Choir(s) may and are encouraged to sing at non LCM services and functions, as long as the event(s) are not in conflict with scheduled LCM services/activities.

C. Officers: The Choir shall choose from within its members annually a Chair, Vice-Chair, Secretary, Treasurer, and Chaplain or others as needed.

D. Meetings: The Choir(s) and Singing Group(s) shall rehearse regularly, as often as needed to be prepared for worship services. Likewise, they shall meet to deal with Choir/singing Group business matters, whether rehearsing or not.

Section 4: The Senior Pastor's Assistance Committee: The Senior Pastor's Assistance Committee is to assist the Senior Pastor and family by providing care and relief for them.

A. Membership: Is open to persons who genuinely care for the overall welfare and well being of the Senior Pastor and family. Each member shall have a spirit of helping, giving, sharing and not of strife, envy and jealousy. The committee shall appoint a Chair and other officers as needed.

B. Responsibilities:

1. Develop a plan of assessing the needs of the Senior Pastor and family with which the committee will use in its assistance program.
2. Implement the needed assistance to the Senior Pastor and family.

3. Schedule a regular assessment of the needs of the Senior Pastor and family with a minimum quarterly meeting.
4. Encourage the growth and development of the Senior Pastor by providing the opportunity to attend conventions, conferences, seminars, etc.
5. Assure that the Senior Pastor and family take necessary vacations to recuperate and regenerate by providing the opportunity for such.
6. Perform any such duties related to providing for the welfare and well being of the Senior Pastor and his family.

Article XIV

Youth and Young Adult Ministry

The Youth and Young Adult Ministry shall be organized and led by the Youth and Young Adult Pastor/Leader. The purpose is to assure that young people up to age eighteen (18) receive religious/spiritual, cultural, educational, and social training/experiences in a spiritual setting. It is to encourage young people to seek the Lord in every experience in their lives; through giving their lives to the Lord, developing prayer life, reading and committing Gods Word to their lives, sharing and giving to others both spiritually and otherwise. It is to encourage young people to seek training in positions held by the adults in the adult Church i.e. Ministers, Deacons, Trustees, Ushers, Missionaries, etc. Likewise, it is to encourage youth creativity, independence, growth and fellowship with other youth. Lastly, Youth and Young Adult Ministry is established to encourage youth to reach out to others “each one teaches one”.

A. The Youth and Young Adult Ministry Pastor/Leader, Youth and Young Adult Ministry Staff, and the entire Youth and Young Adult Ministry come under the authority of the Senior Pastor of LCM. The Senior Pastor / Leader of the Youth and Young Adult Ministry must keep the Senior Pastor of all activities outside of the normal operation of the Youth and Young Adult Ministry.

B. The Youth and Young Adult Ministry will have its own officers: Speakers/Ministers, Deacons, Trustees, Ushers, etc. These officers shall be trained by the Senior Pastor /Leader of the Youth and Young Adult Ministry, the staff of the Youth and Young Adult Ministry, and the adult counterpart in the Adult Church as coordinated under the authority of the Youth and Young Adult Ministry Pastor/Leader.

C. Staffing of the Youth and Young Adult Ministry will be approved by the Senior Pastor and the Senior Pastor /Leader of the Youth and Young Adult Ministry.

D. The members of the Youth and Young Adult Ministry have a representation and a right to vote on LCM issues according to Article V, Section 5-D.

E. The Youth and Young Adult Ministry members have a right to request the audience of the Senior Pastor. The process will begin with their leadership chain, i.e. Teacher, and finally to the Senior Pastor /Leader who will inform the Senior Pastor.

F. All matters of the Youth and Young Adult Ministry shall come under the authority of the Senior Pastor /Leader of the Youth and Young Adult Ministry. The Senior Pastor /Leader of

the Youth and Young Adult Ministry is under the direct authority, guidance and supervision of the Senior Pastor only.

Article XV

Christian Education Department

Section 1: Membership: The Director of the Christian Education Department shall be appointed by the Senior Pastor. The director of the Christian Education Department is under the direct authority, leadership, and supervision of the Senior Pastor. Other members shall be persons who are competent and interested in Christian education, who are recommended to or requested through the Senior Pastor and the Director of the Christian Education Department. Other officers may be developed as needed from within the members of the Christian Education Department.

Section 2: Responsibilities:

- A. Understand that the Christian Education Department and the Director of Christian Education Department are under the authority and leadership of the Senior Pastor. The Director must keep the Senior Pastor fully informed on all Christian Education Department activities, stay in good communication with the Senior Pastor, and seek the Senior Pastor's approval on all activities outside of the normal operation.
- B. Initiate and monitor an adequate program of Christian Education in LCM, to include viewing, reviewing and recommending Christian Education material.
- C. Develop a budget for material to be included in the annual LCM budget.
- D. Develop and maintain a Christian Education Department of three or more persons.
- E. Recommend to the Senior Pastor a Church/Sunday School Superintendent and assist the Superintendent in obtaining all necessary materials for the Church/Sunday School.
- F. To seek out persons who are competent, interested and will teach Christian Education and Church/Sunday School courses. Likewise, the Department members shall teach Christian Education Courses.
- G. Term of office shall be determined by the Senior Pastor (Article VII, Section 2).

Section 3: Officers: The Department shall be chaired by the Director of Christian Education who is appointed by the Senior Pastor. The department shall consist of a minimum of three persons entitled the "Christian Education Department". All other officers shall be selected from within its members as needed. They shall meet regularly, at least once a month, unless otherwise approved by the Senior Pastor.

Article XVI

Church Financial Affairs

Section 1: Trustee (see Article IX)

Section 2 Treasurer:

A. Office of Treasurer: The Treasurer is appointed/dismissed by the Senior Pastor and serve under his/her authority. The Treasurer serves under the direct leadership and supervision of the Chair of the Trustees. The term of office is determined by faithful service (Article Vivisection 2).

B. Responsibilities:

1. Have the responsibility of receiving and depositing LCM liquid assets (cash, checks, money orders, etc) in the Church bank accounts.
2. Keep accurate accounts receipts, expenditures, and all financial transactions of LCM and present such records upon request of the Senior Pastor or the Chairperson of the Trustee/Stewardship Ministry or their designees.
3. Assure, simultaneously with the Financial Secretary that all checks for disbursements are written form a LCM checking account and that checks are designed for and signed by two authorized LCM members as required.
4. In conjunction with the Financial Secretary, make sure that all monies withdrawn from LCM treasury are in keeping with the Church budget. If the budget request for that particular area may cause an overdraft and more funds are needed, a special approval is needed from the Senior Pastor and/or the Chairperson of the Trustee/Stewardship Ministry, in conjunction with the Officers to include the Chairperson of the Deacons Ministry.
5. In conjunction with the Financial Secretary, pay all bills and obligations in accordance with proper business practices. However, no bills or obligations will be paid without proof that the bill/obligation is owed i.e. receipts, or authorization. If payment or reimbursement is questionable, payment or reimbursement approval must be obtained from the Senior Pastor and/or the Chairperson of the Trustee/Stewardship Ministry. Such authorization may be approved and granted for the building if for the good of the Church.
6. In conjunction with the Financial Secretary, at all times know the financial status of the Church and present such to the Senior Pastor or Chairperson of the Trustee/Stewardship Ministry upon request.
7. Work simultaneously and cooperatively with the financial Secretary and the Accountant to keep LCM finances and financial records in good standing.
8. Work with the Financial Secretary in the preparation of quarterly and annual reports, and end of year member's total contribution for tax preparation.
9. In the absence of the Financial Secretary, may serve as the Financial Secretary, to include writing Church checks with the approval of the Senior Pastor coordinated with the Chairperson of the Trustee/Stewardship Ministry.
10. Perform other related duties as assigned by the Senior Pastor and/or Chairperson of the Trustee/Stewardship Ministry.

Section 3: Financial Secretary:

A. Office of the Financial Secretary: The Financial Secretary is appointed/dismissed by the Senior Pastor and serves under his/her authority, leadership and supervision only (Article VII, Section 2). In the absence of the Senior Pastor and the Executive/Co-Pastor, with Pastoral approval the Chairperson of the Deacons Ministry will be his or her designee and act in his/her stead. In vacancy of a Pastor and until a Pastor has been appointed, the Chairperson of the Deacons Ministry will serve as and in the capacity of a Pastor.

B. Responsibilities:

1. Work simultaneously and cooperatively with the Chairperson of the Trustee/Stewardship Ministry, Trustees, Treasurer and Accountant.
2. Keep accurate records and accounts of receipts, expenditures, deposits, bank accounts, and all transactions in conformity with accepted bookkeeping/Financial record keeping practices.
3. Present a written and oral Church Financial Report at all quarterly and annual church meetings (unless otherwise approved by the Senior Pastor), or anytime upon the request of the Senior Pastor. An itemized quarterly report of receipts and disbursements will be compiled and presented to the Senior Pastor, along with others authorized by the Senior Pastor to receive them.
4. Write all of the Church checks and assure that all checks for disbursement are written from a LCM checking account and that checks are designed for and signed by two authorized LCM members as requires.
5. Only write checks when authorized by the Senior Pastor and/or Chairperson of the Trustee/Stewardship Ministry, coordinating with the Treasurer for Check disbursement.
6. In conjunction with the Treasurer, at all times know the financial status of the Church and keep the Senior Pastor informed of such.
7. In the absence of the Treasurer he/she may serve as the Treasurer with the approval of the Senior Pastor coordinated with the Chairperson of the Trustee/Stewardship Ministry.
8. In conjunction with the Treasurer make sure that all authorized checks for disbursement are written for bills and obligations in accordance with proper business practices.
9. Understand that if payment or reimbursement is questionable, payment or reimbursement approval must be obtained from the Senior Pastor and/or the Chairperson of the Trustee/Stewardship Ministry. Such authorization may be approved and granted for the building of and the good of the Church.
10. At year end prepare each member a total annual contribution for tax preparation (assisted by the Church Treasurer, when needed).
11. In conjunction with the Financial Secretary make sure that all monies withdrawn from LCM treasury is in keeping with the Church budget. If the budget request may cause an overdraft for that area, special approval is needed form the Senior Pastor

and/or the Chairperson of the Trustee/Stewardship Ministry in conjunction with the Officers to include the Chairperson of the Deacons Ministry.

12. Perform other related duties as assigned by the Senior Pastor.

Section 4: Budget and Finance Committee: The Budget and Finance Committee is to develop and approve the budget for the Church's next fiscal year.

A. Membership: Shall consist of the Senior Pastor, Executive/Co-Pastor, Chairperson of the Trustee/Stewardship Ministry or his/her designee, Chairperson of the Deacons Ministry or his/her designee, Youth and Young Adult Ministry Pastor/Leader or his/her designee, Treasurer, Financial Secretary, two Adult Church Representatives and one Youth and Young Adult Ministry Pastor/Leader Representative or any other authorized by the Senior Pastor.

B. Responsibilities:

1. Be chaired by the Executive/Co-Pastor or his/her designee.
2. Review the budget for the past fiscal years budget and prepare the Church next fiscal year budget.
3. Present the Church next fiscal year budget at the September quarterly Church meeting.
4. Be responsible for announcing at least one month before preparing budget and gathering the proposed budget from each department, board, auxiliaries, etc., to use as guidelines towards developing the Church budget for the next fiscal year.
5. Take into consideration the overall operational expense for LCM, including its ministries, programs, etc., in the preparation of the Church budget for the next fiscal year.
6. Meet a minimum of once a year with a meeting just before the September quarterly church meeting. The committee can meet as often as needed upon request of or approval from the Pastor.
7. Develop and receive proposals of funding to meet the budget. Tithes and offerings must be considered first and foremost in meeting the general operational church budget. Then, other areas may be considered to raise or bring in funds.

Section 5: Fund Raising Committee:

A. Membership: Is open to members of LCM who are interested in working on the Church Fund Raising Committee.

B. Responsibilities: Select a Chair, Treasurer and other officers as needed.

C. Purpose:

- 1 The purpose of the Fund Raising Committee is to develop and execute plans to raise funds both for the general church operation expenses, building fund, and ministries support funds.
2. All plans must be submitted to the Senior Pastor or his/her designee for the approval prior to execution.

3. All funds raised and/or collected will be turned over to the Church Treasurer who will deposit them in the appropriate account.

Article XVII **Ceremonies and Celebrations**

All ceremonies and celebrations, or the like will be approved and governed by the Senior Pastor or his/her designee. Such ceremonies and celebrations including the following (it does not exclude others): Funerals/Home Going Services, and burials; weddings and receptions, infant and child christening/blessing, etc. A written request must be submitted prior to the event when time permits; otherwise an oral request to the Senior Pastor or his/her designee will be acceptable.

Article XVIII **Services and Programs**

All services and/or programs outside of the regular scheduled services/programs must be recommended and approved by the Senior Pastor or his/her designee. No Pastor, Minister, Speaker, (non-spiritual oriented), or the like shall be invited to serve in any capacity at LCM without prior approval of the Senior Pastor or his/her designee.

Article XIX **Special Committees**

The Senior Pastor or Executive/Co T Pastor may call for Special Committees to conduct specific Church business. At least seven Church members in good standing will compose the Special Committee, unless the Senior Pastor otherwise deems that the Special Committee shall vary from this standard. The Senior Pastor or his/her designee will be the Chair of said Special Committee. A Co-Chair and a Secretary will be elected from within the Special Committee. The Senior Pastor or his/her designee will terminate the Special Committee upon the completion of the task the Special Committee was formed for.

Article XX **Use of the Church Facilities**

Use of the Church Facilities will include any part of the Church

By Members: LCM members who desire to use the Church facilities need to:

1. Request use in writing when time permits and state purpose. No area of the Church facility will be used for the purposes which are against our faith or deemed an ungodly or inappropriate for the Church. The Senior Pastor or his/her designee will make the determination.
2. Schedule the event, and assure that it does not overlap or conflict with another scheduled event.

3. Assure that arrangements have been made, and understood by the Church prior or the event so that the area to be used can be cleaned after the event.
4. Receive approval by the Senior Pastor or his/her designee prior to scheduling the event, unless otherwise approved by the Senior Pastor or his/her designee.

By Non-Members: LCM facilities including the Main Sanctuary, Fellowship Hall etc., may be used by non-members for special functions. The guidelines are as follows:

1. The use of the facilities must be requested in writing and approved by the Senior Pastor or his/her designee.
2. No area of the Church facility will be used for purposes which are against our Faith or deemed ungodly or inappropriate for the Church. The Senior Pastor or his/her designee will make the determination.
3. The following information must be submitted:
 - a. Proper identification acceptable by the Senior Pastor or his/her designee, which will include verification (i.e. Drivers License, current official mail an address, [BG&E bill, telephone bill, etc] of name , address, telephone number of person requesting use and/or of the organization requesting; if the person represents an organization.
 - b. Date and time requested.
 - c. What part of the Church facility is requested for use (i.e. Main Sanctuary, Fellowship Hall, etc?)
 - d. Purpose for which it will be used (i.e. family reunion, gospel concert, etc.)
 - e. Number of persons expected to attend the event
 - f. If the Main Sanctuary Pulpit is to be used and by whom
4. The Senior Pastor or his/her designee will act on the request and respond quickly to include determining whether the Church can be used, the cost [if there be any], and other vital information.

Article XXI

Churches Established by Life Changing Ministries

Life Changing Ministries of Baltimore, Maryland [hereafter known as the Parent Church] will have governing authority over any church or branch of the Parent Church [hereafter known as the Daughter Church]. The Senior Pastor of the Parent Church will be the Overseer of the Daughter Church (es). The Overseer may appoint a representative to serve in his or her stead. The Overseer has the authority to appoint an interim or permanent Pastor over the daughter Church. The Daughter church will adopt, draft in the name of that church and follow the Articles of Incorporation and the Constitution and By Laws of the Parent Church unless otherwise submitted and approved by the Overseer or his/her designee. The Article of Incorporation and Constitution and By Laws of the Daughter Church will be submitted to the Parent Church to revise the construction and obtain approval of the Overseer or his/her designee. Whenever there is a dispute about the Constitution and By Laws or a need or request of an amendment or revision. The Daughter Church will submit it in writing to the Overseer or his/her designee. The Overseer or his/her designee will follow the necessary procedures to respond speedily. The Article of Incorporation and the Constitution and By Laws of the Parent Church will become the Daughter Church's except for those areas of difference submitted and approved by the Overseer or designee.

Article XXII

Subsidiaries of LCM

All subsidiaries of LCM, whether established as a separate entity or not, are established and organized by LCM. Therefore, the Senior Pastor /CEO or his/her designee will serve as the Chair of the Board of Directors of all subsidiaries. The Senior Pastor /CEO has the authority to appoint half of the Board of Directors of any subsidiary of LC, whereas the other members of the Board will consist of the community. The constitution and By Laws of any subsidiary of LCM must contain these statements and be reviewed and approved by the Senior Pastor /CEO prior to enactment.

Article XXIII

Church Discipline

The Lord and the Holy Scripture require that we, the Body of Christ called the Church, maintain a Godly behavior overall and order i.e. conversations, attitude toward God, others and ourselves, overt and covert behaviors, etc. When a member of the Body of Christ demonstrates disorder the Scriptures declare a method of handling such. It is the responsibility of all of the members of the Body of Christ to help bring one, to whom Satan has used to bring disorder, to order in a gracious and Godly manner. Yet, it's the ultimate responsibility of the Senior Pastor given his/her by God and being accountable to God to maintain order in the local Church. The Senior Pastor should direct his/her staff to join with him/her to handle matters Godly and gracious. Some of the Scriptures (though not excluding others) LCM shall use are the following:

A. How to handle one found at fault:

“My friends, if anyone is detected in a transgression, you who have received the spirit should restore such an one in the Spirit of gentleness. Take care that you yourselves are not tempted.” Gal 6:1

B. How to handle one found at fault who repents:

“Be on your guard! If another disciple sins, you must rebuke the offender, and if there is repentance, you must forgive. And if the same person sins against you seven times a day, and turns back to you seven times and says I repent, you must forgive.” Luke 17:3-4

C. How to handle those who cause divisions and offenses:

“I urge you, brothers and sisters, to keep an eye on those who cause dissensions (division) and offenses, in opposition to the teaching that you have learned, avoid them. For such people do not serve our Lord Christ, but their own appetites, and by smooth talk and flattery they deceive the hearts of the simple minded.” Rom. 16:17-18

1. These are dangers that threaten the Church

2. Unity can be broken, marred or impaired
3. We should turn them away, and try not to argue with or convert them
4. Anyone who mars the unity or harmony of the Local Church does not serve the Lord Jesus Christ regardless of his/her claim. He/she puts his/her interest above the welfare and interest of the Local Church. The Bible states “Do nothing from selfish ambition or conceit, but in humility regard others as better than yourselves. Let each of you look not to your own interests, but to the interests of others.” Phil. 2:3-4

D. How to handle one that is disorderly:

“Now we command you, beloved, in the name of our Lord and Savior Jesus Christ, to keep away from believers who are living in idleness (that live disorderly) and not according to the tradition that they may be ashamed. Do not regard them as enemies, but warn them as believers.” II Thes. 3:6, 14-15

E. How to handle believers who are in sexual immorality:

“I wrote to you in my letter not to associate (to keep company with, mingle with, habitual association with) with sexually immoral persons. Not at all meaning the immoral or this world, or the greedy and robbers, or idolaters, since you would then need to go out of the world. But now I am writing to you not to associate with anyone who bears the name of brother or sister who is sexually immoral or greedy, or is an idolater, reviler, drunkard, or robber. Do not even eat with such a one. For what have I to do with judging those outside (that is of the faith or the Local Church)? It is not those who are inside (that is the faith or the Local Church) that you are to judge? God will judge those outside. “Drive out the wicked persons from among you.” I Cor. 5:9-13

1. Paul in his addressing moral standards in this chapter, verse one talked about sexual immorality, in that a man lived with his father’s wife.

2. Paul classified this with all other sexual immorality, and explained how to handle such a one:

“You are to handle this man over to Satan for the destruction of the flesh, so that the spirit may be saved in the day of the Lord.” I Cor. 5:5

1. It involves excommunication from the Church
2. It involves chastisement of the person
3. It involves restoration of the offender. God does not want the person killed, but that such a one be restored to God through this process.

F. How to handle another member of the Church who may sin against you:

“If another member of the Church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses [at the mouth of two witnesses or three witness...Deut. 17:6,19:15]. If the member refuses to listen to them, tell it to the Church, and if the offender refuses to listen even to the Church, let such a one be to you as a Gentile (heathen: meaning non-believer) and a tax collector [as one who would not be admitted into the Church, and is to be cut off at least

temporarily from Christian fellowship, examples I Cor 5:4-5, I Tim. 1:20]. Truly I tell you, whatever you bind on earth shall be bound in heaven and whatever you loose on earth shall be loosed in heaven.” Matt. 18:15-18

Article XXIV **Fiscal Year**

The Fiscal year of LCM will begin the first day of January and end the last day of December of each year.

Article XXV **Amendments and Revisions**

The constitution and By Laws may be amended or revised at any quarterly or annual church meeting, with a recommendation to and approved by the Senior Pastor , and a two-thirds (2/3) vote of members who are present at said church meeting. Such an amendment or revision recommendation, must be written, submitted to the Senior Pastor or his/her designee for review at least forty-five days prior to the scheduled church meeting that the amendment or revision is to be presented. The Senior Pastor or his/her designee will approve distribution to the congregation thirty days prior to the scheduled church meeting that the amendment or revision is to be presented. If the forty-five day time frame is not compliable, the Senior Pastor or his/her designee has the authority to revise the schedule, and inform the originator of the amendment or revision recommendation and the congregation.

Accept this Constitution and By Laws, with all of its errors, prepared by a fallible people, for a fallible people, on behalf of an infallible God.

Adopted and ratified this 22 day of April, 2001 in the year of our Lord and Savior Jesus Christ.

By the Senior Pastor, Executive Co-Pastor, Deacons ministry, Trustees, and membership.
(To see a true copy of signatures, please see the Church Administrator.)